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

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

**NOTES**

April 16, 2025

10:30am – 11:30am

In Person at Cuyamaca

**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 |  |
| Sheree Stopper | 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** |
| --- |
| 1. Conduct First Review TOG Rubric |
| 1. Review Goals |

| **Agenda Item** | **Documents** |
| --- | --- |
| 1. Status of Board Policies | Kerry discussed the status of board policies that were approved to move forward to DEC last month but did not appear on the agenda. The reasoning may be a desire to have associated Administrative Procedures (APs) ready at the same time.  [BP 3725](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/BP-3725-Upd-34-NEW.pdf) – Legally Advised  Kerry shared that the Accessibility Center at the state provided examples from other institutions that have strong policies in place around this. She has not had a chance to review them yet.  **Action:** Kerry will forward the examples to the group for review and any recommendations to adopt some of the verbiage.  [BP 6450](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/BP%206450-R.docx) – Needs Review  **Action:** Kerry to forward to Human Resources for review. |
| 1. Status of Administrative Procedures | Kerry shared she has had meetings with subject matter experts and interested parties, but does not have drafts to present yet. It was suggested to bring APs to the Ed Services meetings for review and input.  [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/BP-3800-upd-33-NEW.pdf) (new – legally advised)  **Action:** Kerry to connect with Steven Domingo.  There was good discussion on information security and the requirement of complying with the Gramm-Leach-Bliley Act (GLBA) and the need for a risk assessment. Kerry suggested that the current policy might need to be renamed to better reflect its focus on the GLBA versus GDPR, which is a European Union Law.  [AP 6450](https://www.gcccd.edu/committees/tppc/meeting-resources/docs/AP-6450-R.pdf) (needs review) |
| 1. Review TOG Rubric | Kerry explained that the rubric was created by the Technology Operations Group (TOG) in 2022-2023 to help prioritize IT projects at the district level, specifically for Student Systems. She further shared that this rubric has not yet been applied to Workday projects or Infrastructure or Information Security projects. Kerry also clarified the difference between a project and a help desk ticket, stating that a project is typically a new system or a significant change to an existing one.  Currently, recommended prioritizations from TOG are reviewed by Kerry and Barbara before being presented to Chancellor’s Cabinet. Business continuity is considered even though not explicitly stated in the rubric. A concern about capturing staff efficiency needs in the prioritization process was expressed. Kerry acknowledges this gap and suggested that such issues might be better addressed through business process improvements or depending on the topic, may already be on the list to be addressed via the Workday Optimization project. The group discussed the need for clear documentation on the process to submit and evaluate technology requests, including checking existing systems before purchasing new ones. The group discussed the need for a comprehensive inventory of software and tools currently in use across the district. They emphasized the importance of having a centralized list to avoid duplicate purchases and ensure efficient use of resources. Kerry indicated that Enterprise Systems does have an inventory of systems that was created in 2021 but is not certain if it is updated and in a shareable format. The team also discussed the importance of sunsetting outdated systems and the challenges of change management. The council agreed to revisit the project prioritization rubric at the next meeting. |
| 1. AI Taskforce Update | Tate provided an update on the AI task force proposal, which is currently being reviewed by Academic Senate presidents and the Chancellor. |
| 1. ACMM – Accessibility Capability Maturity Model | Kerry shared that we are waiting on the reports from the state facilitators. A question was raised on whether each college will address the recommendations separately or if the work could be approached jointly with the District. Kerry shared that once we receive and review the report, we will determine next steps. |
| 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: May 21, 2025**

**Location: Grossmont College, Building 80 – District Annex Conference Room**