

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for September 7, 2023

2:30 p.m. - 4:00 p.m.

<https://rscgd-edu.zoom.us/j/85934136835>

1. TAG introductions, membership, responsibilities and purpose (10 minutes) – All
2. ITS Annual Report (20 minutes) – Gonzalez, Clacken, Howard, Gonzalves, Perna, Forero
3. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
4. Student experience with technology:
 - SAC – Roman – (10 minutes)
 - SCC Student– (10 minutes)
5. Approval of computing standards (10 minutes) – **ACTION**– Gonzalves
6. Approval of TAG Minutes – May 4, 2023 (5 minutes) – **ACTION**– Gonzalez
7. Technology Project listing, August 2023 (5 minutes) – Howard
8. District Council Minutes – August 8, 2023 (Informational Attachment)

Next TAG Committee Meeting: October 5, 2023

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

TAG Membership:

Voting members:

Santa Ana College	Santiago Canyon College	District
Jason Sim, Faculty	Michael Taylor, Faculty *	Jesse Gonzalez, Asst. Vice Chancellor*
Adam Morgan, Faculty		
John Steffens, Admin	Sergio Rodriguez, Admin	
Tammy Cottrell, Classified	Robert Bustamante, Classified	Pat Weekes, Classified
Lupe Roman Sanchez	Vacant, Student	

* Co-Chair (faculty co-chair rotates annually between SAC and SCC)

Supporting resources:



Santa Ana College	Santiago Canyon College	District
Marvin Gabut	Scott James, Faculty	Kimberly Perna
		Ron Gonzalves
		Dane Clacken



TECHNOLOGY ADVISORY GROUP

The Technology Advisory Group promotes student learning and institutional effectiveness through technology by strategically planning and developing technology policies and procedures in support of the mission of the colleges and the district.



Responsibilities	Membership
Develop and strategically align RSCCD and college technology plans	▶ Assistant Vice Chancellor of Information Technology Services (Co-chair)
Assess the effective use of technology resources	▶ Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College & Santiago Canyon College
Develop and evaluate districtwide hardware and software standards	▶ Three faculty members: Co-chair of SACTAC and co-chair of SCCTEC and either Santa Ana College or Santiago Canyon College Distance Education Coordinator or three faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College
Review and evaluate hardware and software replacement cycles	▶ Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College)
Develop recommendations for equipment and software, resource allocation, and training needs related to the use of technology	▶ Two students appointed by each Associated Student Government President, Santa Ana College & Santiago Canyon College
Develop and evaluate technology policies	▶ One of the faculty representatives shall serve as committee co-chair
Communicate back to and advocate for represented constituencies regarding the use of technology	▶ Faculty co-chairs and third Faculty member shall rotate annually between Santa Ana College & Santiago Canyon College.
	▶ Two Faculty representatives shall represent the College not acting as co-chair.





DESKTOP-STANDARD	
USE CASE – General Staff, Teaching Stations, Labs, Library/Learning Centers	
CURRENT	NEW
HP EliteDesk 800 G9 Small Form Factor	HP EliteDesk 800 G9 Small Form Factor
	
District Cost: \$977	District Cost: \$922
Base Configuration: <ul style="list-style-type: none"> • Intel Processor i7 12700 • 12 cores, 25 MB Cache, 2.1 GHz • 8GB (1x8GB) 2666MHz DDR5 • 256 GB NVMe Triple-Level Cell SSD • Optical Mouse & Keyboard USB • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Processor i7 12700 • 12 cores, 25 MB Cache, 2.1 GHz • 16GB (1x16GB) 2666MHz DDR5 • 256 GB NVMe Triple-Level Cell SSD • Optical Mouse & Keyboard USB • 5-year Hardware Warranty

DESKTOP - STANDARD	
USE CASE – For limited space areas	
CURRENT	NEW
HP EliteDesk 800 G9 Mini PC	HP EliteDesk 800 G9 Mini PC
	
