

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

[Website: Technology Advisory Group](#)

**Agenda for November 7, 2019**

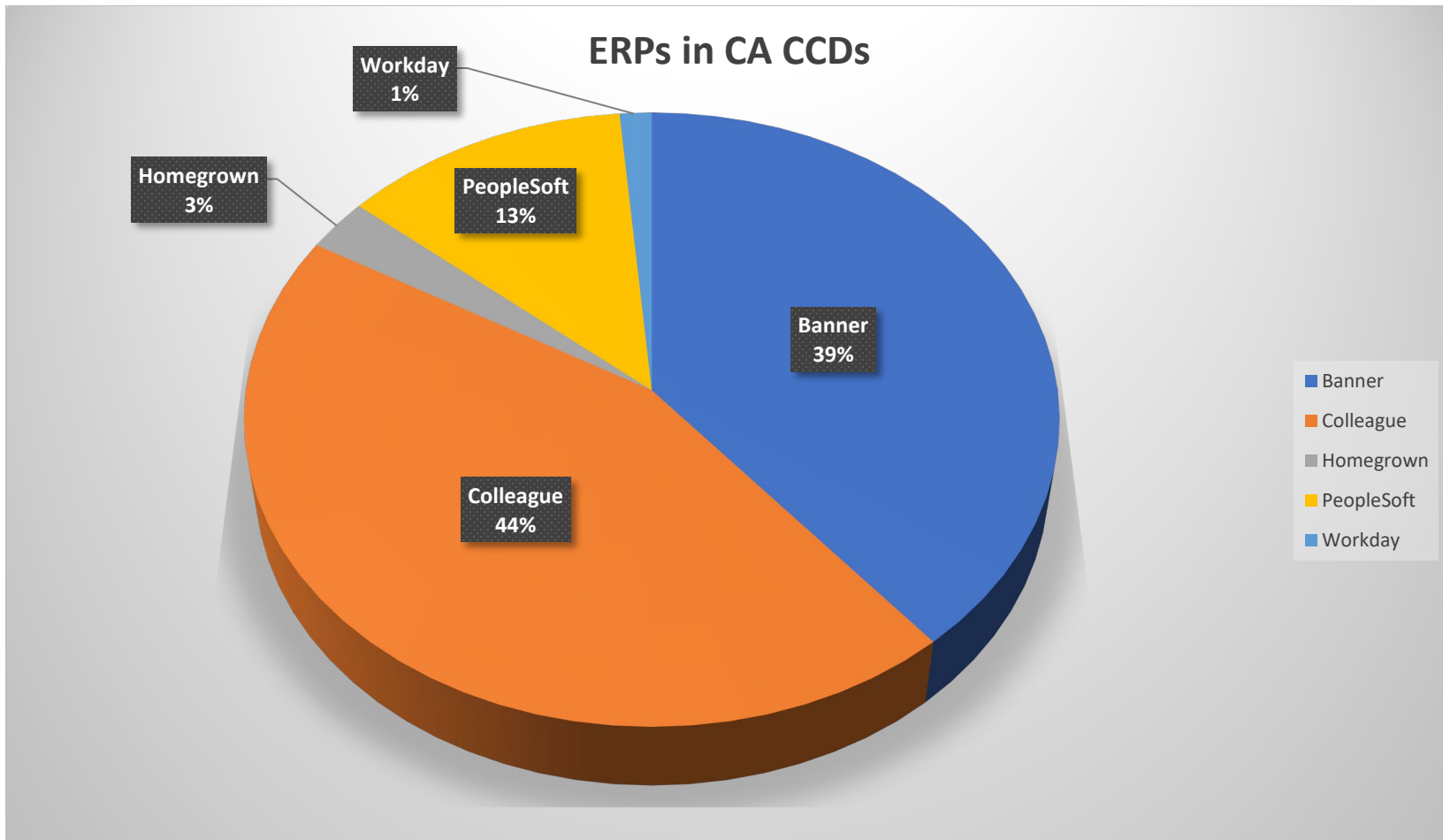
2:30 p.m. - 4:00 p.m.

