

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

[Website: Technology Advisory Group](#)

**Agenda for February 15, 2024**

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

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

1. Mid-year report presentation (10 minutes) – Gonzalez, Howard, Clacken, Gonzalves, Perna
2. Use of Zoom AI (10 minutes) – Gonzalez
3. Strategic Technology Plan Extension (10 minutes) – **ACTION**– Gonzalez
4. Technology Update – Colleges
  - SACTAC – Steffens (10 minutes)
  - SCCTEC – Rodriguez (10 minutes)
5. Student experience with technology:
  - SAC – Roman – (10 minutes)
  - SCC – Reed – (10 minutes)
6. Approval of TAG Minutes – December 7, 2023 (5 minutes) – **ACTION**– Gonzalez
7. Technology Project listing, February 2024 (5 minutes) – Howard
8. District Council Minutes – January 29, 2024 (Informational Attachment)

**Next TAG Committee Meeting:** March 7, 2024

**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.**

	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027	Spring 2028	Fall 2028	Spring 2029	Fall 2029	Spring 2030	Fall 2030	Spring 2031	Fall 2031	Spring 2032
<b>District's Strategic Plan (SP)</b>	Current plan extended		New plan in effect 24-32															
<b>SAC's Educational Master Plan (EMP)</b>	Current plan extended		New plan in effect 24-32															
<b>SCC's Educational Master Plan (EMP)</b>	Current plan extended		New plan in effect 24-28															
<b>Districtwide Strategic Technology Plan (STP)</b>	Current plan			Proposed plan extension	New plan in effect 25-29								New plan in effect 29-33					
<b>SAC's Integrated Technology Plan (ITP)</b>	Current plan		Proposed plan extension		New plan in effect 25-29								New plan in effect 29-33					
<b>SCC's Technology Master Plan (TMP)</b>	Current plan		Proposed plan extension		New plan in effect 25-29								New plan in effect 29-33					

\*\*Validity period for District's new SP and College's EMPs based on current discussions.

\*\*Release term for District's new SP and College's EMP based on current targets.

\*\* Proposal is to align all technology plans, so that they go in effect one year after the District's new SP and College's EMPs go in effect.

\*\* Proposal is to align validity period for all technology plans at half the validity period for District's new SP and College's EMPs.

Strategic Element	Validity Duration	Current Validity Period	Proposed New Validity Period	Changes
Strategic Themes	4 Years	January 1 <sup>st</sup> , 2021 to December 31 <sup>st</sup> , 2024	<b>January 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2025</b>	6-month extension
Goals	2 Years	January 1 <sup>st</sup> , 2023 to December 31 <sup>st</sup> , 2024	<b>January 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2025</b>	6-month extension
Initiatives	1 Year	July 1 <sup>st</sup> , 2023 to June 30 <sup>th</sup> , 2024	July 1 <sup>st</sup> , 2024 to June 30 <sup>th</sup> , 2025	None

MONTH	TAG
January	<ul style="list-style-type: none"> <li>• No meeting</li> <li>• 2025, 2029: STP goes into effect on January 1<sup>st</sup></li> </ul>
February (Third Thursday of the month)	<ul style="list-style-type: none"> <li>• Mid-year report presentation</li> <li>• 2022, 2024, 2026, 2028, 2030: Form task force to review and update Goals on Strategic Tech Plan (STP) for the following two-year period</li> <li>• 2024, 2028: Form task force to develop Strategic Technology Plan (STP) for the following four year period</li> </ul>
March	
April	<ul style="list-style-type: none"> <li>• Technology initiatives for next Fiscal Year first reading</li> <li>• Review contract renewal costs: Actuals for last Fiscal Year and forecast for next Fiscal Year</li> <li>• 2025, 2029: First reading STP for the following four-year period</li> <li>• 2027, 2031: First reading STP Goals for the following two- year period</li> </ul>
May	<ul style="list-style-type: none"> <li>• Approve Technology initiatives for next Fiscal Year</li> <li>• Approve meeting calendar for next Fiscal Year</li> <li>• 2025, 2029: Approve STP for the following four-year period</li> </ul>