District Cost: \$1010	District Cost: \$974
Base Configuration: <ul style="list-style-type: none"> • Intel Processor i7 12700 • 12 cores, 25 MB Cache, 2.1 GHz • 8GB (1x8GB) 2666MHz DDR5 • 256 GB NVMe Triple-Level Cell SSD • Optical Mouse & Keyboard USB • Dimensions – 6”x 6” x 1”, Weight – 3 lbs. • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Processor i7 12700 • 12 cores, 25 MB Cache, 2.1 GHz • 16GB (1x16GB) 2666MHz DDR5 • 256 GB NVMe Triple-Level Cell SSD • Optical Mouse & Keyboard USB • Dimensions – 6”x 6” x 1”, Weight – 3 lbs. • 5-year Hardware Warranty





LAPTOP – STAFF AND ADMIN STANDARD	
USE CASE – For Faculty and Staff	
CURRENT	NEW
HP EliteBook 840 G9 Laptop	HP EliteBook 840 G9 Laptop
	
District Cost: \$1,130	District Cost: \$1,305
Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1255U• 4 cores, 12MB Cache, 2.8 GHz• 8GB (1x8GB) 3200MHz DDR4• 256GB PCIe NVMe TLC SSD• Intel AX201 Wi-Fi 6 and Bluetooth 5 Combo• Integrated HD 720p Webcam• Dual Array Microphone• 14” FHD LED UWVA 1920x1080 Display• 5-year Hardware Warranty	Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1255U• 4 cores, 12MB Cache, 2.8 GHz• 16GB (1x16GB) 3200MHz DDR4• 256GB PCIe NVMe TLC SSD• Intel AX201 Wi-Fi 6 and Bluetooth 5 Combo• Integrated HD 720p Webcam• Dual Array Microphone• 14” FHD LED UWVA 1920x1080 Display• 5-year Hardware Warranty

LAPTOP – STUDENT/CLASSROOM STANDARD	
USE CASE – Student classroom use	
CURRENT	NEW
HP ProBook 640 G9 Laptop	HP ProBook 640 G9 Laptop
	
District Cost: \$1,150	District Cost: \$1,150
Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1145G7• 4 cores, 8MB Cache, 2.6 GHz• 8GB (1x8GB) 2400MHz DDR4• 256GB PCIe NVMe TLC SSD• Intel AX201 Wi-Fi 6 with Bluetooth 5 Card• HD 720p Webcam, Dual Mic Array• 14” FHD LED UWVA 1920x1080 Display• 5-year Hardware Warranty	Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1145G7• 4 cores, 8MB Cache, 2.6 GHz• 16GB (1x16GB) 3200MHz DDR4• 256GB PCIe NVMe TLC SSD• Intel AX201 Wi-Fi 6 with Bluetooth 5 Card• HD 720p Webcam, Dual Mic Array• 14” FHD LED UWVA 1920x1080 Display• 5-year Hardware Warranty



LAPTOP – STUDENT/CLASSROOM (SPECIAL USE CASE)

USE CASE – Classrooms Requiring Larger Screen or 10-key

CURRENT	NEW
HP ProBook 650 G9 Laptop	HP ProBook 650 G9 Laptop
	
District Cost: \$939	District Cost: \$939
<p>Base Configuration:</p> <ul style="list-style-type: none"> • Intel Processor i7-1145G7 • 4 cores, 8 MB Cache, 2.6 GHz • 8GB (1x8GB) 3200MHz DDR4 • 256 GB PCIe NVMe TLC SSD • 15.6" FHD LED UWVA 1920x1080 Display • HD 720p Webcam, Dual Mic Array • 5-year Hardware Warranty 	<p>Base Configuration:</p> <ul style="list-style-type: none"> • Intel Processor i7-1145G7 • 4 cores, 8MB Cache, 2.6 GHz • 16GB (2x8GB) 3200MHz DDR4 • 256GB PCIe NVMe TLC SSD • 15.6" FHD LED UWVA 1920x1080 Display • HD 720p Webcam, Dual Mic Array • 5-year Hardware Warranty



LAPTOP – STUDENT /CLASSROOM (SPECIAL USE CASE)

