



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## Technology Planning & Policy Council (TPPC)

Charge: <https://intranet.gcccd.edu/tppc/default.html>

### AGENDA

November 15, 2023

10:30am – 11:30am

Zoom

<https://gcccd-edu.zoom.us/j/81699896221>

### Council Members

Name	Title	Attendance
Kerry Kilber Rebman	Associate Vice Chancellor, Technology (Chair)	<input checked="" type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor, Educational Support Services	<input type="checkbox"/>
Agustin Albarran	Vice President, Academic Affairs, Grossmont College	<input type="checkbox"/>
Jeanie Machado Tyler	Vice President, Instruction, Cuyamaca College	<input checked="" type="checkbox"/>
Vacant	Vice President, Administrative Services, Grossmont College	<input type="checkbox"/>
Nicole Salgado	Vice President, Administrative Services, Cuyamaca College	<input type="checkbox"/>
Marsha Gable	Vice President, Student Services, Grossmont College	<input type="checkbox"/>
Bri Hays	Vice President, Student Services, Cuyamaca College	<input type="checkbox"/>
Tate Hurvitz	Dean, Learning & Technology Resources, Grossmont College	<input checked="" type="checkbox"/>
Jessica Hurtado Soto	Dean, Learning & Technology Resources, Cuyamaca College	<input type="checkbox"/>
Vacant	Faculty Representative, Technology Committee, Grossmont College	<input type="checkbox"/>
Brianna Brown	Faculty Representative, Cuyamaca	<input checked="" type="checkbox"/>
Vacant	Classified Staff Representative, Technology Committee, Grossmont College	<input type="checkbox"/>
Amber Toland Perry	Classified Staff Representative, College Technology Committee Cuyamaca College	<input checked="" type="checkbox"/>
Robert Mountain	Classified Staff Representative, District IT	<input checked="" type="checkbox"/>
Claudette Clark	Student Representative, Cuyamaca	<input type="checkbox"/>
Leif Christiansen	Research & Planning Representative	<input checked="" type="checkbox"/>
Nicole Young	Recorder	<input checked="" type="checkbox"/>

### Meeting Objectives

1. Review information security policies and make recommendation to DEC.
2. Review TOG Rubric
3. Gather ideas for process to refresh the TOG prioritized project list
4. Review Additional Feedback from Chancellor's Cabinet



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Agenda Item	Documents
A. Information Security Policies, Second Reading	<p>Kerry provided the group with a second opportunity to provide input on the new Information Security Board Policy and 3 Administrative Procedures.</p> <p><b>Vendor Risk Management AP:</b> District IT is working on a process where we ask established vendors to send us their HECVAT when renewing licenses and services.</p> <p><b>Email Encryption AP:</b> There was a question around what actions would be taken if employees do not follow the AP. Training will be provided after the procedures are approved at DEC. Kerry also mentioned that IT is working on testing employees internally with Phishing emails</p> <p><b>Outcome:</b> The BP and 3 Aps were recommended to move forward as is to DEC.</p> <p><b>Action:</b> Kerry will bring the Policy and Procedures to DEC.</p>
B. TOG Rubric	<p>Kerry briefly reviewed the TOG Rubric. Tate and Jessica shared their college rubrics as well. There are many similarities.</p> <p>Suggestions and Questions:</p> <ul style="list-style-type: none"><li>• How are compliance projects prioritized? Typically by the date provided by the State or Federal government or other governing body.</li><li>• Provide more definition of each category.</li><li>• Provide documentation regarding weighting and the prioritization process so that those who submit requests can better understand why their project or request was prioritized where it was. For instance, include an explanation that compliance projects are automatically assigned higher weight. Also include information on how projects may or may not be funded and where the funding comes from.</li></ul>



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Agenda Item	Documents
C. Process for Refreshing TOG Prioritized Project List	<p>Kerry shared that the focus has been on the Colleague Financial Aid Implementation and the numerous sub-projects which need to be completed before the system can go live. Go live is scheduled for Jan 22, 2024.</p> <p>Once those critical projects are completed, the plan is to start focusing more on the other Active projects and start moving prioritized projects from the Queue to Active. The group discussed having a process for annually reviewing the ranked list and whether we should consider re-ranking.</p> <p>Suggestions and Questions on RE-Ranking:</p> <ul style="list-style-type: none"><li>• Consider reaching out annually to those who submitted requests and ask if there is any new information available that may change the priority.</li><li>• If there is new information, the group would need to determine if the new information warrants re-ranking.</li><li>• Create a standard email to be sent to requesters noting the priority ranking and asking for any new information that could potentially change the priority.</li><li>• Consider re-ranking all projects annually.</li></ul> <p><b>Action:</b> Kerry to share feedback with TOG.</p>
D. Updated Tech Plan	<p>Kerry shared that the plan was approved by Chancellor's Cabinet with some minor edits and will be presented to DEC for final approval. The suggested changes were mainly to clarify that this is a guiding document and not the actual roadmap (list of priorities).</p>
E. Other Business	<p>It was noted that not all membership slots are filled. Tate offered to help identify a Grossmont College faculty member and a classified staff.</p>

**Next Meeting Date:**  
**Date: February 21, 2023**