

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for September 3, 2020

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

<https://cccconfer.zoom.us/j/94720131769>

1. TAG introductions, membership, responsibilities and purpose (10 minutes) – All
2. ITS Annual Report (15 minutes) – Gonzalez, Davis, Clacken, Hoang, M., Brown
3. Technology Update – Colleges
 - SAC – Steffens (10 minutes)
 - SCC – Rodriguez (10 minutes)
4. Colleague cloud alternatives (20 minutes) – Gonzalez
5. Development of 2021-2024 Strategic Technology plan (10 minutes) – Gonzalez
 - Proposed modifications for timeframes for Planning Elements – **ACTION** – Gonzalez
6. Computer standards update: Monitor warranties – **ACTION** (10 minutes) – Hoang, M.
7. Approval of TAG Minutes – May 7, 2020 – **ACTION** (5 minutes) – Gonzalez

Next TAG Committee Meeting: October 1, 2020

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.

CURRENT

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

PROPOSED

Committee	Responsibilities	Membership
Technology Advisory Group	<p>Develop and strategically align RSCCD and college technology plans</p> <p>Assess the effective use of technological resources</p> <p>Develop and evaluate districtwide hardware and software standards</p> <p>Review and evaluate hardware and software replacement cycles</p> <p>Develop recommendations for equipment and software, resource allocation, and training needs related to the use of technology</p> <p>Develop and evaluate technology policies</p> <p>Communicate back to and advocate for represented constituencies regarding the use of technology</p>	<ul style="list-style-type: none"> • Assistant Vice Chancellor of Information Technology Services (chair) • Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College & Santiago Canyon College • Three faculty members: co-chair of SACTAC and co-chair of SCCTEC and either Santa Ana College or Santiago Canyon College Distance Education Coordinator or three faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College • Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College) • Two students appointed by each Associated Student Government President, Santa Ana College & Santiago Canyon College • One of the faculty representatives shall serve as committee co-chair • Faculty co-chairs and third Faculty member shall rotate annually between Santa Ana College & Santiago Canyon College. • Two Faculty representatives shall represent the College not acting as co-chair.

TAG Membership:

CURRENT

Voting members:

Santa Ana College	Santiago Canyon College	District
Susan Hoang, Faculty*	Randy Scott, Faculty	Jesse Gonzalez, Asst. Vice Chancellor*
John Steffens, Admin	Sergio Rodriguez, Admin	
Tammy Cottrell, Classified	Robert Bustamante, Classified	Pat Weekes, Classified

* Co-Chair (faculty co-chair rotates annually between SAC and SCC)

Supporting resources:

Santa Ana College	Santiago Canyon College	District
Cherylee Kushida, Faculty	Scott James, Faculty	Thurman Brown
		Dean Hopkins
Jim Kennedy, CEC	Daniel Oase, OEC	Michael Hoang
SAC Student	Morsal Mohammad, SCC Student	
Joe Pacino (alternate)		Dane Clacken (alternate)

PROPOSED

Voting members:

Santa Ana College	Santiago Canyon College	District
Susan Hoang, Faculty*	Randy Scott, Faculty	Scott James?, Faculty
John Steffens, Admin	Sergio Rodriguez, Admin	Jesse Gonzalez, Asst. Vice Chancellor**
Tammy Cottrell, Classified	Robert Bustamante, Classified	Pat Weekes, Classified
SAC Student	Morsal Mohammad, SCC Student	

** Chair

* Co-Chair (faculty co-chair rotates annually between SAC and SCC)

Supporting resources:

Santa Ana College	Santiago Canyon College	District
Cherylee Kushida, Faculty		Dane Clacken
		Dean Hopkins
Jim Kennedy, CEC	Daniel Oase, OEC	Michael Hoang
		Thurman Brown
		Stuart Davis

