**Technology Planning & Policy Council (TPPC)**

**Charge:** https://intranet.gcccd.edu/tppc/default.html

**Minutes**

Mach 19, 2025

10:30am – 11:30am

In Person at Grossmont Bldg 80 (DACR)

**Council Members**

| **Name** | **Title** | **Attendance** |
| --- | --- | --- |
| Kerry Kilber Rebman | Associate Vice Chancellor, Technology (Chair) |  |
| Barbara Gallego | Associate Vice Chancellor, Educational Support Services |  |
| Agustin Albarran | Vice President, Academic Affairs, Grossmont College |  |
| Jeanie Machado Tyler | Vice President, Instruction, Cuyamaca College |  |
| Vacant | Vice President, Administrative Services, Grossmont College |  |
| Vacant | Vice President, Administrative Services, Cuyamaca College |  |
| Adrianne Garay Lee | Vice President, Student Services, Grossmont College |  |
| Victoria Marron | Vice President, Student Services, Cuyamaca College |  |
| Tate Hurvitz | Dean, Learning & Technology Resources, Grossmont College |  |
| Jessica Hurtado Soto | Dean, Learning & Technology Resources, Cuyamaca College |  |
| Carl Fielden | Faculty Representative, Technology Committee, Grossmont College |  |
| Vacant | Faculty Representative, Cuyamaca |  |
| Dawn Heuft | Classified Staff Representative, Technology Committee, Grossmont College |  |
| Amber Toland Perry | Classified Staff Representative, College Technology Committee Cuyamaca College |  |
| Sara Markowitz | Student Representative, Grossmont College |  |
| Leif Christiansen | Research & Planning Representative |  |
| Nicole Young | Recorder |  |

| **Meeting Objectives** |
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| 1. Finalize Recommended Changes to Charge & Composition |
| 1. Finalize Recommendations for BPs |
| 1. Conduct First Review TOG Rubric |
| 1. Review Goals |

**Please share conference experiences**

| **Agenda Item** | **Documents** |
| --- | --- |
| 1. Constituency Feedback on Revised Charge & Composition | [Draft Revised Charge & Composition](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/TPPC-Updated-Charge-and-Composition1.pdf)  Council members agreed to the recommended changes to the charge and composition as proposed. **Action:** Kerry will forward these recommended changes will go to the District Executive Council (DEC) as a part of the overall update to the Participatory Governance Handbook. |
| 1. Constituency Feedback on Board Policies | [BP 3720](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/AP-3720.pdf) –The Council recommended moving this forward to DEC as is. **Action:** Kerry will forward to DEC for consideration.  [BP 3725](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/BP-3725-Upd-34-NEW.pdf) – This BP is legally advised. There was a discussion around the importance of documenting operational procedures to ensure business continuity. Some members shared that they keep operating procedures on the network drive provided by District IT. It was mentioned that operating procedures will likely need to be reviewed as we move forward with the ACMM (Accessibility Capability Maturity Model) work. Kerry shared that she emailed Dawn Okinawa at the state regarding how other colleges have drafted their BP and AP. The need for broad accessibility in communication technologies, including phone systems, and the importance of considering all students, not just those with disabilities, was also discussed. Kerry suggested starting with the CCLC version of the document and then updating it with the ACMM in mind. The council recommended to move forward as is with one change under Line 1: use the word include instead of particularly. **Action:** Kerry will forward to DEC for consideration.  [BP 3800](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/BP-3800-upd-33-NEW.pdf) – The Council recommended moving this forward to DEC as is, noting the significant work will need to occur with the development of the AP. **Action:** Kerry will forward to DEC for consideration.  [BP 6335](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/BP-63351.pdf) – The council recommended moving this forward to DEC as is. There were questions around how replacement plans are funded and budgeted for at the colleges and District. **Action:** Kerry will forward to DEC for consideration.  [BP 6450](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/BP%206450-R.docx) – The council agreed that this BP needs further review. The need to update the administrative procedure to reflect current policies and ensure compliance with IRS regulations was discussed. Kerry suggested involving Human Resources to review the policy and ensure it remains relevant. Kerry also raised concerns about the use of personal devices for state business and the potential for data subpoenas. She proposed educating employees about the risks and recommended deleting work-related data from personal devices to avoid potential issues.  Concerns about employees asking for reimbursement when using personal devices was discussed. A program from T-mobile was suggested where they add a second line that is managed by the employer. There was also a question around how the new tablets for the Facilitron rollout would be impacted by this BP/AP, as well as Hotspots that are checked out from the libraries. |
| 1. Status of Administrative Procedures | [AP 3725](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/AP-3725-Upd-34-NEW.pdf) (new – legally advised)  [AP 3800](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/AP-3800-upd-33-NEW.pdf) (new – legally advised)  [AP 6450](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/AP-6450-R.pdf) (needs review)  Kerry shared that she currently has meetings scheduled with subject matter experts for review of these APs. |
| 1. Review TOG Rubric | [TOG Rubric](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/TOG-prioritization-rubric-template.pdf) Kerry asked council members to come prepared to review this at the next TPPC meeting. |
| 1. AI Taskforce | Tate is drafting a proposal for a Taskforce and governance process and will discuss it with the Chancellor and the Academic Senate presidents. The task force will cover various topics, including academic integrity, student use, accessibility, employee fair use, privacy, and data security. The initial idea is to educate staff on the ethical and security aspects of AI while exploring its potential to increase efficiency. The task force will also focus on preparing students for the AI-driven job market. |
| 1. Reminder on Goals | 1. Review and update Charge & Composition as a part of the IEPI work. 2. Provide input to TOG on the rubric. 3. Establish strong communication with TOG. 4. Review and make recommendations on BPs related to technology. 5. Review APs as informational items. 6. Provide input and support in the development of board policy for AI. |

**Next Meeting Date: April 16th 2025**

**Location: Cuyamaca College, President’s Conference Room**