	<ul style="list-style-type: none"> <li>• 2027, 2031: Approve STP Goals for the following two- year period</li> </ul>
June	<p>No meeting</p> <ul style="list-style-type: none"> <li>• 2025, 2029: STP for the following four-year period presented to Board of Trustees for approval</li> </ul>
July	<p>No meeting</p> <ul style="list-style-type: none"> <li>• 2025, 2029: STP goes into effect on July 1st</li> </ul>
August	<p>No meeting</p>
September	<ul style="list-style-type: none"> <li>• Annual report presentation</li> <li>• Review TAG membership, responsibilities and purpose. Update as needed</li> <li>• 2024, 2028: Form task force to develop Strategic Technology Plan (STP) for the following four-year period</li> <li>• 2026, 2030: Form task force to review and update Goals on Strategic Tech Plan (STP) for the following two-year period</li> </ul>
October	<ul style="list-style-type: none"> <li>• Produce TAG accomplishments for prior Fiscal Year, agree on TAG goals for current Fiscal Year</li> <li>• Review proposals to add to contract renewal costs for next Fiscal Year (if applicable)</li> <li>• 2022, 2024, 2026, 2028, 2030: First reading STP Goals for the following two- year period</li> <li>• 2024, 2028: First reading STP for the following four-year period</li> </ul>
November	<ul style="list-style-type: none"> <li>• 2022, 2024, 2026, 2028, 2030: Approve STP Goals for the following two- year period</li> <li>• 2024, 2028: Approve STP for the following four-year period</li> <li>• 2030: Approve updated TAG Planning Calendar for next ten-year period</li> </ul>
December	<ul style="list-style-type: none"> <li>• 2024, 2028: STP for the following four-year period presented to Board of Trustees for approval</li> <li>• 2030: Approve updated TAG Planning Calendar for next ten-year period</li> </ul>

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

**Meeting Minutes for December 7, 2023**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Adam Morgan, Sergio Rodriguez, Jason Sim, John Steffens, Michael Taylor, Pat Weekes

**Voting Members Absent:** Jimmy Nguyen, Guadalupe Roman Sanchez – 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. Planning Process: Mr. Gonzalez made the following updates and proposals for which the group supported.
    - Technology Renewal Costs: April - Review contract renewal cost, actuals from prior Fiscal Year and forecast for next Fiscal Year. October – Review proposals to add to contract renewal cost for next fiscal year to have enough time to bring to POE for consideration in November. These modifications will align better with the budget cycle. This means funding requests for centralized software tools will need to be submitted in September.
    - ITS resource requests: Mr. Gonzalez went over the ITS technology and resource needs and budget forecasts. Discussed a significant budget request for ongoing expenses related to distance education technology (average cost between 700K – 800K) which is expected to stay as the one-time Covid related funding will no longer be available. Growth in Mac (10% - estimate only) will require additional staff/software support as well as more to meet increased demand. The positions proposed aim to address staffing gaps.
  2. Update on TAG Recommendations: Mr. Gonzalez stated that several workgroups were formed under TAG during the academic year, meeting on a regular basis to ensure progress and communication occurs within the committee, and it was agreed that we would provide updates at every other meeting.
    - Computer replacement plan: Mr. Gonzalves shared updates.
      - Developing computing devices as well as A/V equipment aging reports with a suggested 7-year life cycle. Mr. Gonzalves pointed out key elements that are currently being discussed that are crucial in developing these plans.
        - Conducting a comprehensive computing inventory at both colleges. Location and onboarding/offboarding process for inventory and tracking/monitoring spreadsheet.
        - Centralized funding at each college
        - Educating constituents and consistent communication.
      - Mr. Steffens shared that the SAC Planning and Budget committee approved the \$500K baseline funding for technology plan during the November meeting.
    - Student produced initiatives: Mr. Gonzalez to meet offline with the student representatives to discuss various recommendations that include those items proposed by previous student representatives. Several of them have already been completed.

- Accessibility and data privacy: Mr. Gonzalez stated that one of the recommendations was the creation of an accessibility workgroup under TAG. Invitations were sent to those who volunteered but more is needed. The invitation was also extended to voting and non-voting members of TAG and other departments such as Purchasing.
3. Approval of computing standards: Mr. Gonzales presented the current upgrade to the desktop monitor and laptop standards.
- General Staff, Teaching Stations, Labs, Library/Learning Center: HP E24m G4 HD LED LCD - Added to the base configuration: USB-C Support, docking and removal of VGA.
  - Secondary Monitor – also used for classrooms and labs that do not require conferencing capabilities: New: HP E24 G5 is a 24" Full HD
  - Special Work Specific Case:
    - Microsoft Surface Laptop 4 to Laptop 5 with Intel Processor i7, 16GB and longer battery life.
    - Microsoft Surface Pro 8 to Pro 9 with Intel Processor i7, 1080p webcam and longer battery life.

Mr. Gonzalez called for a motion to approve the updates in the computing standards. A motion was made by Mr. Morgan, seconded by Mr. Bustamante, and approved unanimously.

