

College Information Technology Committee



Meeting Minutes

1. Date and time: May 11, 2026 10:00AM to 11:00AM
2. Location: Zoom
3. Next Meeting: June 8, 2026 10:00AM to 11:00AM

Attendees

1. Chair: Eric Calderon
2. Recorder: Millie Franco
3. Committee Member in attendance: Jack Beckham, Kristen Campbell, Tom Cheng, Brenda Fink, Darren Hall, Laks Floriano, Manny Guerrero, Lan Hao, Senya Lubisich, and Bryun Sakaye

Agenda

1. April 6, 2025, Meeting minutes approved
2. Approval of proposed meeting dates for next year is pending. Millie will follow up on spring dates with Jody.
3. Integrated Planning Manual-The committee reviewed for any updates/changes.
 - a. CITC is responsible for the technology plan, responds to the institutional goal and strategic objectives from the strategic plan, and the educational facilities master plan.
 - b. Update request to the title of chief technology officer (~~chief information services officer~~) in the Initiation/Completion section.
4. Information Technology Master Plan 2026-2031-The committee reviewed the updated plan and approved to move forward to Steering as an information-only item. Millie is to assist with proofreading the document before submitting.
5. Title II WCAG 2.1, Level AA. - has been extended to 4/24/2027, giving the college more time to remediate ADA compliance. TeCS will continue to collaborate with the DEIA+ committee & Chancellor's office to find solutions as technology and tools improve.

Updates

Enterprise Systems

- Banner Update for ISIR- had two recent updates, one previous week, and Ellucian announced another due to defects to work through. Eric appreciates the user's patience.
- Element 451-Bryun explained that they loaded the student body into Element 451, so now there's actual student data for departments to be able to look at and start building their workflows and things with. TeCS has been creating a mechanism to check for software to have cybersecurity compliance (SOC2) in which Element 451 has this compliance.

Operations and Support

- Zoom recordings- reminder that recordings are saved for one year. Please download any recordings you would like to keep before they are removed from Zoom.
Key upcoming deletion dates to be aware of include:
 - October 2, 2025: Recordings created prior to July 31, 2024, were deleted
 - July 1, 2026: Recordings created August 1, 2024 – June 30, 2025, will be deleted
 - July 1, 2027: Recordings created July 1, 2025 – June 30, 2026, will be deleted
 - July 1, 2028: Recordings created July 1, 2026 – June 30, 2027, will be deleted
 This annual cycle will continue each year on July 1 for recordings from the prior academic year.
- IT 1 recruitment- replacement for Victor will hopefully go to the next Board meeting, and Tom thanks the Library staff who assisted with the recruitment.
- IS building cleanup- working with facilities
- AD sync- Active Directory sync with computers to Azure

Security

- Security Assessment- TeCS is conducting the yearly security assessment to help improve our system's security. Report to follow.
- Training- available online
 - Eric received his Cyber Security training certificate

5. Policies- postponed

- AP 3775 Artificial Intelligence
- AP 6365 Accessibility of Information Technology
 - Working with Administrative Services

2025-26 meeting dates:

- June 8

Proposed 2026-2027 meeting dates-

- September 14
- October 5
- November 9
- December 7
- *no meetings in January and February
- March 8
- April 5
- May 3
- June 7

Policy Timeline

AP 3720	2028 April
BP 3720	2026 October
AP 3721	2028 January
AP 3722	2028 January
AP 3723	2028 April
AP 3724	2028 January
AP 3725	2027 October
AP 3726	2026 October
BP 3727	2028 March
AP 3727	In process
AP 3775	In process
AP 6365	In process