

College Information Technology Committee



Meeting Minutes

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

Attendees

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

Agenda

1. October 6, 2025, Meeting minutes approved.
2. Demonstration – Banner Action Items Processing for registration demo by Bryun.
 - using the Student Services dashboard link as an example for Registration Action Item Processing (student view)
 - VTEA Survey student option to decline, need to find an option to remind students of the survey because it affects funding- Lan.
 - Do students know what action items mean? -Lan
 - i. We are unsure if it was created by Ellucian, but we have not gotten feedback. - Bryun
 - What is the red slash circle icon next to the complete box is confusing. – Dan
 - i. It means it is halting additional action items. Bryun will put in a ticket to see if it can be hidden.
 - How can students return to complete items? - Lan
 - i. Need description in the Helpful links section and add additional directions such as, "Go to or return to the student service dashboard, then Action Items link" -Senya.
 - ii. Students' access to update items not completed is available 2 weeks before the end of the next semester. -Bryun.
 - iii. Students need a reminder to complete items- Manny Z
 - Bryun wants to find a better place for the VTEA survey.
 - Eric will talk to Darren to see if he would like to demonstrate an item from the Library for the December meeting.
3. Updates
 - Enterprise Systems
 - i. Element 451- Software referred to Customer Relation Management (CRM) to track student interest from beginning to graduation to allow better communication with current and

prospective students. Bryun will also ensure that disclosures are noted and will keep a privacy component and be able to opt out of data collection. First Element implementation team meeting today to discuss the instance already working on, and Bryun is hoping that by the next meeting, there will be an outcome and resolution for the Action items mentioned in the demonstration.

ii. Will there be training for the campus on this new technology? -Lan

1. Element has already provided training for the implementation group, and we could possibly borrow what they have provided us with, but it is fairly intuitive; however, there is some verbiage that may be confusing that will need to be cleared up.

- Title II – ADA- there was a rule by the Americans with Disabilities Act that included some new rulings of what is required for municipalities, schools, and so forth by certain dates. We want to make sure that all our web assets and all our apps meet the WCAG 2.1 standards by spring 2026. Prior to this, Eric emailed our vendors so that when we move our website to a new platform, they will have already provided us with their WCAG certifications. Eric is hoping that we create a page on the website somewhere that references the products that Citrus College uses and how it meets Title II compliance. The challenge will be the academic apps used by other divisions or departments and have them make sure they comply as well. Eric will be working with Ty Thomas, Dr. Thomas, over in DEIA+, and others to see what the current inventory is, such as Nursing, Library, and Automotive apps. Conversations with Cabinet and legal will need to address vendors who are not compliant and how to move forward. - Eric
- Operations and Support
 - i. Lab refresh- We try to keep a 5-year replacement cycle for most of our office technology, computer labs, and computers around campus.
 - ii. Office computer refresh- Tom
 1. SS area- about 40 laptops or desktops were replaced around the various areas, including EOPs, Admissions and Records, Counseling, and Outreach. With Intune and Microsoft, we were able to get all these replaced in one day and loaded.
 - iii. Classroom technology replacements
 1. working on PS 14-17 and 22A. Due to their move, they decided to order laptops because their space in the Science building will be reduced, but ordering may take some time. We ordered 76 laptops, along with 2 charging carts. They will be stored in a secure area where a staff member will need to release them when they are needed.
 2. Library- 24 computers imaged and ready to move them to the first-floor circulation area.
 3. Dental program-50 laptops and 4 desktops will be replaced.
 4. Computers in labs around campus will also be replaced.
 5. Smart boards were ordered for some classrooms in the TE building. The AV team will go out and start replacing them in TE104, 105, 114, and 115.
 - iv. We are also trying to replace a lot of our older access points; the target is 30 this year and 30

every year after, as they need replacements.

- v. Virtual server relocation 12/23, first day of winter break, Tom to be in contact with areas for any activity.
- Security
 - i. Training- reminder to encourage Security training.

4. Policies

- **AP 3727 Information and Communications Technology Accessibility**
 - i. Eric got final comments from Dr. Kiros and Dr. Thomas, which we can now take to our constituent groups for review and recommendations.
- **AP 3775 Artificial Intelligence**
 - i. Eric sat in with some of our Academic Senate participants who are part of that task force to go over AI. As they get more matured in the policies that they are creating, CITC will be able to begin forming AP 3775.
- **AP 6365 Accessibility of Information Technology**
 - i. Eric reviewed with the committee and discussed how he pulled the AP from Mt. SAC, which has a version of this AP. He asked the committee to start reviewing and provide any feedback or concerns. In their AP, they added something in a contract that provides this provision that the vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508, a rehabilitation Act. And it goes into, kind of, details that the vendor will be the one responsible for anything that needs to be resolved in there. Mind you, just because we put it into a contract does not necessarily mean that the vendor will sign off on it. This would just provide us with the due diligence as a college that we require our vendors to do. Eric will also provide the AP to Fiscal Services for feedback and to see if this needs to be added to purchasing contracts.
 - 1. It makes sense to offload the legal responsibility to the vendor, but (Darren) has two questions: 1) Has Mt. Sac had success with this, or have any vendors pushed back? 2) Is this through the consortium, or how would this arrangement affect divisions when placing orders?
 - a. Eric will reach out to Mt. Sac to see how they get vendors to buy in and how enforceable it has been to make those corrections, but he has seen other institutions without an AP have a similar policy, but it's really up to the institution itself to police itself.

2025-26 meeting dates:

December 1

April 6

***No meetings January and February**

May 11

March 9

June 8