

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for May 2, 2024

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

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

1. Updates on TAG recommendations (10 minutes) – Turner, Gonzalves, Perna, Clacken/Taylor
 - Accessibility and data privacy
 - Computer replacement plan
 - Student produced initiatives
2. Technology initiatives for next Fiscal Year (10 minutes) – **ACTION** – Clacken/Taylor
3. Use of Zoom AI – TAG recommendation (5 minutes) – **ACTION** – Clacken/Taylor
4. Approve meeting calendar for next Fiscal Year (5 minutes) – **ACTION** – Clacken/Taylor
5. ServiceNow - New ticketing and project management system (10 minutes) – Forero
6. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
7. Student experience with technology:
 - SAC – Nguyen – (10 minutes)
 - SCC – Reed – (10 minutes)
8. Approval of TAG Minutes – April 4, 2024 (5 minutes) – **ACTION**– Clacken/Taylor
9. Technology Project listing, March 2024 (5 minutes) – Howard
10. District Council Minutes – April 8, 2024 (Informational Attachment)

Next TAG Committee Meeting: September 5, 2024 (Tentative)

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

Recommendation	Reasoning	Description	Responsible Parties	Status	Target Completion Time
1	Develop an aging report for computing devices, including AV equipment, covering the full replacement cycle, districtwide	<ul style="list-style-type: none"> • There is a sense that the device replacement data isn't accurate. Missing, outdated information for administrators who oversee a specific area for computers inventory has been found at times. This has made it difficult for planning • Inventory of PCs to be replaced does not usually break out the details on what buildings, divisions are in scope. • There isn't a standard districtwide tool for computer inventory tracking. Each ITS/Media team handles inventory management differently. 	<ul style="list-style-type: none"> • Report should include location of computers, expected replacement date based on budgeting cycle and indication of no replacement planned due to being a grant purchase. • Report should account for new computing devices being purchased. • Report should provide expected costs on an annual basis, aligned with the Fiscal Year, at least five years out • Report should break out figures by building/division to get buy-in from areas in scope, to have them advocate for computer/AV replacements. • Consider the following to maintain data accuracy on report: <ul style="list-style-type: none"> ○ Ensure paperwork for inventory moves continues to be properly filled and turned in ○ Include inventory update as part of onboarding/offboarding process for Deans, VPs ○ Implement an updated inventory management system that can be reported off ○ Provide regular reports of equipment ownership to administrators for verification ○ Look at cooperating with Purchasing to better track grant funded machines 	<ul style="list-style-type: none"> • ITS 	COMPLETED Summer 2024
2	Ensure funding is centralized at each	<ul style="list-style-type: none"> • The RAR/Tech request process doesn't make sense for computing replacements. 	<ul style="list-style-type: none"> • Consider that funding for computing/AV replacements sits on its own budget line 	<ul style="list-style-type: none"> • SACTAC • SCCTEC 	COMPLETED. SAC Baseline funding is \$500K/yr and SCC Summer 2024

	college for logistical ease	<ul style="list-style-type: none"> Some years will have reserve funds due to peaks and valleys in the aging report. 	item under the Budget Offices at the colleges.	<ul style="list-style-type: none"> SAC Budget Committee SCC Budget Committee 	Baseline funding is \$200K/yr	
3	Institutionalize the computing device replacement process	<ul style="list-style-type: none"> Funding for computer/AV replacement equipment has been ad-hoc. SCC never had a technology line item on their budget until 2021. SAC has only used carryover funds when they have been available. SACTAC no longer has a vote at SAC Budget committee. This has made it difficult to advocate for funding on computing replacements. Funding for computers has been limited or missing at both colleges in many years. There is a lack of institutional processes established to explain the “why” for computing/AV replacements, which produces rework to explain it every time there is change in leadership within participatory governance. The district has helped fund computer replacements for the colleges in prior years when year-end savings have been available. However, this has not happened in most recent years due to additional operational expenses. 	<ul style="list-style-type: none"> Get budget line item added at colleges for technology replacements based on information from recommendations 2 and 3 above Ensure Technology committees that recommend computer replacements to the budgeting areas have voting rights at budget committees Ensure timelines for budgeting are disclosed and available to committees recommending computer replacements. Time computer replacement plan proposals with budget issuance cycle for timely and proper consideration. Ensure budgeting committees have technology replacement as one of their responsibilities within the participatory governance manuals If funding becomes an issue, consider the following: <ul style="list-style-type: none"> A technology fee to help with computing/AV replacements. A technology replacement bond A sunset timeframe for computers to be permanently removed and not replaced based on age Using lottery funding if fund 13 dollars are not available It does not make sense for the colleges to rely on one-time funding for annual expenses. There should be a line-item ear marked for technology replacements districtwide. (at the colleges) Share aging report from recommendation 1 with Budget Committees and 	<ul style="list-style-type: none"> SACTAC SCCTEC SAC Budget Committee SCC Budget Committee 	NEAR COMPLETION	Fall 2024