USE CASE – Engineering or Resource-Intensive Classes

CURRENT	NEW
HP Z-Book 15 Power G9 Laptop	HP Z-Book 15 Power G9 Laptop
	
District Cost: \$1,750	District Cost: \$1,750
<p>Base Configuration:</p> <ul style="list-style-type: none"> • Intel Processor i7-12700H • 8 cores, 24MB Cache, 2.5 GHz • 16GB (2x8GB) DDR4 • 512GB PCIe NVMe TLC SSD • NVIDIA T600 4GB GDDR6 Graphics Card • 15.6" FHD LED UWVA 1920x1080 Display • HD 720p Webcam, Dual Mic Array • 5-year Hardware Warranty 	<p>Base Configuration:</p> <ul style="list-style-type: none"> • Intel Processor i7-12700H • 8 cores, 24MB Cache, 2.5 GHz • 32GB (2x16GB) DDR5 • 512GB PCIe NVMe TLC SSD • NVIDIA T600 4GB GDDR6 Graphics Card • 15.6" FHD LED UWVA 1920x1080 Display • HD 720p Webcam, Dual Mic Array • 5-year Hardware Warranty

MULTI FUNCTION PRINTERS (MFP) – COLOR STANDARD

USE CASE – Office areas, Labs, Library/Learning Centers

CURRENT	NEW
HP LaserJet Pro MFP 479fdn (discontinued)	HP LaserJet Pro MFP 4301fdn
	
District Cost: \$718	District Cost: \$643
<p>Base Configuration:</p> <ul style="list-style-type: none"> • 28 ppm • Auto Duplexing • 50,000-page monthly duty cycle 	<p>Base Configuration:</p> <ul style="list-style-type: none"> • 35 ppm • Auto Duplexing • 80,000-page monthly duty cycle • Eco-friendly, sustainable, recycled parts

Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
3:00 p.m. – 4:30 p.m.

Meeting Minutes for May 4, 2023

Voting Members Present: Robert Bustamante, Jesse Gonzalez, Scott James, Adam Morgan, Tara Kubicka-Miller, Sergio Rodriguez, John Steffens, Ryan Felix – SCC Student, Alfredo Orozco – SAC Student

Voting Members Absent: Tammy Cottrell, Pat Weekes

Supporting Members: Dane Clacken, Marvin Gabut, Ron Gonzalves, Adam Howard, Nick Quach

Guest: Jose Lopez Mercedes, Maggie Manzano, Jorge Forero

Discussion

Call to Order

- The meeting was called to order by Mr. Gonzalez at 3:01 PM.
1. Review forecast contract renewal costs for next Fiscal Year: Mr. Gonzalez presented the list and provided brief overview. As previously voted on, we will start our next review in the month of November to align better with the budget cycle. This alignment allows for better coordination with the colleges for funding districtwide technology needs.
 - Total projected contract cost is \$4.04M. ITS receives a yearly budget escalator which helps offset a portion of increased expenditures.
 - The second portion of the list is pandemic related cost and is projected at around \$700K. These distance education and remote technology related costs have been funded by the State Block and/or HEERF grant but recently the cost continues to be unbudgeted. We are working with the colleges for funding sources in 2023-2024 and for a permanent budget allocation going forward.
 2. Approval of Technology initiatives for FY23-24. Mr. Gonzalez stated that the feedback from the last meeting has been incorporated into the list which includes the removal of items referring to the word “Pandemic”. No further feedback received.
 - Mr. Gonzalez called for a motion to approve the Technology initiatives for FY23-24. Mr. Morgan made a motion, seconded by Mr. John Steffens and approved unanimously.
 3. Approval of Audio-Visual Technology Standards: Mr. Gonzalves presented the proposed A/V standards and discussed key functions. Mr. Gonzalves noted that cost, availability, support and device warranty were greatly considered in the selection of each item. This is a combined effort with the SAC/SCC Media team.
 - The proposed A/V technology hardware standards includes the following equipment:
 - Ceiling projector, projector screen, wall-mounted projector, whiteboard, ceiling microphone, ceiling speakers, A/V switcher, wireless casting, A/V control panel, conference room phone, AI presentation camera, conference room camera, flat panel display, document camera, room scheduler and A/V network switch.
 - Mr. Gonzalez called for a motion to approve the Audio-Visual Technology Standards. Mr. James made a motion, seconded by Mr. Felix and approved unanimously.