Board Room, District Office - Room #107

1. Most widely used Student Information Systems and ERP's in the CA Community College Space (20 minutes) – Gonzalez
2. Technology Update – Colleges
  - SAC – Steffens (10 minutes)
  - SCC – Rodriguez (10 minutes)
3. TAG membership update proposal – **ACTION** (15 minutes) – All
4. Computer replacement plan: lease versus purchase (20 minutes) – Gonzalez, James
5. Approval of TAG Minutes – October 3, 2019 – **ACTION** (5 minutes) – Gonzalez
6. Other (5 minutes)

**Next TAG Committee Meeting:** December 5, 2019

**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.**



Ellucian has 83% of the market in the CA CCD space.

ERP	Count of ERP
Banner	28
Colleague	32
Homegrown	2
PeopleSoft	9
Workday	1

District	ERP
Allan Hancock	Banner
Antelope	Banner
Barstow	Banner
Butte	Colleague
Cabrillo	Colleague
Cerritos	PeopleSoft
Chabot-Las Positas	Banner
Chaffey	Colleague
Citrus	Banner
Coast	Banner
Compton	Colleague
Contra Costa	Colleague
Copper Mountain	Colleague
Desert	Colleague
El Camino	Colleague
Feather River	Banner
Foothill Deanza	Banner
Gavilan	Banner
Glendale	PeopleSoft
Grossmont	Colleague

Hartnell	Colleague
Imperial	Banner
Kern	Banner
Lake Tahoe	Colleague
Lassen	Colleague
Long Beach	PeopleSoft
Los Angeles	PeopleSoft
Los Rios	PeopleSoft
Marin	Banner
Mendocino	Colleague
Merced	Colleague
MiraCosta	PeopleSoft
Monterey	Homegrown
Mt. San Antonio	Banner
Mt. San Jacinto	Colleague
Napa	Colleague
North Orange County	Banner
Ohlone	Colleague
Palo Verde	Colleague
Palomar	PeopleSoft
Pasadena	Banner
Peralta	PeopleSoft
Rancho Santiago	Colleague
Redwoods	Colleague
Rio Hondo	Banner
Riverside	Colleague
San Bernardino	Colleague
San Diego	Colleague
San Francisco	Banner

San Joaquin	PeopleSoft
San Jose	Colleague
San Luis (Cuesta)	Banner
San Mateo	Banner
Santa Barbara	Banner
Santa Clarita	Colleague
Santa Monica	Banner
Sequoias	Banner
Shasta Tehama	Colleague
Sierra	Banner
Siskiyou	Banner
Solano	Banner
Sonoma (Santa Rosa)	Homegrown
South Orange County	Workday
Southwestern	Colleague
State Center	Colleague
Ventura	Banner
Victor Valley	Colleague
West Hills	Colleague
West Kern (Taft)	Banner
West Valley	Banner
Yosemite	Colleague
Yuba	Colleague

**CURRENT**

Committee	Responsibilities	Membership
Technology Advisory Group	Develop and evaluate RSCCD and college technology plans  Assess the effective use of technology resources  Develop and evaluate hardware and software standards  Review and evaluate hardware replacement cycle  Develop recommendations regarding equipment, staffing, and training needs related to the use of technology	<ul style="list-style-type: none"> <li>Assistant Vice Chancellor of Information Technology Services</li> <li>Administrator appointed by Santa Ana College President</li> <li>Administrator appointed by Santiago Canyon College President</li> <li>Two faculty members appointed by each Academic Senate, Santa Ana College &amp; Santiago Canyon College</li> <li>Three Classified representatives appointed by CSEA (District Office, Santa Ana College &amp; Santiago Canyon College)</li> <li>One of the faculty representatives shall serve as committee co-chair</li> </ul>