			administration at the colleges to determine how much can be funded on an ongoing basis.			
4	Explore Virtual Desktop Infrastructure (VDI) with federal/state relief dollars as a pilot.	<ul style="list-style-type: none"> Older computers take more time and effort to support by ITS and give students, faculty and staff a subpar or poor experience. This increases every year that funding for computers isn't available or is limited at the colleges. 	<ul style="list-style-type: none"> Although this will lower the computer replacement costs, it will increase the operational cost for cloud computing resources. However, it will provide a higher benefit to students and staff. VDI has the potential to eliminate software limitations in the current student laptop loan programs. 	<ul style="list-style-type: none"> ITS College Operational Workgroups TOW 	In progress	Summer 2024
5	Educate stakeholders districtwide on the importance and details regarding the computer replacement plan.	<ul style="list-style-type: none"> It's hard for people to understand the technology lifecycle. It's hard to understand why a computer/AV device needs to be replaced if it appears to be working fine. There is a sense that every single computer on campus is replaced annually. This wouldn't be effective. Understanding the needs would provide better support There is a lack of understanding on how lifecycle of computers and computing standards are determined The need to maintain computers, just like grounds need to be kept and garbage needs to be picked up is not understood. There is a perspective that the district should be responsible 	<ul style="list-style-type: none"> Educate Administrators – Deans, VPs on role of Technology Committees and relationship to Planning and Budget, as well as importance of computer replacement plan Educate stakeholders on the impact and consequences of letting technology age out at the classroom, for faculty and for students, including equity issues for students. Involve student representatives from ASG to advocate for this. Discuss districtwide goals of technology innovation to support the need Have public access to aging report from recommendation 1 to convey the percentage of total computers/AV equipment that are on replacement cycle Report more often on computing/AV replacement status within technology committees (standing item). Progress on replacement, impact to instruction when computers aren't replaced. 	<ul style="list-style-type: none"> SACTAC SCCTEC TAG TOW College Operational Workgroups 	COMPLETED	Summer 2024

		for funding computer replacements with savings.	<ul style="list-style-type: none">• Communicate how the budget funding process works• Communicate the following elements and how they drive the computing lifecycle:<ul style="list-style-type: none">○ Mean Times to Failure○ Manufacturer's own lifecycles○ Advances in technology – Moore's cycle, keeping up with new operating systems○ Enterprise quality needed for supporting volume and scaling.○ Consumer devices are not meant to support academic needs at large.○ Ensuring that warranty matches the lifecycle but it does not drive it○ Consider settings like Management Council and professional development for educating on the above			
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Initiative ID #	ITS District Wide Initiatives 2023-2024	Proposed update for FY 24-25
23-24*01	Implement and improve technologies to support enrollment management	Keep
23-24*02	Support technology solutions that help improve efficiencies and automate manual processes	Support technology solutions that help improve operational efficiencies, provide cost savings, and automate manual processes.
23-24*03	Support distance education, maintain Online Education Initiative (OEI), continue planning for remote delivery of services	Support distance education, maintain Online Education Initiative (OEI), support the remote delivery of services
23-24*04	Improve overall data quality for reporting needs	Keep
23-24*05	Optimize student onboarding process	Assess whether there will be any projects in FY24-25 associated with this initiative. Keep
23-24*06	Implement and maintain student case management solution	Keep
23-24*07	Abide by technology replacement cycle for hardware	Keep
23-24*08	Refresh or replace end of life software	Refresh or replace end of life software. Upgrade to cloud-based applications when possible.
23-24*09	Provide technology to ensure students attain class resources and college information in a timely manner.	Keep
23-24*10	Expand use of APIs for system integrations	Keep
23-24*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	Keep
23-24*12	Implement technology that improves Self-Service usability and capabilities	Keep