- The newly approved standards will be posted on the TAG website.
4. Update to AR 3720: Mr. Gonzalez shared the updated version. The changes were made based on previous conversation related to ChatGPT. ITS had an offline conversation with the faculty discussing this subject. They are still finalizing the faculty manual with all the related changes and there are still no standards for student conduct.
 - A proposed change was presented, aligning with the approach taken by most institutions, which is not to ban the use of AI but rather to ensure that it is used ethically and lawfully.
 - Mr. Gonzalez called for a motion to approve the updates to AR 3720. Mr. James made a motion, seconded by Mr. Steffens and approved unanimously.
 5. Discussion about computer standards for faculty that teach online:
 - Mr. Gonzalez introduced Mr. Lopez-Mercedes, who is a continuing education faculty at CEC to share some of his experience and challenges with computer devices and other technologies. Mr. Lopez-Mercedes keyed on his experience with video creation and editing tools, a downloadable system called Screencast-o-Matic. There have been issues with reliability, and suggested that different standards be considered, including equipment with higher storage memory and video cards to create high-quality instructional videos. The need for a more powerful system to perform these tasks effectively is emphasized. He confirmed that this is being experienced using a district issued computer which was issued to him sometime in 2020.
 - For SCC, Mr. James and Ms. Kubicka-Miller both shared the same concerns regarding our growing shift to online teaching and the increasing reliance on personal laptops and the impact on the performance of their computing device. Expressed concerns on cost of new laptops and what the new refresh program will look like.
 - Mr. Morgan shared similar sentiments from faculty at SAC. Faculty members expressed desires of exchanging their desktops to laptops to gain flexibility of remote work and mobility. Will this be a default option and feasible solution?
 - Mr. Steffens emphasized that the need for flexible work-from-home policies extends beyond just faculty to include staff and students.
 - The conversation ensued on VDI (Virtual Desktop Infrastructure) as an equitable option, considering assessment of use cases, costs, requirements.
 - Mr. Gonzalez expounded on insights from the group. He advocated that this conversation continues and pursue of VDI as a paradigm shift in device allocation, noting that this option requires districtwide funding support and exploring VDI as a pilot with faculty members and making recommendation at based on the results.
 6. Technology Update: Mr. Steffens
 - SACTAC did not have any action items as they did not have quorum. Future meetings will be scheduled at 3:00PM.
 - SCCTEC: Mr. Rodriguez and Mr. James
 - Product demos:
 - Guided Pathways on Starfish
 - Degree Planner to focus on CRM advice from Colleague.
 - Ocelot implementation status conversation. Exploring Meta as VR initiative.
 - Presentation by Mr. James on AI and its impact on higher education. Mr. James also shared that SCC submitted a tech refresh budget specifically an augmentation to the current technology refresh budget and A/V budget, but both were not ranked. The current budget is not based on the number of computer devices to be replaced. He provided details of this decision.
 - Mr. Gonzalez provided status on Ocelot. We are currently on standby for funding from SAC and SCC. Further related conversations on Ocelot and what planning process took place.

7. Student experience with technology:
 - SCC: Mr. Felix shared that the Student Government created an in-person helpdesk. They would like to know if there's a way to facilitate through canvas since a huge majority of students take online classes. Mr. James recommended that Pronto is the best option. He agreed to have an offline discussion with Mr. Felix.
 - SAC: Mr. Orozco – no update
8. Approval of TAG Minutes – April 13, 2023
 - Mr. Gonzalez called for a motion to approve the April 13, 2023, minutes. A motion was made by Mr. Felix seconded by Mr. Morgan and approved unanimously.
9. Approve TAG 2023-2024 calendar, including cadence to check progress student produced initiatives, computer replacement plan, accessibility and data privacy. Mr. Gonzalez called for a motion, Mr. Steffens made a motion, seconded by Ms. Kubicka-Miller. Motion passed.
10. Technology Project Listing, April 2023. Tabled for next meeting. Mr. Gonzalez moved to suspend the rules and table this item for next meeting, seconded by Mr. Morgan. Motion passed.

