



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Technology Operations Group (TOG)**  
Charge: <https://intranet.gcccd.edu/tog/charge-and-composition.html>

**NOTES**  
**December 7, 2023**

10:00am – 11:00pm

<https://us06web.zoom.us/j/3566538902>

**Group Members**

Name	Title	Attendance
Kerry Kilber Rebman	Associate Vice Chancellor, Technology (Chair)	<input type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor, Educational Support Services	<input type="checkbox"/>
Pam Wright	Director, Enterprise Systems	<input checked="" type="checkbox"/>
Jerry Williamson	Director, Computer Services	<input type="checkbox"/>
Steve Abat	Director, Technical Services	<input type="checkbox"/>
Bryan Cooper	GC Director, Instructional Technology	<input checked="" type="checkbox"/>
Camillo Hernandez	CC Instructional Computing Facilities Supervisor	<input type="checkbox"/>
Dawn Heuft	GC Instructional Design Technology Specialist	<input type="checkbox"/>
Amber Toland Perry	CC Instructional Design Technology Specialist	<input type="checkbox"/>
Bryan Lam	GC Co-Chair Technology Committee	<input checked="" type="checkbox"/>
Steve Weinert	CC Co-Chair College Technology Committee	<input type="checkbox"/>
Vacant	GC Admissions & Records Representative	<input type="checkbox"/>
Ruth Ramirez Ruiz	GC District Educational Support Services	<input checked="" type="checkbox"/>
Vacant	GC Financial Aid Representative	<input type="checkbox"/>
Ray Reyes	CC Financial Aid Representative	<input type="checkbox"/>
Martha Clavelle	GC Counseling Representative	<input checked="" type="checkbox"/>
Courtney Williams	GC Student Services Representative	<input checked="" type="checkbox"/>
Isaiah Nailon	CC Counseling Representative	<input checked="" type="checkbox"/>
Kevin Brown	CC Student Services Representative	<input type="checkbox"/>
Jessica Owens	GC Library Representative	<input type="checkbox"/>
Matthew Chase	CC Library Representative	<input checked="" type="checkbox"/>
Nicole Young	Recorder	



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Agenda Item	Notes
A. Welcome & Introductions	Kerry welcomed the group. There were no new agenda items. Kerry highlighted that she will include the group goals at the bottom of the agenda for the spring.
B. Review Student Onboarding Project Charter	<p>Kerry reminded the group that Pam presented the specifications document for this project to this group earlier this semester (it was at the Sept 21 meeting). That document is a very detailed document with over 50 pages. This project charter is the high level summary of the scope of work and stakeholders.</p> <p>Pam reviewed the charter, highlighting the fact that our current onboarding process creates multiple barriers for students and may be contributing to loss of enrollment. She also highlighted some of the improvements that the project will provide, such as loading applicants every hour instead of once a day, reducing security risks and quicker access to systems for students.</p> <p>Kerry shared that she plans to take the draft charter to Cabinet December 13 for approval to move forward.</p> <p>A question was asked about how this will affect EZ Proxy for the library. It was shared that starting in January, we are transitioning over to a hosted version of SSO (Single Sign-On) for EZ Proxy for both colleges. A question was asked about how the default password would be handled. <b>Action: Follow-up and share information with the college ICS Help Desks.</b></p>
C. Other Business	None added.

**Next Meeting Date: January 18, 2024**

**Group Goals for 2023-2024:**

1. Improve communication about the work of TOG across the colleges and District.
2. Create a process for refreshing the list as projects are completed and new projects are requested.
3. Document the process listed in #2.