SOLANO COMMUNITY COLLEGE
Strategic Technology Advisory Committee (STAC)

ADOPTED MINUTES
September 15, 2025

Attendees: Jon Cornelison, Jessica Cromheecke, Atticus Frey, Justin Howell, Sandra Jude, Rei Leal, Laura Maghoney, Jeannette Ramos, Steven Swanson, Claudia Tenty

1. Welcome & Introductions

The Solano Community College District Strategic Technology Advisory Committee (STAC) was called to order at 1:00 p.m., on Monday, September 15, 2025 by Vice President Jon Cornelison.

Attendees introduced themselves to the committee.

2. Committee Purpose & Charge

    a. Review the role and purpose of STAC

    b. Discuss relevance in current institutional planning context

The Strategic Technology Advisory Committee (STAC) met to discuss updates to its purpose and charge document, which had not been reviewed since pre-pandemic. Jon presented revised language focusing on technology planning, project prioritization, and policy standardization, while maintaining current membership structure.

The committee discussed adding a student representative and ensuring proper representation for distance education, with Laura suggesting either including the DE coordinator in Academic Senate representation or adding a separate DE representative. The group agreed to further discuss distance education representation with the Academic Senate.

3. Overview of Technology Services

    a. Mission statement

    b. Core values

    c. Organizational structure update

Jon provided an overview of Technology Services, sharing the department's mission statement and values, which were developed through a collaborative process led by Brian Bedford. He outlined the organizational structure, explaining that the department is divided into two main teams: the technology specialist team, which handles day-to-day operations and support, and the network team, which manages infrastructure behind the scenes. Jon also described the ERP system team's role in managing data and integrations, including their work with Banner and other systems, and introduced Jeannette as the interim project manager.

4.   Technology Strategic Planning Framework

Jon discussed the need for a new strategic technology plan for Solano Community College, noting that the previous 3-year technology plan had sunsetted in 2024. He proposed using a planning framework with strategic themes (such as security and standardization), goals, and initiatives, providing examples like MFA implementation and the Falcon Nest student portal project. Jon emphasized the importance of aligning technology planning with the college's broader strategic objectives once the new strategic plan is finalized.

Jon explained the structure of technology planning at the college, describing how goals drive initiatives which are made up of 3-5 projects. He outlined the organizational chart, including the governing board, superintendent, cabinet, College Council, and the Strategic Technology Advisory Group. Jon also detailed the operational structure, distinguishing between technology teams and functional area work groups responsible for business processes, while emphasizing the importance of distinguishing between technical and functional needs in planning.

5.   Current "Signature" Technology Initiatives

Jon discussed two major IT initiatives: The Banner SaaS modernization project, which is already in progress with a July 1, 2026 go-live date, and the multi-factor authentication (MFA) implementation scheduled for November 17th. Jon explained that the Banner modernization aims to move from on-premises to cloud-based systems to access new technology innovations like AI and fraud detection, while the MFA initiative is being implemented to enhance security and comply with GLBA requirements. The MFA rollout will initially cover all employees for remote system access, with plans to expand to students in the future, though staffing challenges remain a concern for support implementation.

6.   Enterprise Project Information Center (EPIC)

        a.   Demonstration / overview of the system

        b.   Discussion on how STAC will engage with EPIC

Jon presented a new project intake process for EPIC projects, explaining that instead of ad-hoc project requests coming via email, proposals must now be submitted through a formal system during designated windows (Fall and Spring) with specific deadlines and review periods. He outlined key requirements including the definition of projects as temporary endeavors requiring

more than 20 hours of IT work, and emphasized the importance of identifying a project sponsor who can provide guidance, support, and advocacy throughout the project duration. The process includes a detailed submission form requiring information about project purpose, deliverables, budget, and alignment with department goals, with approved projects notified by December 16th.

Jon discussed the process for submitting project proposals, emphasizing the need for proposals to align with strategic goals and be supported by appropriate documentation. He highlighted the importance of providing consultation and guidance to requesters, especially for those unfamiliar with the process. The group also addressed the need to clearly link proposals to existing plans and reviews, and to better document IT's role in project proposals through an IT Participation Plan.

Jon demonstrated the project submission process in the Epic system, explaining how to complete a business case form, add goals, attach files, and complete the scorecard. He noted that the current goals and scoring system was developed in collaboration with Research and Planning, though the strategic plan is still pending. Jon clarified that while the system provides a composite score, risks are not currently being used in project intake assessments. Jon explained how to view current projects through the Epic web interface and clarified the distinction between projects and operational tasks.

7.   Next Steps & Future Meetings

        a.   Establish meeting cadence

        b.   Collaboration site

The committee agreed to meet monthly for one hour going forward, with additional ad hoc meetings as needed for project reviews. They also decided to use SharePoint as the platform for storing meeting artifacts and documents, with Jon agreeing to provide the necessary access links.

8.   Adjourn

Rei Leal motioned, and Claudia Tenty seconded, to adjourn the meeting. The meeting was adjourned at 2:49 p.m.