Date	Event	Description
September 3, 2020	TAG meeting	Approval of modifications for STP Planning Elements
September 3, 2020	Define Technology Planning Task Force	Proposed: 5 people: Chair, Faculty Co-Chair, 1 Admin, 1 Classified, 1 Student
September 7 to September 30, 2020	Task Force updates STP	Complete draft before TAG October meeting
October 1, 2020	TAG meeting	2021-2024 STP first reading by TAG
October 5, 2020 to November 4, 2020	Task Force updates STP	Incorporate changes requested by TAG
November 5, 2020	TAG meeting	2021-2024 STP approved by TAG
November 18, 2020	Board docket due date	2021-2024 STP included for December Board of Trustees meeting
December 7, 2020	Board of Trustees meeting	2021-2024 STP presented for approval
January 1, 2021	New calendar year	New 2021-2024 STP becomes effective

Proposed Modifications to Planning Elements (Modifications highlighted)

Planning Element	Current Duration	Proposed New Duration	Current Valid Period	Proposed New Valid Period	Current Next Review Date	Proposed New Review Date
Strategic Themes	3 Years	4 Years	2019-2022	2021-2024	February 2022	February 2024
Goals	2 Years	2 Years	2019-2021	2021-2022	February 2021	February 2022
Initiatives	1 Year	1 Year	2020-2021	2020-2021	March 2021	March 2021

Proposal to change the current Standard Monitor configuration

Current	Proposed
HP Elite E233 5 year hardware warranty	HP Elite E233 3 year hardware warranty
Cost of warranty: \$40	Cost of warranty: \$0

A very small percentage of monitors fail and if they do it's generally within the first three years of service. These HP monitors come with three years of standard warranty at no cost.

The cost of the HP E233 monitor is \$179. See below for the breakdown of the value of this monitor over its five year lifespan after each year, including the percentage cost of the \$40 warranty to the remaining value of the monitor after Year 3.

	After Year 1	After Year 2	After Year 3	After Year 4	After Year 5
HP E2333	\$143.20	\$107.40	\$71.60	\$35.80	\$0.00

% of Value
55.9%

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

Meeting Minutes for May 7, 2020

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

Voting Members Absent:

Supporting Members: Thurman Brown, Dane Clacken, Stuart Davis, Jorge Forero, Michael Hoang, Scott James, James Kennedy, Cherylee Kushida, Daniel Oase, Juan Briseno
– SAC Student

Guest: Deborah Ludford, Cambridge West Partnership

Discussion

1. Call to Order
 - Meeting was called to order by Mr. Gonzalez at 2:30 p.m.
 - Mr. Gonzalez conducted a rollcall to confirm members attendance.

2. Technology software and hardware maintenance renewal contracts estimate for 2020-2021. Mr. Gonzalez went over key information from the handout.
 - Data provided show actual cost on items with vendor quotes on file and estimated cost on those in progress.
 - Covid-19 purchases are categorized under TRI.
 - Overall, 2020-2021 estimated cost is a little under \$3.5M. The largest increase is caused by Ellucian cloud contract in the amount of \$400K (estimate). This was discussed at a previous TAG meeting. ITS is in the process of finding alternatives, as requested by TAG, and should have final details available in a few weeks. This information will be shared with TAG.
 - If the 2020-2021 Tentative Budget for ITS gets approved, we would be able to sustain the needs as far as technology contract renewals are concerned.
 - Ms. Cottrell and Mr. James recommended that NameCoach be added as one of the line items. Mr. Scott to provide the renewal quote from vendor.

3. Technology Update – Colleges
 - SACTAC – J. Steffens
 - Mr. Steffens shared that SACTAC discussion on membership is close to being finalized.
 - Adoption of Standard Operation Procedure (SOP) for SAC website contents as recommended by the website redesign group. Following the SOP prerequisites, website contents that are older than two years will be removed.

