



**Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.**

**Title of Meeting / Committee Name: District Technology Committee**

**Date: December 10, 2019**

**Location: G1**

**Virtual Meeting: <https://cccconfer.zoom.us/my/candace.jones>**

**Name of Person Taking Notes: Jeffrey Winter**

**Chair(s):**

**Candace Jones**

**Jeffrey Winter**

**I. Call to Order**

**II. Review and approval of meeting notes**

- Moved to Spring Meeting

**III. INFORMATION ITEMS**

1. None

**IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION**

2. N/A

**V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION**

3. Sub-Committee Updates
  - Policy Committee
  - Data Standards
  - Electronic Accessibility Program
4. End of Year Planning
  - What is the date of our first Spring meeting?
  - Is there anything we'd like to accomplish over the break?

**VI. ANNOUNCEMENTS**

5. None

**VII. ADJOURNMENT**

## Meeting Minutes

### Item I

Meeting called to order at 3:01 p.m.

Attendance: Candace Jones, Jeff Winter, Danielle Rapue, Joyce Miyabe, Michael Ihrig, Jason Bettrue, Manuel Cerda, Leslie Tirapelle, Dustin Tamashiro, Eamon Conklin. Absent: Juan Leon, Nairi Zograbyan

### Item II

Minute approval deferred

### Item III

None

### Item IV

None

### Item V 3.

*Sub-committee reports:*

- Policy Committee – agreed to continue to meet and work on policies during the Winter intercession. The committee will work on the following policies; Physical security, Network security, Log / Monitoring, cell phone usage. The group committed to having four draft policies for review at the first Spring meeting.
- Data Standards Committee - agreed to continue to meet via email during the Winter intercession. Their goal is to update the original data standards document that was used during the Banner implementation.
- Electronic Accessibility Program - agreed to continue to meet via email during the Winter intercession. Their goal is to create a recommendation for an Accessibility Officer position. The other goal is to recommend an accessibility educational campaign. Candace recommended that PCC speak with the CCC Tech Center to see what resources are already available and if they can assist in a training program.

### Item V 4.

Committee agreed first meeting of Spring semester would be held on March 11 at 11 a.m.

### Item VI

Manuel asked questions around where could find information on the use of official email addresses of PCC students. Candace was not sure this was covered in current student policies but recommended he connect with Dr. Cynthia Olivo to discuss its addition.

### Item VII

Meeting adjourned at 3:48 p.m.