# District Technology Committee
## October 21, 2025

## <u>Meeting Summary</u>

**VOTING MEMBERS PRESENT:** Gary Graves, Samanta de Frutos Garcia, Jennifer Merchant, Treisa Cassens, Terry Cox, Curtis Galvez, Jose Sanchez, Morgan Beck, Andy Lin, Corinna Lopez, Steven Estrada, Garrett Reza, David Soto, Martha Gutierrez

**NON-VOTING PRESENT:** Khaoi Mady

**ABSENTEES:** Henry Hua, Tony Jake, Erika Almaraz, Naveen Kanal, Janet Williams, Mylene Daniels, Samantha Simmons, Marcie Kagawa, Karen Bautista, Mirwais Azizi

**GUEST:** Joel Salcedo, Andrew Bruce

**APPROVAL OF MINUTES:** September 16, 2025; Motion by Gary Graves and 2nd by Jose Sanchez and approved by: Corinna Lopez, Terry Cox, Garrett Reza, Samanta de Frutos, Curtis Galvez, Morgan Beck, Andy Lin, Martha Gutierrez with abstentions from Treisa Cassens, Steven Estrada

**IT GOVERNANCE UPDATED LANGUAGE:** Khaoi Mady brought back to the group the updated IT Governance as discussed at our September 16 meeting. A motion was made by Andy Lin and 2nd by Gary Graves and approved by: Corinna Lopez, Terry Cox, Treisa Cassens, Garrett Reza, Samata de Frutos Garcia, Curtis Galvez, Jose Sanchez, Morgan Beck, Martha Gutierrez with abstentions from Steven Estrada. This will now be taken to DCC for their approval.

**NEW REGISTRATION AND CLASS SEARCH TOOL:** Khaoi Mady reported that the new registration and class search tool are up and running.

**UPDATE ON AP3720:** Khaoi Mady discussed with the group reconvening the workgroup to go over AP3720 policy again and once they have made the revisions, they will bring it back to DTC for approval and forward to DCC.

**PROPOSED NOCCCD DISTRICT AI POLICY/GUIDELINES:** Discussion took place regarding the proposed new AI policy. Gary Graves said Element451, Coursedog among many others that have AI components. Gary said that Fullerton College has many courses that use AI. Starting to work through the new software that will be available for all students, faculty and staff. New procedures will need to be drafted through a Board Policy. Staff operation/instruction side to determine which AI tools to use. Treisa Cassens said we should not define which tools we can use. Discussion also took place regarding students, faculty and staff should be disclosed not just students.

**EMAIL ACCOUNTS FOR RETIREES:** Khaoi Mady started the discussion regarding how to handle emails accounts for retirees. He said we currently have something floating around but nothing concrete on what happens when you retire. A lot of discussion took place regarding what the retirees email will be and what they get to keep. Morgan Beck suggested to ask our legal counsel to see what the way would be to do it in a legal way. Khaoi Mady will put something together and send out for review at the November meeting. Jose Sanchez suggested to look at Los Rios who have a policy in place. Treisa Cassens suggested that this policy be for faculty, administrators and staff.

**DISCUSSION:** Treisa Cassens brought up the searchable schedule on behalf of Samantha Simmons. She would like to discuss the options for the searchable schedule. Khoai Mady said

he will reach out to Samantha about things that have been taken care of already. He suggested they send an email to the IS Help Desk to create a ticket if there is something that they want to look at regarding the searchable schedule.

Khaoi Mady brought up the possibility of having all the meetings at the District like we used to. This will be brought back as an agenda item for discussion and voting.

Treisa Cassens wanted to discuss distance education in regards to the DW budget that was sent out. It was suggested that if there are software needs that the campuses use to send those requests to Khaoi to add to the campuses purchases on the DW spreadsheet.

The meeting adjourned at 4:45 p.m.

**NEXT MEETING:** November 18, 2025