Mr. Gonzales shared that there is a potential to add headset in the computing standards. This is being considered to ensure accessibility and compatibility with our existing hardware. Mr. Steffens inquired if there is a support issue. Mr. Bustamante also commented that it might still be useful as a cost/time-saving measure to ensure we are not purchasing models with unnecessary features. Mr. Clacken added that this also benefits us for potential future requirements for modern telephony approaches and collaboration tools that involve audio, microphones, and newly included webcams in monitoring standards. More updates to be shared.

4. Technology Update – Colleges:

- SACTAC: Mr. Steffens
  - Presentation of AI Avatars in Canvas.
  - Digital Dons laptop loan program: As a result of the refresh cycle there were over 300 students on the waitlist. The 200 Digital Don laptops were not received until November. Discussed action plans to prevent longer waitlist going forward.
  - MFA presentation by ITS.
  - Budget and staffing needs.
  - Student Information Support Staff reduction over the past year; highlighting significant increase and time spent in system administration and support tasks.
  - Recent Starfish outage: Discussion included detailing recovery efforts involved. They also mentioned upcoming features, particularly the ability to access data directly through Amazon S3 data buckets, enhancing reporting and business intelligence capabilities. Direct access to Amazon
- SCCTEC: Mr. Rodriguez
  - No update.

5. Student experience with technology:

- SAC: Ms. Roman Sanchez – no update as she was not present.
- SCC: Mr. Reed – no update as he was not present.

6. Approval of TAG Minutes – November 2, 2023
  - Mr. Gonzalez called for a motion to approve the November 2, 2023, minutes. A motion was made by Mr. Taylor, seconded by Mr. Bustamante. Abstention by Mr. Morgan. Motion passed.
7. Technology Project Listing, November 2023: Mr. Howard provided updates including the 6-month overview of project completed vs. projects received and now include projects in the backlog list.
  - RG542 Visualization for Chancellor: Currently updating some elements of the report and scheduling a follow up session with the users.
  - SCFF EPIC: Pending progress based in completion of the Colleague 320 implementation and an updated Data Warehouse.
  - SS: VTEA Survey Bolt On: The survey has been made available in several places in Self Service for students to access. Currently comparing the survey completion against what was submitted to the state. A workgroup will be created to discuss the effectiveness and other options to improve data collection.
  - 1098T Missing SSN email/mailer via Colleague: Will be working on developing Colleague delivered functionality to replace homegrown functionality. Will meet with Fiscal Services staff.
  - Part-Time Health Benefits Reimbursement: This is currently in UAT for H/R staff to test and provide feedback.
  - SCFF Audit Corrective Action: This is related to duplication of enrollment records submitted to State through MIS reports due to classes spanning multiple term, which impacted the student-centered funding formula. Currently have a workaround for corrections. Ellucians is scheduled to release a system upgrade later this month December.
  - Abandoned CCCApply: The second part, report identifying students who began but didn't finish their CCC Apply applications for outreach purposes. The report development is underway.
  - 2023-2024 P1 Colleague 320 implementation: Working with Fiscal on data comparison as well as the schedulers, A&R to correct error; created audit reports for cleaner data before the January 15th P1 submission deadline. We aim to finalize error corrections this month and make a decision on transitioning from homegrown to delivered reports either this month or early next month.
  - Create a multi-year spreadsheet (GL0010M) actuals expense report: New project.
  - Student Evaluation Prioritization Report: New project.
8. District Council Minutes – November 6, 2023 (Informational Attachment)

#### **Informational Handouts**

1. IT Request Funding 2024-25
2. TAG Recommendations
3. Computing Standard List
4. Top 10 Technology Project Listing – November 2023

**Next Meeting Reminder: February 15, 2024, via Zoom**

#### **Adjournment**

The meeting was adjourned at 3:37 p.m.



# Rancho Santiago Community College District District Council Meeting

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## MINUTES

January 29, 2024

Members:	Marvin Martinez	Absent
	Sarah Santoyo for Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Annebelle Nery	Absent
	Jose Vargas for Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Adam Morgan	Present
	Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Raven Cantoran	Absent
	Gabriel Lopez	Present
Guests:	Adam O'Connor	
	Dave Waters	
	Kennethia Vega	

1. Call to Order/Update

- a. Vice Chancellor Iris Ingram convened the meeting via Zoom Conference at 1:31 p.m.

2. Approval of Minutes

- a. It was moved by Mr. Winter, seconded by Ms. Coyne and carried unanimously, with abstentions by Jose Vargas, Craig Rutan and Tyler Johnson, to approve the minutes of the November 6, 2023 meeting. Adam Morgan and Zina Edwards were not present at the vote.



