RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
[Website: Technology Advisory Group](#)

Agenda for March 5, 2020
2:30 p.m. - 4:00 p.m.
Board Room, District Office - Room #107

1. Approval of Updated Districtwide Technology Plan **– ACTION** (10 minutes) – Gonzalez

2. Mid-year report Projects completed in support of technology plan (20 minutes) – Gonzalez

3. Technology Update – Colleges
   - SAC – Steffens (10 minutes)
   - SCC – Rodriguez (10 minutes)

4. Follow up on pending business (15 minutes) – Gonzalez
   - TAG membership and responsibilities
   - Task force to assess funding process for computer replacements

5. Updated districtwide desktop/laptop/printer standards (15 minutes) **– ACTION** – M. Hoang

6. Approval of TAG Minutes: **– ACTION** (5 minutes) – Gonzalez
   - December 5, 2019
   - February 6, 2020

7. Other (5 minutes):
   - PermissionClick

Next TAG Committee Meeting: April 2, 2020

CURRENT	NEW
HP EliteDesk 800 G4 Small Form Factor PC	HP EliteDesk 800 G5 Small Form Factor PC
District Cost: **$862**	District Cost: **$848**
Base Classroom Configuration: • Intel Processor I7- 8700: 6 cores, 12 MB Cache, 3.2 GHz • 8GB (1x8gb) 2,400MHz DDR3 • 500 GB Hard Drive SATA 7,200 RPM • DVD+/-RW Drive • Optical Mouse & Keyboard USB • 5-year Hardware Warranty • Optional Monitor HP Elite E233 Widescreen HD LED LCD **+$225** • Speaker Bar USB **+$25 (Office configuration)**	**Base Classroom Configuration:** • Intel Processor I7 - 9700: 8 cores, 12 MB Cache, 3.0 GHz • 8GB (1x8gb) 2,666MHz DDR4 • 500 GB Hard Drive SATA 7,200 RPM • DVD+/-RW Drive • Optical Mouse & Keyboard USB • 5-year Hardware Warranty • Optional Monitor HP Elite E233 Widescreen HD LED LCD **+$225** • Speaker Bar USB **+$25 (Office configuration)** • Blu-ray Player/Writer **+$13 (Classroom lectern configuration)**

CURRENT	NEW
HP EliteBook 850 G5 Notebook PC	HP EliteBook 840 G6 Notebook PC
District Cost: **$1,337.58**	District Cost: **$1,322.80**
Base Configuration: • Intel Processor I7- 8550U: 4 cores, 8 MB Cache, 4.0 GHz • 8GB (1x8gb) 2,400MHz DDR4 • 256 GB Hard Drive SATA SSD • Intel Wireless Card 802.11 AC with Bluetooth • Integrated HD 720P Webcam/Mic • 15.6" LCD Full HD – LED Screen • 3.92 lb • 5-year Hardware Warranty	**Base Configuration:** • Intel Processor I7- 8565U: 4 cores, 8 MB Cache, 4.6 GHz • 8GB (1x8gb) 2,400MHz DDR4 • 256 GB Hard Drive PCIe NVMe SSD • HP Wireless Card 802.11 AX with Bluetooth • Integrated HD 720P Webcam/Mic • 14" LCD Full HD – LED Screen • 3.26 lb • 5-year Hardware Warranty

NEW – High-End

HP Z4 G4 Workstation

District Cost: **$4,665.69**

Base Classroom Configuration:
- Intel Xeon Processor W-2133: 6 cores, 8.25 MB Cache, 3.9 GHz
- 64GB (2x32gb) 2,666MHz DDR4
- 2x 1 TB HP Z Turbo Drive SSD
- DVD+/-RW Drive
- HP NVIDIA Quadro P4000 8GB Graphic Card
- Optical Mouse & Keyboard USB
- 5-year Hardware Warranty
- Optional Monitor HP Elite E233 Widescreen HD LED LCD **+$225**

CURRENT	NEW
HP LaserJet Pro MFP M426fdw	HP LaserJet Pro MFP M428fdw
District Cost: **$320**	District Cost: **$314**

Base Classroom Configuration: • Prints 40 ppm • Recommended monthly volume: 750-4000 pages • 256MB Memory	**Base Classroom Configuration:** • Prints 40 ppm • Recommended monthly volume: 750-4000 pages • 512MB Memory

