District Technology Committee
May 21, 2024

Minutes

VOTING MEMBERS PRESENT: Stewart Kimura, Armando Mendoza, Souzan Sahakian, Khaoi Mady, Jose Sanchez, Geoff Hurst, Andy Lin, Darnell Kemp, Samantha Simmons, Janet Williams, Archie Delshad, Azin Biatani, Angela Haugh, David Soto

NON-VOTING: Cherry Li-Bugg

ABSENTEES: Henry Hua, Stephen Schoonmaker, Martha Gutierrez, Kashu Vyas, Morgan Beck, Terry Cox, Kristine Nacu, Helen Serrano, Lizeth Sanchez, Treisa Cassens, Lizbeth Juarez, Kathleen Reiland, Gil Contreras

GUEST: Jill Bauer, Bryan Ventura

APPROVAL OF MINUTES: April 16, 2024, Minutes; Motion by; 2ⁿᵈ by and approved by:

2024-2025 MEETING DATES – DISCUSSION AND APPROVAL: The meeting dates were presented to the committee for approval. Also, the committee discussed that they would like to continue to rotate the location of the meetings each month for the fall semester. Meeting dates were not approved because there weren't enough members for quorum.

MEMBERS TERMING OUT: Karla Garcia went through the list of those members that have served their two years and will need to be replaced or reappointed by their respective groups.

CYPRESS COLLEGE ACCREDITATION RECOMMEDATION: Jill Bauer and Bryan Ventura as members of the Cypress College Accreditation team attended DTC to make some suggestions based on their recent Accreditation findings. It was suggested that DTC go over guidelines on the website and update them as needed. It was suggested that come fall semester will bring a list and create a timeline to review them for next academic year.

INITIAL DISCUSSION OF FOLLOWING A/P'S: Geoff Hurst brought the following A/P's that need to be updated and discussed at this committee; AP3720, AP3721 and AP3722

1. **ACCESS CONTROL –** Discussion took place regarding suggested wording regarding how we should update the language on the AP's. It was agreed that AP3720 would be sent out to the group to approve the changes made.
2. **DISTRICT EMAIL –** Discussion took place regarding district email policy. It was stated that policy mandates that the District provides an email account and that will be the only mode to communicate with staff. Geoff Hurst will look for better language examples and bring to the next meeting.
3. **ON-BOARDING/OFF-BOARDING & RETIREE ACCOUNTS –** Will be discussed at the next meeting.
4. **ACCEPTABLE USE –** Will be discussed at the next meeting.
5. **DATA RETENTION –** Will be discussed at the next meeting.

DISCUSSION: Cherry Li-Bugg said that the committee needs to look at the charter, quorum, membership structure and voting procedures in the fall.

Archie Delshad said that faculty want to know how much the phishing campaign cost the District. He said that faculty were concerned about the training that follows when they fail a campaign. Archie was informed that no punitive actions are taken if faculty/staff members don't

pass the phishing campaigns. He was told that KnowBe4 the tool used for the phishing campaigns cost $385k for 5 years.

The meeting adjourned at 4:19 p.m.

NEXT MEETING: September 17, 2024 – Anaheim Campus Room 1025