Informational Handouts

1. Forecast Contract Renewal Costs for FY23-24
2. Technology initiatives for FY23-24
3. AR 3720
4. Top 10 Technology Project Listing – April 2023

Next Meeting Reminder: September 7, 2023, via Zoom

Adjournment

The meeting was adjourned at 4:32 p.m.



Rancho Santiago Community College District District Council Meeting

MINUTES August 28, 2023

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter for Cheng Yu Hou	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Michael Taylor	Present
	Diana Casares for Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Raven Cantoran	Present
	Karely Elizarraraza for Gabriel Lopez	Present

Guests:
Adam O'Connor

1. Call to Order/Update
 - a. The Chancellor convened the meeting via Zoom Conference at 1:32 p.m. and a roll call of attendees was taken.
2. Approval of Minutes
 - a. It was moved by Ms. Coyne, seconded by Ms. Edwards and carried with abstentions by Mr. Winter, Mr. Beyersdorf, Ms. Evett, Mr. Taylor, Ms. Casares, Ms. Cantoran and Ms. Elizarraraza to approve the minutes of the July 10, 2023 meeting.

3. Approval of 2023-2024 Adopted Budget
 - a. Vice Chancellor Ingram presented the 2023-2024 adopted budget which was recommended by the Fiscal Resources Committee for approval. It was moved by Ms. Ingram, seconded by Ms. Coyne and carried with an absention by Mr. Beyersdorf to approve the 2023-2024 Adopted Budget as presented.
4. Approval of Reorgs
 - a. It was moved by Ms. Ingram and seconded by Mr. Perez to approve Reorg #1345 v2 – DO/Business Services/Safety & Security. Discussion ensued. It was agreed that this reorg would be referred to the Planning and Organizational Effectiveness Committee for review prior to District Council approval.
 - b. It was moved by Mr. Rutan, seconded by Ms. Coyne and carried unanimously to approve Reorg #1360 – DO/Fiscal Services/Business Services as presented.
 - c. It was moved by Ms. Ingram and seconded by Ms. Coyne to approve Reorg #1361 – DO/Fiscal Services/Business Services. Discussion ensued. It was agreed that this reorg would be referred to the Planning and Organizational Effectiveness Committee for review prior to District Council approval.
5. Recommendation of Revised Board Policy 2330 Quorum and Voting
 - a. It was moved by Ms. Coyne, seconded by Mr. Taylor and carried unanimously to recommend revisions to Board Policy 2330 Quorum and Voting to the Board Policy Committee for approval.
6. Approval of Administrative Regulation AR 2325 Teleconferenced Meetings
 - a. It was moved by Mr. Rutan, seconded by Mr. Beyersdorf and carried unanimously to approve NEW AR 2325 Teleconferenced Meetings.
7. Committee Reports
 - a. Planning and Organizational Effectiveness Committee (POEC)

Vice Chancellor Perez provided a report of the August 23, 2023 meeting.
 - b. Human Resources Committee (HRC)

Asst. Vice Chancellor Winter reported there were no meetings over the summer and the next meeting would be held in September 2023.
 - c. Fiscal Resources Committee (FRC)

Ms. Ingram reported on the August 16, 2023 meeting. The next meeting will be held on September 20, 2023.
 - d. Physical Resources Committee (PRC)

Ms. Ingram reported that the next meeting will be held on September 6, 2023.
 - e. Technology Advisory Group (TAG)

Asst. Vice Chancellor Gonzalez reported there were no meetings over the summer and the next meeting would be held on September 7, 2023.

August 28, 2023

8. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Casares provided a report on CSEA activities.
- d. Student Government/SAC: Ms. Cantoran reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Elizarraraza reported on SCC ASG activities.

Next Meeting:

Meeting Adjourned:

Approved:

The next meeting will be held on Monday, October 2, 2023

2:30 p.m.

October 2, 2023

DRAFT