**PROPOSED**

Committee	Responsibilities	Membership
Technology Advisory Group	Develop and <del>strategically align</del> <u>evaluate</u> RSCCD and college technology plans  Assess the effective use of <del>technological</del> <u>resources</u>  Develop and evaluate <u>districtwide</u> hardware and software standards  Review and evaluate hardware <u>and software</u> replacement cycles  Develop recommendations <u>regarding for</u> equipment <u>and software</u> , <del>staffing</del> <u>resource allocation</u> , and training needs related to the use of technology  <u>Develop and evaluate technology policies</u>  <u>Communicate back to and advocate for represented constituencies regarding the use of technology</u>	<ul style="list-style-type: none"> <li>Assistant Vice Chancellor of Information Technology Services <u>(chair)</u></li> <li><u>Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College &amp; Santiago Canyon College President</u></li> <li><del>Administrator appointed by Santiago Canyon College President</del></li> <li>Two faculty members, <u>co-chair of SACTAC and co-chair of SCCTEC or two faculty members</u> appointed by each Academic Senate, Santa Ana College &amp; Santiago Canyon College</li> <li>Three Classified representatives appointed by CSEA (District Office, Santa Ana College &amp; Santiago Canyon College)</li> <li><u>Two Distance Education Coordinators, Santa Ana College &amp; Santiago Canyon College</u></li> <li><u>Two continuing education representatives, CEC &amp; OEC, appointed by each President, Santa Ana College &amp; Santiago Canyon College</u></li> <li><u>Two Directors, Academic and End User Support Services, Santa Ana College &amp; Santiago Canyon College</u></li> <li><u>Director, Technology Infrastructure and Support Services, District Office</u></li> <li><u>Two students appointed by each Associated Student Government President, Santa Ana College &amp; Santiago Canyon College</u></li> <li>One of the faculty representatives shall serve as committee co-chair</li> <li><u>Faculty co-chairs shall rotate annually between Santa Ana College &amp; Santiago Canyon College</u></li> </ul>

Formatted Table

Formatted: Font color: Auto, Character scale: 100%

Formatted: Font color: Auto, Character scale: 100%

Formatted: Font color: Auto, Character scale: 100%

Formatted: Font color: Auto, Character scale: 100%

**Technology Advisory Group**  
Board Room – District Office, Room 102  
2:30 p.m. – 4:00 p.m.

**Meeting Minutes for October 3, 2019**

**Members Present:** Robert Bustamante, Dane Clacken, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Scott James, Jim Kennedy, Cherylee Kushida, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, Pat Weekes; Juan Briseno – SAC Student, Garradan Simmons - SCC Student

**Members Absent:** Dean Hopkins, Randy Scott, John Steffens

**Guest:** Jordan Clark, Stuart Davis

**Discussion**

1. Call to Order
  - Meeting called to order at 2:31 p.m.
2. TAG membership and responsibilities update
  - Mr. Gonzalez shared that according to his findings, we would need an approval from District Council to make changes to the TAG membership. TAG members will have to present the proposal to their appointing bodies at District Council (i.e. Academic Senate Presidents, college Presidents, ASG etc.) and inform them of the intent to update the membership.
  - Mr. Gonzalez also informed the group that the Planning and Design Manual is due for an update within the next few months, which may change the process to update committee membership.
  - Mr. Gonzalez mentioned the membership modifications from last meeting. The committee discussed whether to wait for the Planning and Design Manual update or proceed with the proposed changes to District Council now.
  - Mr. James made a motion to start the process to get the proposed changes approved by District Council now, since the process may have several stages that may take time to accomplish and finalize. The motion was seconded by Ms. Kushida and approved unanimously.
3. Aligning TAG, SACTAC and SCCTEC
  - Mr. Gonzalez started a discussion regarding areas in which TAG, SACTAC and SCCTEC can align. He pointed to a handout to show the current structure lay out.
  - Mr. Gonzalez presented the Proposed version of RSCCD Technology Participatory Governance Framework and elaborated on various key points that each group can benefit from and various advantages to be considered. Discussions ensued.
  - Mr. Gonzalez added if alignment takes place, technology projects and initiatives at college level will get better visibility and attention. He reiterated that the intention is not to change our current roles and processes but to look for other avenues where we can collaborate better as a district body.
  - Ms. Hoang suggested to add a budget component for technology projects.
  - Mr. Gonzalez will draft what was discussed to be presented at a next meeting.
4. Technology Update – Colleges

