



## Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee

Fall 2023 Semester

### Meeting Minutes

**Monday October 16, 2023 via Zoom at 12:40 p.m.**

Attended: Eresa Puch, Grace Yuan, Heather Rahman, Jamie Terhune, Stacey Lince, Emy Bagtas-Carmona, Matthew Howard, Aliyah Bassa, Oliver Howard, Hector Saez, Irina Roderick

Absent: Lance Barthelemy

#### Standing Items

1. Call to Order at 12:42 pm
2. Approval and adoption of the Agenda
  - Grace Yuan approved
  - Jamie Terhune seconded
  - All approved
3. Approve minutes
  - Matthew Howard approved
  - Stacey Lince seconded
  - All approved
4. Chair Announcements
  - Co-chair options – Heather to Chair; a co-chair option remains open.
  - 1 Classified seat open
  - 1 Faculty seat open

We welcome the new students, Aliyah and Oliver, to the committee!

#### Discussion Items

##### 1. Sound Board

The committee responded positively regarding the new login for Wi-Fi. The system is working better for students and others.

The committee spoke about the directory using common names for students. Per Stacey using common names in our system is still in test-mode. A person will be required to sign a waiver.

The committee reacted favorably toward the new quarantine messaging feature for Outlook. Matt Howard is currently researching and learning the system. It is yet known if a released email is safe going forward in an Outlook account.

2. Reporting out to PRAC

Heather will draft slides regarding ERP, and summarize the all other TPC efforts this semester. Eresa will provide some oversight, and the semi-final draft will be reviewed by the committee before scheduling and presenting to PRAC in the Spring.

3. Discussion around responses from Holley Shafer, Patrick Ekoue Totou and Gina Longo for the following topics:

- Survey: Heather to work with Holley and highlight the benefits of participating in our survey.
- Enterprise Resource Planning system (ERP): \$300 million is flagged for a common ERP to be adopted by all CA Community Colleges; Fiscal will be upgrading Ellucian Banner 8 to Banner 9 which is only minor fix for an antiquated system. We will invite Patrick E. to attend our next meeting to discuss how the TPC can support the upgrade. This upgrade should allow one to pull more than 2 years of budget reports, expand Human Resources tracking, allow for self-inquiries, and improve upon reports.
- WI-FI – *see above*
- Positive Attendance – Alex Suarez is the point person for recording into Banner.

4. [COM GLBA Information Security Program](#) – Gramm-Leach-Bliley Act, (GLBA) → business audit

Open discussion about any new/previous topics

An audit is underway. GLBA is a request in the audit lists pertaining to student information security. I.T. will be reporting to the Board of Trustees on Nov. 4

The meeting adjourned at 1:28 p.m.