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23-24*13	Deploy and support technology to assist with fraud enrollment concerns	Complete. Remove
23-24*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Keep
23-24*15	Support and improve web Content Management System (CMS), identify alternatives to existing CMS.	Upgrade web Content Management System (CMS)
23-24*16	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	Complete. Remove
23-24*17	Implement and improve technologies that help ITS provide better support	Keep
23-24*18	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	Keep
23-24*19	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	Keep
23-24*20	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Keep
23-24*21	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Keep
23-24*22	Support technology solutions that help facility construction projects	Keep
23-24*23	Improve district website mobile experience, update website's design and improve web platform stability	Improve district website mobile experience and improve web platform stability

23-24*24	Standardize and upgrade classroom mediation systems	Research, implement and maintain technology solutions that support classroom instruction and learning.
23-24*25	Provide business process documentation for districtwide technology solutions	Keep
23-24*26	Develop training materials and schedule training sessions for districtwide technology solutions	Develop training materials and schedule training sessions for districtwide technology solutions. Facilitate technology demos for innovative technologies
23-24*27	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	Research, implement, maintain and educate on accessible technologies and processes to support ADA regulations
23-24*28	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	Foster base system utilization, remove or rewrite customizations to be SaaS platform ready within Ellucian Colleague.
23-24*29	Deploy and support college mobile app replacements and integrating UI technologies for Colleague	Improve and deliver consistent user experience on both desktop and mobile environments using Ellucian Experience technology.
	Research, implement and maintain technology solutions that support campus, off-campus, and community events which enhance the student experience	New

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Technology Advisory Group's (TAG) Recommendation on the use of Zoom AI companion tool

RSCCD's Technology Advisory Group (TAG) has conducted a thorough review of the Zoom AI Companion Note Taking Services and its implications for privacy within our institution. After careful consideration and discussion with faculty, students, and staff, we strongly recommend against the utilization of these services due to significant concerns regarding privacy and the generation of public records.

One of the primary issues with the Zoom AI Companion Note Taking Services is the automatic generation of public records via email for every meeting. This is something that cannot be disabled for these services. As such, it raises significant privacy concerns as it may inadvertently disclose sensitive information discussed during meetings that were intended to be private. Employees may find it challenging to discern when note-taking becomes discoverable, leading to potential breaches of confidentiality.

For example, there may be instances where faculty members engaging in discussions with students regarding grades or other sensitive matters may unknowingly create public records that are discoverable. Similarly, confidential conversations between employees and HR, or students and departments such as Financial Aid, Counseling, and Title IX, could inadvertently become public records without the knowledge of the participants.

These privacy concerns pose a significant risk to the confidentiality and integrity of our institution's communications. As such, it is imperative that we prioritize the protection of sensitive information and uphold the trust of our community.

In light of these considerations, we urge all students, faculty, staff, and administrators to refrain from utilizing the Zoom AI Companion Note Taking Services. Instead, we encourage the exploration of alternative note-taking solutions that prioritize privacy and confidentiality.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Technology Advisory Group**

Calendar for Academic Year 2024-2025

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

Fall 2024

September 5, 2024

October 3, 2024

November 7, 2024

December 5, 2024

Spring 2025

February 13, 2025

March 6, 2025

April 3, 2025

May 1, 2025

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

RSCCD – ServiceNow Overview

- ITSM – Information Technology Service Management module
 - Incident Management
 - Request Management
 - Asset Management
 - IT Change Management
 - Service Portal
- ITBM – Information Business Management Module
 - Project and Portfolio Management
 - Resource Management
- Implementation Timelines
 - ITSM – Fall of 2024
 - ITBM – Spring 2025