CURRENT	NEW
HP Color LaserJet Pro MFP M477fdn	HP Color LaserJet Pro MFP M479fdn
District Cost: **$362**	District Cost: **$404**
Base Configuration: • Prints 28 ppm • Recommended monthly volume: 750-4000 pages • 256MB Memory	**Base Configuration:** • Prints 28 ppm • Recommended monthly volume: 750-4000 pages • 512MB Memory

<u>**Meeting Minutes for December 5, 2019**</u>

Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Sergio
Rodriguez, John Steffens, Pat Weekes

Members Absent: Scott James

Supporting Members: Dane Clacken, Stuart Davis, Jorge Forero, Michael Hoang, Dean Hopkins,
Daniel Oase, Randy Scott, Juan Briseno – SAC Student

Discussion

1. Call to Order
   - Meeting called to order at 2:31 p.m.

2. First reading: Updated Districtwide Technology Plan
   - Mr. Gonzalez conducted the first reading of the updated Districtwide Technology Plan consisting of the strategic goals, themes and initiatives and cited various examples.
   - The updated version is in accordance with the changes discussed and agreed by representatives from TAG, SACTAC and SCCTEC at previous meetings throughout the year.
   - Mr. Gonzalez noted that the purpose is for the framework to become an institutional process that will sustain technology planning and delivery at large.
   - The majority of the changes begins on page 17. Mr. Gonzalez stated that the updated version is available on the ITS intranet, but the Technology Plan 2017-2020 is still the version posted on the TAG website. He will provide the updated version on the TAG Team site as requested by the committee. If there are other changes, he hopes to receive feedback and will discuss/update accordingly.

3. Computer replacement plan: lease versus purchase as requested by Mr. James.
   - Mr. Gonzalez reported that historically, SCC has had issues with their computer replacement plan budget allocation. Unlike SAC, SCC doesn't have a surplus/carryover funding that can be relied upon for computer replacement. Hence, Mr. James requested ITS to gather information if there's any gain with computer lease versus purchase.
   - In response to this request, Mr. Gonzalez provided some of his findings from other colleges.
     - College of the Canyons: Doesn't consider leasing. Bond funding is the funding source for their computer replacement, which are one-time funds only. As such, there is no provision to allow for the ongoing expenses of a lease.
     - College of Marin: Lease did not work for them. 3-year lease term was too short. They ended up having to use time and resources to replace computers that were in perfectly good condition to abide by the lease term. This was aggravated by the fact that the lease expiration date was the same for all computers in the lease. If you don't return the computers on time, you continue to pay for them. Also, the college was responsible for shipping costs, which added up due to volume.
     - Ultimately, leasing is not an option that would address the right problem and it comes with additional logistical challenges, which may make it a more expensive option at the end. We need to device a viable plan that is sustainable to address the computer replacement budget issue at SCC.

- Mr. Rodriguez asked whether a centrally funded model would be better suited for college replacement plans.
- Mr. Steffens stated that there is no ongoing funding for computer replacements at SAC either and that the replacements that have occurred have been possible only due to carryover funding.
- Mr. Gonzalez summed up that the common issue to solve is the lack of ongoing funding for technology replacements at both colleges.
- Mr. Gonzalez suggested the need to present the challenges at FRC. It may be most beneficial to advocate for funding for a districtwide computer replacement budget allocation.
- Another option would be desktop virtualization. This initiative gears towards ease of use and expanded functionality and requires standardization of software districtwide. However, the hardware costs are higher as it uses enterprise servers, network and storage, which are more expensive. This will also require a budget allocation to be recommended to FRC.
- Virtualization may be a good initiative to be marketed to faculty since education is heading more heavily towards online education.
- Mr. Gonzalez stated that we may need to opt for a hybrid solution since turning everything virtual may be a challenge. Discussions ensued.
- Mr. Steffens proposed to form a taskforce to conduct an evaluation to help provide a formal recommendation to FRC. Mr. Gonzalez to start a polling process through the TAG Team site to see who's interested in participating in this taskforce.

