

College Information Technology Committee



Meeting Minutes

1. **Date and time:** September 8, 2025, 10:00AM to 11:00AM
2. **Location:** [Zoom](#)
3. **Next Meeting:** October 6, 2025, 10:00AM to 11:00AM

Attendees

1. **Chair:** Eric Calderon
2. **Recorder:** Millie Franco
3. **Committee Members:** Jack Beckham, Kristen Campbell, Tom Cheng, Wade Ellis, Brenda Fink, Darren Hall, Laks Floriano, Manny Guerrero, Lan Hao, Elain Lipiz Gonzalez, and Senya Lubisich

Agenda

1. June 09, 2025, Meeting minutes approved.
2. Introductions
3. Purpose Statement approved,
 - Year updated to 2025-2026 and changed Day/Time of meeting –*First ~~Second~~ Monday of the month* (unless on a holiday)
4. Demo Applications or Services
 - In the next meeting, we are going to be demonstrating DegreeWorks and what does that look like from the student perspective and from the counselor's perspective for the committee to see what and how DegreeWorks is used.
 - It was asked of the committee if there were any other applications they would like to review.
 - i. CCCapply from Student experience and discuss how fraud may occur.
5. Updates
 - Enterprise Systems
 - i. Approved person for the Enterprise position going through the Board tomorrow.
 - ii. SharePoint server is used for our intranet, due to a cyber-attack on an outside agency TeCS took precautions and decided to turn off and migrate about 75% of assets to the cloud Microsoft SharePoint which is supposed to be secure. TeCS saved the past and current items from the intranet and communicated with offices affected and would move those items to the new intranet and cleaned up items that were from 2010-2013. Still working on Early Alert items trying to find a better method for transfer.

- iii. Degree Works has been updated and now ready to move to the cloud this weekend with Banner.
- iv. Banner Update on 13th hoping this will fix complaints of it being slow. After several delays, the update will include newer version, so that it will allow for better reporting for the common course numbering system, financial aid items, and some items that Lan would like to see on the data side.
- v. Website expected it to drop before winter term. The website is currently 80% complete. There are a lot of items that were an obstacle for us are all the reports and PDFs that need to be remediated, that need to make it into the website.
 - 1. Darren-for the library to redesign our website to have same look and feel, what can you share? Eric would like Darren to collaborate with TeCS and External Relations to discuss those elements before next October meeting.

- Operations and Support

- i. Data Center Update- Tom would need to find out when our building will be demoed to move the remaining server. Already moved to data center is phone systems and networking. Banner, Canvas, and shared drives should be functional during the move.
- ii. Wireless
- iii. Networking
- iv. Phones -Mitel is going out of business, so their support will end soon, and this has prompted us to change our phone systems in the next 2-3 years. Will try to use our current hardware but cost will more than likely be porting them over to a new system. Also looking into applications that can also be used remotely.
 - 1. Darren wanted to know if there is a more current solution to the library phone system issues. Tom said Manny replaced a few switches in the library and replaced some of the old phones there. Will continue to do testing to narrow down where the problem stems from.

The last investment from the college was during COVID and HEERF one-time funds were used. Eric is working with Fiscal to find a structured plan for replacements of wireless, networking, and our phones. Tom is strategizing and prioritizing high impacted areas that need replacements first, SS, Library, and CI.

- Security

- i. Fraud Students and Phishing The chancellor's office has been trying to put more things at the CCCApply level and on the local level to try to help mitigate some of the amount of fraudulent students going to the colleges. Not saying that they are gone, but there is a downtick, so a small percentage of it. these fraud students. And in talking with some of our folks, they have seen a downtick. What we have seen is that there is an increase in phishing emails. So, the number of phishing emails is very targeted to our students that

look like bank mobile attacks. And what happens is they send a phishing email, and it is a click, and it takes you to a Google Form. And the Google Form asks for your first name, last name, your student ID, your bank mobile username, your bank mobile password, and then you submit it as a form. And what they are doing to entice you to do that is that if you put that information, you may qualify for more money or more support if you put that information in there. And some of our students have fallen into that, that space where they put that information in there. The challenge for us, though, is that the Bank Mobile account is not connected to anything on the Citrus SSO. That is... that is their personal banking account at that point, so we have no means to reset their passwords for Bank Mobile or do any of those things. We can only do so much to protect them on this side, but if folks are just more aware of what is actually happening, and can communicate this to folks, if you are interacting with students, just to be cautious.

ii. Training- Eric encouraged to go to Vision Resource Center for Security Training.

6. Policies

- **AP 3727** -need to review next CITC.
- **AP 3775** - New deals with AI and the use of AI on campus. Eric was provided a template for the AP, but the committee will need to create. Eric has been invited to an AI workgroup by Lisa Villa and has been collaborating with Tommy Reyes. Eric would like to see what Senate comes up as a guide before CITC works on creating guardrails and that also allows innovation. Eric has only heard of Ventura community college has been working on one.

2025-26 meeting dates:

October 6

November 3

December 1

***No meetings January and February**

March 9

April 6

May 11

June 8