ServiceNow for IT Departments in Higher Education

- 1. Unified Service Management:** ServiceNow provides IT departments in Higher Education institutions with a unified platform for managing IT services, incidents, problems, changes, and assets. This centralized approach streamlines operations, enhances collaboration among IT teams, and improves the overall efficiency of service delivery.
- 2. Efficient Incident Resolution:** ServiceNow's incident management capabilities enable IT departments to efficiently identify, prioritize, and resolve IT issues impacting students, faculty, and staff. With features such as automated incident routing and escalation, IT teams can ensure timely resolution of problems, minimizing disruption to academic activities.
- 3. Effective Change Management:** Higher Education IT departments often deal with frequent changes in technology infrastructure and applications. ServiceNow's change management module helps IT teams plan, track, and execute changes in a controlled manner, reducing the risk of disruptions and ensuring the stability of IT services across campus.
- 4. Self-Service and Knowledge Base:** ServiceNow empowers users in Higher Education institutions to resolve common IT issues independently through self-service portals and knowledge bases. By providing access to troubleshooting guides, FAQs, and instructional materials, IT departments can reduce the volume of support requests, freeing up resources to focus on more complex issues.
- 5. Comprehensive Asset Management:** ServiceNow's asset management capabilities enable IT departments to effectively track and manage hardware, software, and other IT assets deployed across the institution. By maintaining accurate records of asset lifecycles, warranties, and licenses, IT teams can optimize resource utilization, mitigate compliance risks, and plan for future technology investments more strategically.

ServiceNow for Higher Education

- 1. Streamlined Workflow Management:** ServiceNow provides Higher Education institutions with a centralized platform to streamline various processes such as student admissions, enrollment, academic advising, and facilities management. Its workflow automation capabilities reduce manual tasks, enhancing operational efficiency and allowing staff to focus more on delivering quality education.
- 2. Enhanced Student Experience:** ServiceNow offers self-service portals for students, empowering them to access information, submit requests, and track the progress of their inquiries or requests. This improves overall student satisfaction by providing convenient and transparent communication channels, leading to a positive campus experience.
- 3. Integrated IT Service Management:** Higher Education IT departments benefit from ServiceNow's IT Service Management (ITSM) capabilities, enabling them to efficiently handle IT incidents, manage assets, and deliver timely support to students, faculty, and staff. This integration ensures a reliable and secure IT infrastructure, essential for maintaining uninterrupted academic activities.
- 4. Data-Driven Decision Making:** ServiceNow's reporting and analytics tools enable Higher Education institutions to gain insights into various aspects of their operations, including resource utilization, service performance, and student satisfaction. By leveraging data-driven decision-making, administrators can identify areas for improvement and implement strategies to enhance overall institutional effectiveness.
- 5. Scalability and Flexibility:** ServiceNow is highly scalable, accommodating the diverse needs of Higher Education institutions of all sizes, from small colleges to large universities. Its modular architecture allows institutions to tailor the platform to their specific requirements, whether it's managing student services, HR processes, or facilities operations. Additionally, ServiceNow's cloud-based infrastructure ensures flexibility and accessibility, facilitating seamless adaptation to evolving educational trends and technological advancements.

Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
2:30 p.m. – 4:00 p.m.

Meeting Minutes for April 4, 2024

Voting Members Present: Robert Bustamante, Jesse Gonzalez, Adam Morgan, Jimmy Nguyen, Sergio Rodriguez, Jason Sim, John Steffens, Pat Weekes

Voting Members Absent: Michael Taylor, Jessica Nguyen – SAC Student, Hayden Reed – SCC Student

Supporting Members: Dane Clacken, Scott James, Marvin Gabut, Ron Gonzalves, Adam Howard, Kimberly Perna

