Rancho Santiago Community College District

District Office

2323 N. Broadway, Santa Ana, CA 92706

Office: (714) 480-7439 Fax: (714) 796-3995

# Technology Advisory Group

Meeting of: Thursday, December 7, 2017 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for December 7, 2017**

**Members Present:** Archana Bhandari, Jesse Gonzalez, Dean Hopkins, Scott James, Jim Kennedy, Tammy Cottrell, Lee Krichmar, Alfonso Oropeza, John Steffens, Mike Taylor, Pat Weekes

**Members Absent:** Andy Ramirez - SAC Student, SCC Student, Cherylee Kushida, Daniel Oase, Sergio Rodriguez, George Sweeney

**Guest:** Stuart Davis, Ruben Hernandez

**Discussion**

* **Call to Order**
  + Meeting called to order at 2:30 p.m.
* **Approval of minutes**
  + The minutes from the November 2, 2017 meeting were approved.
* **New Monitor Standard**
* E232 to possibly the E233 – Lee distributed the HP E233 price quotation from GST and related specs she put together. Also discussed its features and detailed specifications, especially the ADA compliant stand, micro-edge bezel, dimension and ports. Based on Lee’s online researches and HP’s recommendation, E233 monitor is our best choice with regards to pricing, features, warranty and other offerings. ITS placed an order for one monitor to be evaluated. The group agreed to move forward with model E233 as the “standard monitor” if testing and evaluation goes well.
* **Cyber Security Update by Jesse**
* Jesse first introduced Ruben Hernandez to the group. He is the new Information Security Specialist, a vital addition to ITS department. His previous employment was at the City of San Diego Housing Commission, with well over 20 years of combined technology and network security experience on his belt.
* Jesse distributed three test reports related to the investigative work conducted in response to spam & phishing email issues reported by Sergio R. and Scott J. at the November TAG meeting. The information for this topic is intentionally left vague for security purposes.
* He went over several cyber security related scenarios. Training, training, training to raise awareness cannot be overly emphasized as it is just as important as technology expansion. Various system security related discussions took place among the group.
* **Ellucian Cloud migration update by Stuart**
  + Testing results – Stuart thanked those who participated during Mock 1 & 2 and stress testing periods.
* He shared that compared to Mock 1, there was a considerable amount of participation during Mock 2 with the support of the presidents & vice presidents from each site.
  + - 205 users participated during the stress test and had favorable response. Login issues were addressed within 6 minutes, majority of delays have been addressed, with the exception of SQL related ones which are still being ironed out with Ellucian.
    - Ellucian is continuously working with us to refine some of our custom reports and queries to prevent it from hitting our CPU as hard as experienced in the hosted environment. Stuart and Lee regularly interface with their technical support team to diagnose issues. This process has been beneficial.
  + Overall, there were a great number of valuable feedback and valid responses.
* Biggest concern during Mock 2 testing period was speed. Although still not ideal, we are already noticing speed improvement across the board. Ellucian is still tuning the system and our stress test helped shed a light on some concerns.
  + Go-live date is December 26th – Ellucian to take down (offline) our on-prem environment, copy to the cloud, and hand over officially to ITS by the 29th.
    - Thereafter, our programmers to connect 53 integrations and conduct major testing of various custom processes, procedures and reports.
    - December 30th – a designated point person from key areas such as H/R, Payroll, Financial Aid, Admissions & Records, Purchasing, Accounts Payable and the like, will be present along with ITS staff to conduct testing accordingly, for a 4-hr period or less. Each to sign-off as a confirmation that their area is working as it supposed to.
    - Once open and fully migrated, all problems that surface in the cloud will have to be addressed there, as it is a one-way ticket type of migration. Cloud version will have a newly upgraded operating system and SQL databases too.
* **Siteimprove update by Alfonso** – this project began around April 2016.
* Alfonso shared why this project started. An on-going campaign to educate assigned staff and/or web publishers throughout the district. He also covered the following key points:
* Importance of web and ADA compliance – it is a federal mandate to stay in compliant and to keep our financial aid benefit.
* Compliance approach – tool adoption, training & training materials such as providing web publisher manual links on RSCCD website. Additional training is also provided by the State.
* Compliance progress tracking – as part of our self-auditing tool, a compliance summary report is sent periodically to managers at SAC, SCC & district. Results of offensive errors did not seem to have any noticeable changes. This pattern is not expected to change as much and will continue to be an on-going issue due to the following reasons:
* Modifications, updates and the various type of documents being uploaded on our website occur on a regular basis.
* Continued and constant change of web publisher by department.

**Information Distributed**

* GST quote for HP E233 Display and Specs
* Cisco Email Security Appliance 1 & 2 overview
* Wildfire virus threat result

**Next Meeting: February 8, 2018**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Lee adjourned the meeting at 4:00 p.m.