# 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.
1. 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 Purchasing.
1. Approval of computing standards: Mr. Gonzalves 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. Gonzalves 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.

1. 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.
1. 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.
1. 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.
1. 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 discus 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.
1. 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.