SCC – S. Rodriguez

- Mr. Rodriguez announced that SCCTEC plan has been realigned last year, reviewed and pending approval at their next meeting. Mr. Gonzalez requested that a copy be shared with TAG once approved.
  - Comevo (online orientation system) – Guided online placement to will be implemented but will require some logic work which will cost \$20,000. Mr. Rodriguez will meet with SAC to determine if the work involved can be done in-house.
  - SCC is looking into Starfish. Software demo to be scheduled. SCC is also looking into other Guided Pathways software such as CAPs but this appear to be a costly option.
  - Student Help Desk is back! This will be funded and managed by Student Services in the A& R department. Recruitment possibly through Student Placement or hiring a part-time (on-going) classified staff. Some concerns were pointed out as a result of a mystery shopper visit at SCC including lack of student awareness and absence of a visitor information center.
  - Student Ed Plan – Mr. Rodriguez will conduct a joint chair presentation related to mining Student Ed Plan to take place by the end of October.
  - Cross-List for Continuing Education (pilot stage) – will meet with ITS and Jose Vargas to discuss various system processes and components. Still ironing some bugs out to make sure it's scalable. Mr. Kennedy commented that both CEC and OEC are open to suggestions if there are more efficient scheduling process/solutions that can address various issues they are facing. Discussion ensued.
5. Self-Service and portal update –
- Mr. Gonzalez shared that portal is being abandoned, that Ellucian is not actively developing this product and that Self Service offers several portal capabilities we should consider. We initially intended to use my.sac.edu and my.sccollege.edu URLs to point to Self-Service, as they were meant to be used for the student portal. However, there's a branding effort occurring, so the addresses may be change. We will provide updates at future meetings.
  - Mr. Davis provided updates on the progress of Self-Service:
    - Majority of Financial Aid components have been implemented. The link is now redirected to Self-Service interface with a different look and feel.
    - My Financial Aid and Student Ed Plan links are embedded in WebAdvisor. Other links such as “Log into Canvas”, “Log into Faculty Evals” have also been activated.
    - We are starting to tackle the more complex integrations where it involves third parties like ImageNow timesheets, absence and status change forms and parking permits.
    - Ellucian consultants are scheduled for a site visit to review and assess what we have accomplished so far in Self-Service and provide recommendations to overcome various hurdles we are experiencing.
    - Kick-off meeting is scheduled for Monday, October 7<sup>th</sup> with Project Managers, BSA's and ITS Application team to discuss who will spearhead Self-Service implementation and create targeted workgroups that are impacted (A&R, Financial Aid, Counseling, Faculty, CTE). These key individuals will help us better understand each area's needs, administer proper training/testing in their own campus as well as initiate a marketing campaign.
    - Several functionalities and features that are in Self-Service do not exist in WebAdvisor. They will take some time to review and evaluate. Mr. Davis reiterated that effective communication and training and high-profile marketing campaign is critical to a successful implementation.
    - Some new functional enhancements do not exist in Self-Service such as Fiscal, H/R, Payroll, Purchasing & Risk Management. Those links will not be turned on until later part of next year since they don't impact students or faculty.
    - Highest priority – to enable most of Self-Service functionalities at the start of Early Decision in Fall 2020.
    - Once implementation has taken place, it will be beneficial that impacted departments agree to turn off links in WebAdvisor. This will prevent users from



using the old system. By using the new system, they will be able to test and inform us of any issues so we can address them as soon as possible.

- Online Credit Card processor – Mr. Davis will reach out to Touchnet to get pricing on Payment Center solution.
  - Mr. Davis to take a look into a possible issue with parking permit purchases.
6. Most widely used Student Information Systems and ERP's in the CA Community College Space – Tabled for next meeting
7. Approval of TAG Minutes – September 5, 2019
- Mr. Gonzalez called for a motion to approve the TAG Minutes of September 5, 2019 meeting. A motion to approve the minutes was made by, Mr. James, seconded by Ms. Hoang. Mr. Rodriguez abstained as he was not present at the last TAG meeting.
8. Other
- Mr. Garradan and Mr. Bustamante brought up the need for some form of a credit card or other payment solution to use for events that ASG organizes. Mr. Davis shared that ITS and Auxiliary Services at SAC are looking into a centralized credit card processing solution for the district which can potentially accommodate this request.
  - Mr. Gonzalez took the opportunity announcing the retirement of Alfonso Oropeza, Director of Academic and End User Support and expressed his appreciation for his service as an employee, colleague, his great leadership at SCC as well as recognizing his accomplishments and contributions.
  - Mr. Briseno brought up an issue encountered with the Adobe Licensing. Mr. Gonzalez to conduct an offline conversation with Mr. Briseno.

#### **Informational Handouts**

- District Participatory Governance & TAG Membership (excerpts)
- SAC College Council Participatory Governance Structure and Santiago Canyon College Collegial Governance Framework
- RSCCD District Technology Participatory Governance Structure (Current and Proposed versions)
- Self-Service Timeline
- ERP in CA CCDs

**Next Meeting Reminder: November 7, 2019; Board Room (DIST-107)**

#### **Adjournment**

The meeting was adjourned at 4:08 p.m.