4. Technology Update – Colleges
   ### SAC – J. Steffens
- Mr. Steffens reported that SACTAC has finalized drafting their technology initiatives and they will be approved at their next meeting.
- Starfish agreement has been finalized and will be presented at the December Board meeting for approval. Mr. Steffens to schedule the initial kick-off meeting to discuss implementation related processes and ground work required.
- Guided Pathways website re-design is still in progress. They are conducting some final touchups and corrections to known issues. Working on the next phase proposal to be submitted to vendor.

   ### SCC – S. Rodriguez
- Mr. Rodriguez reported that he has been informed by SCC Financial Aid that student attendance is being audited by the Department of Education. Sheena Tran will present information at the next Academic Senate meeting regarding this issue.

5. Self-Service update
- Mr. Davis reported that ITS brought in an Ellucian consultant on-site for 3 days working with our Applications team. Self-Service is now 85% configured and fully operational on a non-production environment. ITS to begin scheduling testing the system with SAC and SCC project managers and key end users.
- ITS has identified 27 potential operational concerns which have already been presented to functional groups that meet every two weeks. Through their regular meeting discussions, they were able to address 3 of the 27 operational issues. Other issues will fall under the project managers at the colleges.
- Ms. Hoang suggested to inform Academic Senate and other groups about the project. Ms. Hoang to coordinate with Mr. Steffens for SAC. Mr. Davis to coordinate with Mr. Rodriguez for SCC.
- There are three remaining meetings with Ellucian consultant to be scheduled up to March 2020 to obtain technical assistance with the following:
  o Student billing and payment
  o Second engagement regarding WebAdvisor customized elements

- o Discussions with operational users regarding identified operational issues and advise on a workflow to address those issues
  - Once a definite plan of action is finalized, we will need work on how to implement marketing and training for staff, faculty and students. We have a March 2020 deadline to get things prepared.
  - Mr. Steffens commented that since it takes time to gather feedback from functional users, it is critical to conduct those operational issue discussions as early and often as possible. This will give us an idea to identify their pain points and discuss alternative solutions. He also suggested a "soft" launch in Summer to address gaps and possibly resolve them by Fall.

6. Ellucian Cloud Contract Final Numbers
   - Mr. Gonzalez announced that the early renewal contract will be presented at the December Board meeting for approval.
   - The contract is retroactive from August 2019 and ends in October 2020. Mr. Gonzalez shared that our monthly cost will increase exponentially if we don't choose to renew early.
   - The early renewal additional cost funded by ITS is $478,112. Future one-year contract cost is $438,084 and three-year contract cost is $357,252 beyond the existing ITS budget. ITS had to push a number of initiatives in order to fund the renewal. ITS is unable to continue to fund the ongoing costs of the contract in future renewals without a budget allocation request.
   - Mr. Gonzalez reminded the group of an effort he's already coordinating with other colleges with regards to assessing other alternatives and producing a cost analysis of how much it will cost to self-host in the cloud. ITS is also working with a consultant who has experience scaling and reducing computing resources in the cloud as needed, which will make us more efficient if accomplished.
   - Mr. Gonzalez stated that self-hosting in the cloud can be potentially more cost effective since we would have the authority to turn the power off when systems are not in use and expand and contract resources if we so choose. We do not have this option with the Ellucian cloud.
   - Mr. Gonzalez called for a motion for TAG members to support requesting a budget allocation request for $357,252 annually to fund the 3-year contract cost after October 2020. This motion would be approved with the condition that ITS provide a cost analysis of alternative solutions, including self-hosting in the cloud. A motion was made by Mr. Steffens and seconded by Mr. Bustamante. Motion carried by majority. Mr. Scott opposed.

7. Approval of TAG Minutes – November 7, 2019
   - Mr. Gonzalez called for a motion to approve the TAG Minutes of November 7, 2019 meeting. A motion to approve the minutes was made by, Mr. Steffens, seconded by Mr. Bustamante and carried by majority. Mr. Rodriguez abstained as he was not present at the last TAG meeting.

8. Other – Tabled for next meeting
   - Membership and responsibilities update
   - Desktop and laptop standards
   - Districtwide Intranet

Informational Handouts
- Colleague Cloud Contract Early Renewal Cost

Next Meeting Reminder: February 6, 2020; Board Room (DIST-107)

Adjournment
The meeting was adjourned at 4:15 p.m.