Discussion

Call to Order

- The meeting was called to order by Mr. Gonzalez at 2:32 PM.
1. Review contract renewal cost. Mr. Gonzalez shared the technology contract list showing estimates for 2024-2025 and actual costs for fiscal year 2023-2024 including historical cost for fiscal year 2022-2023. This is presented during the April TAG meeting and will be reassessed again during September/October timeframe if there are any requests for centralized funding for technology..
 - The current fiscal year's costs stand at \$4.2M, with a projected increase to \$4.4M for the upcoming fiscal year starting in July. This represents a year-over-year increase in costs from 22-23 to the current fiscal year of \$176,000 (4.13%), with cost estimates of \$191,000 (4.29%) for the fiscal year 24-25.
 - The second portion is pandemic related expenditures formerly funded through Covid Block and/or HEERF grant. The overall cost is projected at around \$800K. Actual cost of \$453K for 22-23 and \$791K for 23-24 fiscal year.
 - Mr. Steffens asked the reason why these items are separated. Mr. Gonzalez stated that these distance education and remote technology related costs continue to be unbudgeted and paid with one-time funds, but ITS has requested ongoing funding on a yearly basis.
 - Mr. Rodriguez suggested to include Invoke Snowflake as a placeholder (formerly funded through IEPI) to secure future budget.
 2. Use of Zoom AI – TAG Recommendation: Mr. Gonzalez presented a drafted version and provided an overview of previous discussions. The group agreed to present the draft to their respective constituents for input (SCC/SAC Academic Senate, CSEA, Management, etc.) and will move forward accordingly. The timeline will be determined based on how long it takes to gather and incorporate feedback. The vote may occur at the next meeting, or it might be delayed until the following fall.
 3. Ellucian Hosting: Mr. Gonzalez provided a progress update which includes costs.
 - Ellucian proposed two options, with significant cost implications.
 - Ellucian has agreed to honor the current contract and offered to provide resources to help migrate custom work to their new platform, a combination of Experience and Insights. This

removes the previous deadline pressure, allowing the contract to run until September 2026.

- Mr. Gonzalez went over the recommendation and stated that self-hosting is still part of the option, if a workable solution is not identified. Continuing with the gradual migration proposed by Ellucian until 2026 and conducting a maturity capability model assessment to modernize and tailor solutions based on the college's needs. With the contract deadline extended.
 - Jesse Gonzalez addressed the question regarding software acquisitions that integrate with Colleague. He suggested as an institution that we need to start a strategic approach, utilizing a vendor list feature that identifies if a vendor has a SaaS-ready integration. This proactive step aims to prevent rework and streamline integration processes. Unfortunately, there is a very limited number of vendors that are SaaS-ready today.
4. Technology Initiatives for next year – First Reading: Mr. Gonzalez provided an overview and went over the items that are being proposed to keep/remove or requiring changes. This will be presented as an action item for next meeting.
5. Technology Update – Colleges:
- SACTAC: Mr. Steffens shared the following updates.
 - Approvals: Updates to the SAC Technology Plan.
 - Members discussed and encouraged participation in a survey sent out to Governance committees by the Institutional Effectiveness Committee.
 - Reports were presented by ITS regarding the transition from Windows 10 to Windows 11 and increased costs for Adobe licenses.
 - Mr. Steffens reported that Starfish successfully addressed login issues, and ongoing efforts to resolve email domain issues with the ITS Infrastructure team.
 - Distance Ed reported on Canvas Impact training conducted for staff and roll out plan. Exploring alternative tools for OER.
 - The library shared progress on implementing Ocelot and Non-credit discussed the work involved managing SLOs in Canvas.
 - Student Services reported on the successful implementation of Starfish services kiosks across various programs, including the Career Center, Assessment Center, and the International Student Program.
 - The Career Center is considering utilizing Starfish to manage their non-counseling appointments.
 - SCCTEC: Mr. Rodriguez shared the following updates.
 - An extensive discussion about AI, both in Zoom sessions and broader classroom applications. Plans were made to initiate recommendations and conduct class sessions with faculty (to be conducted by Scott James) to explore ways of leveraging AI effectively in teaching. The discussions also delved into the topic of AI detectors.
 - Drop survey to go out to SCC students this summer. This functionality is available in Self Service. Drop reasons are being finalized. Survey results will be addressed accordingly.
 - Academic Senate recently agreed to participate in the Faculty Add/Drop roster emails.
 - SCC attended a CRM Recruit product demo, an Ellucian product as part of Dr. Kim's request to research for a CRM tool for SCC. Discussions ensued.
6. Student experience with technology:
- SAC: Ms. Nguyen – Not present.
 - SCC: Mr. Hayden – Not present.
7. Approval of TAG Minutes – March 7, 2024