 - SCCTEC – S. Rodriguez
 - Mr. Rodriguez shared that during SCCTEC meeting, Mr. James provided detailed explanation of synchronous and asynchronous instruction. Also he discussed various remote learning tools available for faculty: Proctorio, NameCoach, ProctorU and Cranium Café, to name a few.
 - SCC, with the assistance of the Academic Senate, came up with 3 labels to use for the Summer schedule. They are posted on the website and on the published Summer schedule.
 - Online – Canvas

- Online Live – Online through Zoom
 - Online Blended – Hybrid between Canvas and Online
 - Mr. Rodriguez announced that he will be working on a new project with SAC and Astra Schedule, focusing on how to optimize schedule.
 - Draft for SCC Technology plan has been completed and will be presented at SCCTEC for feedback. The Tech plan was developed following districtwide technology framework themes, goals and initiatives and accreditation standards.
 - Accreditation is due May 8th. Mr. Rodriguez is spearheading this effort. Collection of crucial elements has begun and will decide whether they are practice policy or procedure which may hopefully become the basis of writing the narratives of technology sub-standards.
4. Presentation - Technology Decision Making
- Ms. Deborah Ludford from Cambridge West Partnership provided a professional assessment report on how RSCCD manages Technology governance both from a participatory and operational perspective. She went over our current policies and practices, identified gaps and presented various comparisons. Ms. Ludford provided recommendations on how we can streamline our decision-making process and expounded on what areas can be improved, restructured and formalized within our Technology governance. Ms. Ludford stated that some positive changes seem to have already been taking place and commended the district for its diligence in following through CWP's recommendations. With the impending accreditation year, she suggested that RSCCD take the proposed changes into "Current" and document the decision-making process as much as possible, for favorable results.
 - Mr. Gonzalez added that several efforts have been accomplished and some in progress, as part of the recommendation. Membership assessment at both SCCTAC & SCCTEC are underway; adoption of the Technology plan that aligns with the themes, goals and initiatives of our Master Technology Framework; and the development of Technology Project Status Report which ties in with the districtwide initiatives and will be updated and shared mid-year and end-of-year.
5. Update to districtwide desktop standard
- Mr. Hoang went over the minor change in the configuration of the desktop standard.
 - Hard drive change from spinning drive to solid state drive (SSD). Performance increase up to 4x more than the traditional spinning drive.
 - Price: Current desktop standard is \$848. New desktop standard is \$877. Mr. Gonzalez stated that price negotiation with the vendor was involved. Price was initially much higher.
 - Mr. Gonzalez called for a motion to approve the update to districtwide desktop standard. A motion to approve was made by Mr. Steffens, seconded by Ms. Cottrell and approved unanimously.
6. Pending business
- Technology Initiatives for FY 2020-2021 – Mr. Gonzalez went over the changes discussed from last meeting. Discussions on remaining initiatives as follows:
 - Implement CCCCO Integrated Library System (ILS) Exlibris/Alma: Ms. Hoang to provide input on additional initiatives.
 - Assess future use of AirWatch as centralized solution for mobile device management: Change to implement InTune
 - Assess guided pathways scheduling optimization options: Add physical room, utilization, enrollment, etc.
 - Utilize professional services for Database Administrator support for districtwide applications: Mark complete
 - Add: Implementation of centralized credit card solution and ensure PCI compliance (POS upgrade)
 - Membership – Mr. Gonzalez presented the changes proposed from previous meeting. Mr. James and Ms. Mettler has no additional comments.

- Budget Allocation for PC replacements – Mr. Gonzalez noted a meeting can be scheduled as needed since the workgroup has been formed.
7. Approval of TAG Minutes – April 2, 2020
- Mr. Gonzalez called for a motion to approve the TAG Minutes of April 2, 2020 meeting. A motion to approve the minutes was made by Ms. Hoang, seconded by Mr. Steffens and approved unanimously.

Informational Handouts

1. ITS Contracts for 2020-2021 (Estimates and Actual Costs)
2. Technology Decision Making
3. Districtwide Desktop Standard
4. Technology Initiatives for 2020-2021
5. Link to Membership from Teams site

Next Meeting Reminder: September 3, 2020 (Tentative); Board Room (DIST-107)

Adjournment

The meeting was adjourned at 4:00 p.m.

DRAFT