<u>**Meeting Minutes for February 6, 2020**</u>

Voting Members Present: Robert Bustamante, Mary Mettler, Stuart Davis (As Alternate for Jesse Gonzalez)

Voting Members Absent: Tammy Cottrell, Jesse Gonzalez, Sergio Rodriguez, John Steffens, Pat Weekes, Susan Hoang

Supporting Members: Scott James, Dane Clacken, Jorge Forero, Michael Hoang, Daniel Oase,

Discussion

1. Call to Order
    *   Meeting was called to order by Mr. Davis at 2:34 p.m.

2. Approval of Updated Districtwide Technology Plan – There was no quorum at the meeting, so this will be brought back to the March 5th meeting.

3. Technology Update – Colleges

    <u>SCC – S. Rodriguez</u>
    *   Mr. Davis reported on Mr. Rodriguez behalf. SCC conducted a demo presentation of Self-Service at the January Dean's meeting and received positive feedback. Suggestions were made:
        o   Attendance default to "Present" until a faculty member makes a change.
        o   "Add Button" next to a waitlisted student as an option to faculty.

    *   Mr. Rodriguez also has a scheduled presentation for the Academic Senate at their February meeting and other future demos will be provided for Student Equity, Enrollment Management Committee, SCCTEC and Distance Ed Committee.
    *   Mr. James inquired if a decision has been regarding Self-Service name branding. Mr. Davis shared that according to Mary Law from Publications, the name Campus Connect seems to have the most buy-in so far. She is waiting to hear from Dr. Marilyn Flores and Dr. Jeff Lamb for additional comments or suggestions. She will also schedule a meeting with Mr. Davis to discuss colors and branding across Self-Service.
    *   Mr. James reported that further use of NameCoach is no longer provided at no cost in Canvas but according to Mr. Davis, this may become a district purchase since SAC Distance Ed is interested in retaining the use of the software.
    *   Personal pronoun software has been released by Canvas. Mr. James would like to coordinate with ITS to enable this in Canvas. According to Mr. Davis, this is already available in the Self-Service and has been enabled in Production and Test environments (Student Option menu). The student has the ability to choose gender identity, personal pronoun and chosen name. Mr. Davis will coordinate with his staff to look into an opportunity of feeding the data from Self-Service to Canvas. This topic will be shared with the Self-Service workgroup as an action item.
    *   Mr. Bustamante shared that PermissionClick software trial period has ended. The free version has very limited features and functionalities. SCC would like to continue using the full version for its many benefits. Mr. Davis will follow up with Risk Management regarding status of the license purchase. Will share with Mr. Gonzalez for detailed discussion at the next TAG meeting.

4. Follow up on pending business – Mr. Stuart announced that the following items are up for the group's review and will potentially move forward as action items at the next meeting if there are no objections or changes.
    - TAG membership and responsibilities – Mr. James and Ms. Mettler requested some changes.
        - Provide more clarity in the faculty positions area; take out Distance Education Coordinator information. Mr. Stuart will share the requested changes to Mr. Gonzalez and draft an updated "Proposed" version.
    - Task force to assess funding process for computer replacements – Mr. Davis shared link to College Computer Replacement Task Force Membership form. This form is a polling process to see who's interested in participating in this taskforce. The membership request form may be distributed initially to staff who directly deal with technology. The group agreed to move this item forward as an action item at the next meeting.

3. Updated districtwide desktop/laptop standards: There was no quorum at the meeting, so this will be brought back to the March 5th meeting.

4. Approval of TAG Minutes – December 5, 2019: There was no quorum at the meeting, so this will be brought back to the March 5th meeting.

5. Other
    - Districtwide Intranet – Mr. Forero reported that an institutional need has been brought up to their attention to develop a centralized districtwide intranet. This is an internet site for internal use by staff and faculty. An effort to put together a taskforce has been initiated.

Informational Handouts
- Link to "Current" and "Proposed" TAG Committee, Responsibilities and Membership
- Link to "College Computer Replacement Task Force Membership"
- Districtwide desktop/laptop standards

Next Meeting Reminder: March 5, 2020; Board Room (DIST-107)

Adjournment
The meeting was adjourned at 3:05 p.m.