- Mr. Steffens asked to amend SACTAC Technology Update, Ocelot Implementation updates, 4th bullet to read “Testing and deployment completed at the Bookstore and Student Business Office”.
 - Mr. Gonzalez called for a motion to approve the February 15, 2024, minutes. A motion was made by Mr. Steffens, seconded by Mr. Rodriguez, and approved unanimously as amended.
8. Technology Project Listing, March 2024: Mr. Adam provide an update. Six-month project trend 57% completion vs. demands which shows continuously receiving higher demand than what the team can fulfill.
- RG542 Visualization for Chancellor: Updated version being reviewed and will be presented to stakeholders for feedback.
 - 1098T Missing SSN email/mailer via Colleague: Use of Colleague communication management tool. Being scheduled.
 - Abandoned CCCApply applications: Completed
 - 2023-2024 P2 Colleague 320 Implementation: Some fixes applied and still addressing discrepancies and action items. Will meet with the A/R team and Curriculum team to discuss recommendations from Ellucian consultant.
 - MIS SX05 Population for Non-Credit: No progress. Communication still occurring with Chancellor’s Office and gathering further information.
 - Late Add Dynamic Form – Add API: Request for SAC students to submit late adds. Completed.
 - Student Evaluation Prioritization Report: Recently completed. In repository UAT for testing.
 - Ocelot Implementation: Awaiting feedback on chatbot integration with Colleague and will move into production soon.
 - Creating a repository for VPATs: Finalizing additional changes and will present to Purchasing for review.
 - Ed. Plan Report Modification: Reviewing feedback and will present to users.

Informational Handouts

1. ITS Technology Contract Projection 2024-2025
2. Zoom AI – TAG Recommendation Draft
3. Ellucian Hosting Cost Comparison
4. Technology Initiative

Next Meeting Reminder: May 2, 2024, via Zoom

Adjournment: The meeting was adjourned at 3:59 p.m.



Rancho Santiago Community College District District Council Meeting

MINUTES April 8, 2024

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Dane Clacken for Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Absent
	Adam Morgan	Present
	Sarah Salas for Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Luigi Esquivel	Present
	Gabriel Lopez	Absent
Guests:	Chief Dave Waters	Frank Prado
	Vaniethia Hubbard	Jennifer De La Rosa
	Kennethia Vega	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:32 p.m.

2. Approval of Minutes

- a. It was moved by Ms. Edwards, seconded by Mr. Morgan and carried unanimously, with abstentions by Dr. Hubbard, Ms. Salas and Mr. Esquivel, to approve the minutes of the March 4, 2024 meeting. Matthew Beyersdorf was not present at the vote.

3. Approval of HR Items

- a. Reorg #1405 – DO/Facilities: It was moved by Ms. Ingram and seconded by Mr. Perez to approve Reorg #1405. Mr. Winter and Ms. Ingram presented the reorganization. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously with abstentions by Mr. Clacken and Mr. Esquivel.
- b. Job Description – Energy & Sustainability Manager: It was moved by Ms. Ingram and seconded by Ms. Edwards to approve the job description. Mr. Winter and Ms. Ingram presented the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously with a nay by Ms. Coyne and abstentions by Mr. Clacken and Mr. Esquivel.

