IT Committee

Minutes

Meeting Information

Meeting Title: IT Committee

Date: Tuesday, December 9, 2025

Location: Virtually Only

Time: 1:00 PM

Zoom: Join Zoom Meeting
Meeting ID: 818 7373 9058
Passcode: 194908

Meeting Called By: Chris Diniz

Purpose: Semester Meeting – Fall 2025

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	√
Chris Diniz	AVP/CIO	
Isabel Sumaya	AVP for GRASP	
Monica Malhotra	AVP for IRPA	
Heather Macauly	AVP/CAO	
Elizabeth Adams	AVP for Academic Affairs	
Daniel Jimenez	Director of Organizational Excellence, Training and Development	
Jennifer Mabry	AVP/University Registrar	
Tommy Holiwell	Director of Enrollment Systems	
Mike Kwon	Associated Students, Exe. Dir.	
Rebecca Weller	Director of the Faculty Teaching & Learning Center	

Attendee	Representing	√
Joe Ren	A&H Faculty Representation	
Kent Henderson	SSE Faculty Representation	
Jonathan Troup	NSME Faculty representation	
Richard Ryan	BPA Faculty Representation	
Ying Zhong	Library Representation	
Anthonio Reyes	ASI President	A
Doug Cornell	ITS – ISO	
Brian Chen (non-voting)	ITS – Interim Deputy CIO	
Ydalia Lucio (non-voting)	ITS – Administrative Support	

Agenda

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order	C. Diniz	2 minutes
2.0	Approve Fall 2024 meeting minutes	C. Diniz	5 minutes
3.0	Approval of Agenda	C. Diniz	1 minute
4.0	Review charter and membership	C. Diniz	5 minutes
5.0	Old Business • AISC Subcommittee update	D. Diniz	5 minutes
6.0	New Business • ITAC Update • ITC Roadmap Update	Chris Diniz Chris Diniz	5 minutes 5 minutes
7.0	Adjourn	C. Diniz	1 minutes

Minutes

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order The meeting was called to order at 1:02 PM by Chris Diniz. Members and guests introduced themselves. A quorum was present.	C. Diniz	2 minutes
2.0	Approve Fall 2024 meeting minutes The Fall 2024 meeting minutes were reviewed. No corrections were proposed. The minutes were approved by consensus.	C. Diniz	5 minutes
3.0	Approval of Agenda The agenda was reviewed and approved with no changes proposed.	C. Diniz	1 minute
4.0	Review charter and membership The ITC Charter and membership was reviewed with no changes proposed. The charter remains unchanged and continues to stand as published.	C. Diniz	5 minutes
5.0	Old Business • AISC Subcommittee update The AISC Subcommittee is formed and will meet for the first time on December 12, 2025. AISC will define its charter and advise on AI strategy and technology priorities. The meeting cadence will be determined at the meeting. The charter will be presented at the next ITC meeting.	D. Diniz	5 minutes
6.0	New Business • ITAC Update ITAC has not been convened in approximately two years due to leadership changes and pending approval of the campus strategic plan. ITC requests will be ready for ITAC review once the strategic plan is finalized. • ITC Roadmap Update **Completed Projects:** TEC Engagement Center – Grand Opening planned for February 12, 2026. Zoom phone Migration – campus fully transitioned to Zoom Phone. Legacy phone system decommissioned. Project moved to operational funding. **Ongoing Projects:** PCI Compliance – Campus stabilized on standardized PCI systems. Annual audits and third-party oversight is ongoing. Identity Management / Automation – Continued enhancements to onboarding/offboarding automation. Integration with Zoom Phone underway. **Unfunded / Requested Initiatives** Enrollment Management CRM - CRM would track students from prospect → admission → enrollment. - CSUB currently lacks prospect-to-admission CRM (unlike other CSUs).	Chris Diniz Chris Diniz	5 minutes 13 minutes

	- System would improve outreach, responsiveness, and enrollment outcomes. - Request has been active for 5+ years. Centralized computing refresh model Student technology checkout refresh Accessibility staffing and compliance support Campus Grammarly / AI writing support tool Additional IT staffing (DBA, Help Desk) Campus-wide IT survey Addition of Classroom & Course Scheduling Software - Concern raised that 25Live does not adequately support academic course scheduling and classroom utilization analysis. - Motion made to add classroom/course scheduling & classroom management software to the ITC request list. - Motion seconded. - Decision: Motion approved by vote. - Item added to the ITC request list (priority order TBD). Approved ITC Roadmap to present to ITAC: 1. Increasing Data Center Capacity & Research Computing Support 2. Enrollment Management System (CRM) 3. Centralized Computing Refresh Model 4. Centrally Funded Campus Phone Solution 5. Student Technology Checkout Refresh 6. Accessibility Technology Initiative (Staffing & Compliance Support) 7. Campus AI / Grammarly Enterprise License 8. IT Staffing Enhancements (DBA / Help Desk) 9. Campus-wide IT Survey **Parking Lot / Future Consideration Items** Added to the parking lot (no vote required): - Public Data / Public Records Request Management System - Campus Data Privacy Officer / Function (anticipated FTE)		
-	Open Discussion Discussion on classroom technology refresh cycles and funding gaps. Acknowledgment that classroom upgrade costs have increased significantly. Proposal for IT to develop cost estimates for comprehensive classroom refresh planning and present at a future meeting.	All	5 minutes
7.0	Adjourn Motion made and seconded to adjourn early. Motion approved. The meeting adjourned at 1:42 PM.	C. Diniz	1 minutes

Action Items

Action Item	Owner	Status
Convene first Artificial Intelligence Steering Committee (AISC) meeting and draft charter	Chris Diniz	Completed
Schedule ITC meeting to review AISC charter	Ydalia Lucio	Not Started
Develop cost estimate and value statement for classroom/course scheduling software	Chris Diniz	In Progress
Provide update on Chancellor’s Office degree planner (uAchieve) implementation	Academic Affairs	In Progress
Develop cost estimates for comprehensive classroom technology refresh planning	Chris Diniz	In Progress
Research and gather information on public records request management tools	Chris Diniz & Doug Cornell	In Progress