

**Technology Planning Committee Minutes**

November 19, 2020  
9:00am – 10:00am

https://cccconfer.zoom.us/j/93032968255

**MEMBERS PRESENT**: Erik Sorensen, Jose Ramirez, Paul Chown, Reno Giovannetti, Jon Pace, Darius Kalvaitis, Tom Cossey, Jessica Herrera, Brian VanPelt, Cathy Cox

Erik Sorenson Called the meeting to order at 9:03 a.m.

**Agenda Items:**

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| **Item** | **Facilitator** | **Time** |
| **Email Retention, Password Change, Email forwarding**  Erik stated that the implementation date has been set for January 17, 2021. There will be workshops set up to assist users the first Friday in December and the first Friday in January.  Jose stated new passwords will be 15 characters and will not affect WebAdvisor or Canvas at this time. Periodic changes going forward will not be implemented, as multifactor authentication is the preferred approach. Messaging will go out tomorrow and it was confirmed that this does not include students. Automatic email forwarding will be disabled. Personal risk regarding litigation was discussed.  Erik stated that following the upgrade to the server, I.T. will be testing out the new webmail with a few users some time in January. | **Erik Sorensen** | **9:05-9:25** |
| **Changes to the Canvas support network and impact on College**  Reno stated that Canvas used to forward emails directly to the contact person responsible for correcting the problem and this feature will be removed. Casey is handling Canvas password changes and answering questions for students and faculty. This effort needs to be coordinated so that everyone is kept in the loop regarding issues.  Reno suggested moving the I.T. contact down the list to reduce visibility, and allow Student Services to administer password resets. Paul stated that in the portal, users are able to change their own passwords. It was clarified that this is not the SSO integration for students. Students and staff will be handled separately. Erik discussed the Microsoft integration and the goal for SSO. If that is unsuccessful, and a grant is awarded, we may pick up OCTA. | **Reno Giovannetti** | **9:25-9:40** |
| **AR 3725 Security Incident Response**  The CERT group consists of Erik, Tom, Jose and Paul. Paul is the Incident Response Coordinator. Cathy suggested formal incident command training. Jose stated this is strictly I.T. related, as opposed to active shooter training. For example, what to do if your laptop is stolen, and not giving out personal information.  The new AR’s from the Chancellor’s Office allow us to establish protocol with documented policies and the steps toward resolution. Making this information available as part of new employee onboarding was discussed. Also suggested was a one-page handout so that associate faculty and student workers (who do not have orientation) are included.  Paul explained that upon approval of the regulations, the CERT group will work in conjunction with the existing EOC Committee. | **Paul, Erik, Jose, Tom** | **9:40-9:55** |
| **Next meeting: January 14, 2021** |  |  |

1. **Future Agenda Items?**
   1. **AR 3720 2.3 Confidentiality. Trainings for Encryption.**

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| ADJOURNED: There being no further business, the meeting was adjourned at 10:00 a.m. |