4. Approval of Board Policy Updates

- a. BP 1200 District Mission: It was moved by Ms. Ingram and seconded by Mr. Winter to recommend the update to the Board Policy Committee. Discussion ensued and District Council members received clarification on the information provided. It was recommended that current Accreditation Standard 1 be reflected in the “Reference” section. With this revision the motion carried unanimously with abstentions by Mr. Clacken and Mr. Esquivel.
- b. BP 3502 Networked Video Cameras (NEW): It was moved by Ms. Ingram and seconded by Dr. Hubbard to recommend the update to the Board Policy Committee. Discussion ensued and District Council members received clarification on the information provided. It was recommended that the last sentence be changed to: : “The District Safety & Security Chief is responsible for the use of this system in accordance with existing agreements, laws and policies.” With this revision the motion carried unanimously with abstentions by Mr. Clacken, Mr. Beyersdorf and Mr. Esquivel.
- c. BP 3515 Reporting of Crimes: It was moved by Dr. Nery and seconded by Dr. Kim to recommend the update to the Board Policy Committee. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously with abstentions by Mr. Clacken and Mr. Esquivel.
- d. BP 5500 Standards of Student Conduct: It was moved by Ms. Ingram and seconded by Mr. Winter to recommend the update to the Board Policy Committee. Discussion ensued and District Council members received clarification on the information provided. It was recommended that current Accreditation Standard 1 be reflected in the “Reference” section. With this revision the motion carried unanimously with abstentions by Mr. Clacken and Mr. Esquivel.

5. Approval of Administrative Regulation Updates

- a. AR 3500 Campus Safety: It was moved by Ms. Edwards and seconded by Dr. Nery to approve the update. Discussion ensued and District Council members received clarification on the information provided. It was agreed that “...to the Chancellor and Board...” be deleted from midway down the second page. The motion carried unanimously with abstentions by Mr. Clacken and Mr. Esquivel.

5. Approval of Administrative Regulation Updates (continued)

- b. AR 5500 Standards of Student Conduct (NEW): It was moved by Ms. Ingram and seconded by Ms. Salas to approve the new AR. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously with abstentions by Mr. Clacken and Mr. Esquival.
- c. AR 5520 Student Discipline Procedures (NEW): It was moved by Mr. Rutan and seconded by Dr. Nery to approve the new AR. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously with a nay by Mr. Morgan and abstentions by Mr. Clacken and Mr. Esquival.
- d. It was requested by SAC to postpone action on the other ARs until the June meeting due to incomplete college review. It was decided that the following ARs would be placed on the May 6, 2024 District Council meeting for action:
 - i. AR 3502 Networked Video Cameras (NEW)
 - ii. AR 3505 Emergency Response Plan
 - iii. AR 3515 Reporting of Crimes
 - iv. AR 3516 Registered Sex Offender Information
 - v. AR 6100 Delegation of Authority, Business & Fiscal Affairs
 - vi. AR 6200 Budget Preparation
 - vii. AR 6250 Budget Management
 - viii. AR 6300 Fiscal Management
 - ix. AR 6303 Fiscal Accountability
 - x. AR 6305 Reserves
 - xi. AR 6320 Investments
 - xii. AR 6400 Financial Audits
 - xiii. AR 6450 Wireless or Cellular Telephone Use
 - xiv. AR 6750 Vehicle Operation and Parking
 - xv. AR 7600 Campus Security Officers (NEW)

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the March 27, 2024 meeting. The next meeting will be held April 24, 2024.
- b. Human Resources Committee (HRC)
Acting Vice Chancellor Winter reported on the March 20, 2024 meeting.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Ingram reported on the March 20, 2024 meeting. The next meeting will be held on April 17, 2024.
- d. Physical Resources Committee (PRC)
Vice Chancellor Ingram reported there on March 6, 2024 meeting.
- e. Technology Advisory Group (TAG)
Mr. Clacken reported on the April 4, 2024 meeting. The next meeting will be held on May 2, 2024.

7. 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. Salas provided a report on CSEA activities.
- d. Student Government/SAC: Mr. Esquivel reported on SAC ASG activities.
- e. Student Government/SCC: No report.

8. Next Meeting

- a. The next meeting be held on Monday, May 6.

Next Meeting: The next meeting will be held on Monday, May 6, 2024
Meeting Adjourned: 2:47 p.m.
Approved: May 6, 2024