3. Comprehensive Master Plan

- a. It was moved by Ms. Coyne, seconded by Mr. Rutan and carried unanimously to consider this a first and second reading and approval of the Strategic Directions developed in the Comprehensive Master Plan process as presented.

4. Approval of Board Policies

- a. It was moved by Ms. Coyne and seconded by Mr. Beyersdorf to postpone action on the following board policy revisions to the April 4, 2024 District Council meeting:
  - i. BP 3502 Networked Video Cameras (NEW)
  - ii. BP 3515 Reporting of CrimesDiscussion ensued. The motion passed unanimously.

5. Approval of Administrative Regulations

- a. It was moved by Ms. Coyne and seconded by Mr. Beyersdorf to postpone action on all administrative regulations to the April 4, 2024 District Council meeting. Discussion ensued. The motion was amended by Mr. Vargas and seconded by Ms. Coyne to postpone action on all administrative regulations with the exception of AR 3750.1 Data Governance and AR 7600 Whistleblower Protection to the April 4, 2024 District Council meeting. The motion passed unanimously. The following administrative regulations will be placed on the April 4, 2024 District Council meeting agenda:
  - i. AR 3500 Campus Safety
  - ii. AR 3502 Networked Video Cameras (NEW)
  - iii. AR 3505 Emergency Response Plan
  - iv. AR 3515 Reporting of Crimes
  - v. AR 3516 Registered Sex Offender Information
  - vi. AR 6100 Delegation of Authority, Business & Fiscal Affairs
  - vii. AR 6200 Budget Preparation
  - viii. AR 6250 Budget Management
  - ix. AR 6300 Fiscal Management
  - x. AR 6303 Fiscal Accountability
  - xi. AR 6305 Reserves
  - xii. AR 6320 Investments
  - xiii. AR 6400 Financial Audits
  - xiv. AR 6450 Wireless or Cellular Telephone Use
  - xv. AR 6750 Vehicle Operation and Parking
  - xvi. AR 7600 Campus Security Officers (NEW)
- b. It was moved by Mr. Rutan and seconded by Ms. Coyne to approve AR 3750.1 Data Governance. Discussion ensued. The motion passed unanimously.
- c. It was moved by Mr. Winter and seconded by Mr. Vargas to approve AR 7700 Whistleblower Protection. Discussion ensued. The motion passed unanimously with the understanding that the references would be updated if required.

6. Approval of Job Descriptions

- a. It was moved by Mr. Winter and seconded by Mr. Gonzalez to approve revisions to the Senior Human Resources Analyst job description. Discussion ensued. The motion passed unanimously.
- b. It was moved by Ms. Coyne and seconded by Ms. Evett to consider this a first reading of revisions to the Manager Human Resources Operations job description. Discussion ensued. The motion passed unanimously with a nay by Ms. Edwards.
- c. It was moved by Mr. Winter and seconded by Mr. Rutan to approve revisions to the Director Human Resources. Discussion ensued. The motion was amended by Ms. Evett and seconded by Ms. Coyne to consider this a first reading. The motion passed unanimously with a nay by Ms. Edwards.
- d. It was moved by Ms. Evett and seconded by Ms. Coyne to consider this a first reading of revisions to the Manager Employee Relations and District Investigations job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.
- e. It was moved by Ms. Coyne and seconded by Ms. Evett to consider this a first reading of the District Investigator (NEW) job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.
- f. It was moved by Mr. Rutan and seconded by Ms. Evett to consider this a first reading of the Principal Investigator (NEW) job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.
- g. IT was moved by Ms. Evett and seconded by Mr. Rutan to consider this a first reading of revisions to the Principal Human Resources Analyst job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
SCC Academic Senate President and Co-Chair Craig Rutan reported on the January 17, 2024 meeting. The next meeting will be held February 28, 2024.
- b. Human Resources Committee (HRC)  
Acting Vice Chancellor Winter reported there was no January meeting. The next meeting will be held on February 14, 2024.
- c. Fiscal Resources Committee (FRC)  
Asst. Vice Chancellor Adam O'Connor reported on the October 18, 2023 meeting. The next meeting will be held on November 15, 2023.
- d. Physical Resources Committee (PRC)  
PRC Co-Chair Ambar Nakagami reported on the January 24, 2024 meeting. The next meeting will be held on February 21, 2024.
- e. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Gonzalez reported on last meeting. The next meeting will be held on February 25, 2024.

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

Next Meeting:	The next meeting will be held on Monday, March 4, 2024
Meeting Adjourned:	3:04 p.m.
Approved:	March 4, 2024