

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for December 7, 2023

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

<https://rscgd-edu.zoom.us/j/85934136835>

1. Planning process (10 minutes) – Gonzalez
 - Technology contract renewal costs
 - ITS resource requests
2. Updates on TAG recommendations (10 minutes) – Gonzalves, Perna, Gonzalez
 - Computer replacement plan
 - Student produced initiatives
 - Accessibility and data privacy
3. Approval of computing standards (10 minutes) – **ACTION**– Gonzalves
4. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
5. Student experience with technology:
 - SAC – Roman – (10 minutes)
 - SCC – Reed – (10 minutes)
6. Approval of TAG Minutes – November 2, 2023 (5 minutes) – **ACTION**– Gonzalez
7. Technology Project listing, November 2023 (5 minutes) – Howard
8. District Council Minutes – November 6, 2023 (Informational Attachment)

Next TAG Committee Meeting: February 15, 2024

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 2020-2030 Planning Calendar

| MONTH | TAG |
|---|--|
| January | <ul style="list-style-type: none"> • No meeting • 2025, 2029: STP goes into effect on January 1st |
| February (Third Thursday of the month) | <ul style="list-style-type: none"> • Mid-year report presentation • 2022, 2024, 2026, 2028, 2030: Form task force to review and update Goals on Strategic Tech Plan (STP) for the following two-year period • 2024, 2028: Form task force to develop Strategic Technology Plan (STP) for the following four year period |
| March | <ul style="list-style-type: none"> • Review actual contract renewal costs for current Fiscal Year |
| April | <ul style="list-style-type: none"> • Technology initiatives for next Fiscal Year first reading |
| May | <ul style="list-style-type: none"> • Approve Technology initiatives for next Fiscal Year • Approve meeting calendar for next Fiscal Year |
| June | No meeting |
| July | No meeting |
| August | No meeting |
| September | <ul style="list-style-type: none"> • Annual report presentation • Review TAG membership, responsibilities and purpose. Update as needed |
| October | <ul style="list-style-type: none"> • Produce TAG accomplishments for prior Fiscal Year, agree on TAG goals for current Fiscal Year • 2022, 2024, 2026, 2028, 2030: First reading STP Goals for the following two- year period • 2024, 2028: First reading STP for the following four-year period |



| | |
|-----------------|---|
| November | <ul style="list-style-type: none"> • 2022, 2024, 2026, 2028, 2030: Approve STP Goals for the following two- year period • 2024, 2028: Approve STP for the following four-year period • Review forecast contract renewal costs for next Fiscal Year |
| December | <ul style="list-style-type: none"> • 2024, 2028: STP for the following four-year period presented to Board of Trustees for approval • 2030: Approve updated TAG Planning Calendar for next ten-year period |


Proposed 2020-2030 Planning Calendar

| MONTH | TAG |
|---|--|
| January | <ul style="list-style-type: none"> • No meeting • 2025, 2029: STP goes into effect on January 1st |
| February (Third Thursday of the month) | <ul style="list-style-type: none"> • Mid-year report presentation • 2022, 2024, 2026, 2028, 2030: Form task force to review and update Goals on Strategic Tech Plan (STP) for the following two-year period • 2024, 2028: Form task force to develop Strategic Technology Plan (STP) for the following four year period |
| March | <ul style="list-style-type: none"> • Review actual contract renewal costs for current Fiscal Year |
| April | <ul style="list-style-type: none"> • Technology initiatives for next Fiscal Year first reading • Review contract renewal costs: Actuals for last Fiscal Year and forecast for next Fiscal Year |
| May | <ul style="list-style-type: none"> • Approve Technology initiatives for next Fiscal Year • Approve meeting calendar for next Fiscal Year |

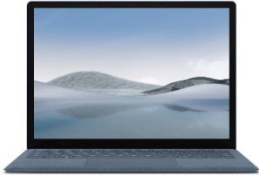

| | |
|------------------|---|
| June | No meeting |
| July | No meeting |
| August | No meeting |
| September | <ul style="list-style-type: none"> • Annual report presentation • Review TAG membership, responsibilities and purpose. Update as needed |
| October | <ul style="list-style-type: none"> • Produce TAG accomplishments for prior Fiscal Year, agree on TAG goals for current Fiscal Year • Review proposals to add to contract renewal costs for next Fiscal Year (if applicable) • 2022, 2024, 2026, 2028, 2030: First reading STP Goals for the following two- year period • 2024, 2028: First reading STP for the following four-year period |
| November | <ul style="list-style-type: none"> • 2022, 2024, 2026, 2028, 2030: Approve STP Goals for the following two- year period • 2024, 2028: Approve STP for the following four-year period • Review forecast contract renewal costs for next Fiscal Year |
| December | <ul style="list-style-type: none"> • 2024, 2028: STP for the following four-year period presented to Board of Trustees for approval • 2030: Approve updated TAG Planning Calendar for next ten-year period |





| DESKTOP MONITOR - STANDARD | |
|---|---|
| USE CASE – General Staff, Teaching Stations, Labs, Library/Learning Centers | |
| CURRENT | NEW |
| <ul style="list-style-type: none">HP E24mv G4 HD LED LCD | <ul style="list-style-type: none">HP E24m G4 HD LED LCD |
|  |  |
| District Cost: \$216 | District Cost: \$309 |
| Base Configuration: <ul style="list-style-type: none">24" Full High DefinitionBuilt-in HD webcam with Dual Digital MicIntegrated speakers (2W) | Base Configuration: <ul style="list-style-type: none">Added USB-C SupportSupports DockingRemoved VGA |

| DESKTOP MONITOR - STANDARD |
|---|
| USE CASE – Secondary monitor |
| <ul style="list-style-type: none">HP E24 G5 |
|  |
| District Cost: \$195 |
| Base Configuration: <ul style="list-style-type: none">24" Full High Definition4 USB-A, USB-B, HDMI, DisplayPort 1.2 |



| LAPTOP – STAFF AND ADMIN (SPECIAL CASE) | |
|--|--|
| USE CASE – Special work specific cases | |
| CURRENT | NEW |
| Microsoft Surface Laptop 4 | Microsoft Surface Laptop 5 |
|  |  |
| District Cost: \$2,200 | District Cost: \$1,661 |
| Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1185G7• 16GB LDDR4• 512GB PCIe NVMe TLC SSD• 15” FHD LED UWVA 1920x1080 Display• Wi-Fi 6 (2x2) & Bluetooth 5.1 Card• Integrated HD 720p Webcam• 4-year Hardware Warranty | Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1255U• 16GB LPDDR5• 512GB PCIe NVMe TLC SSD• 13.5” and 15” screen size• 15” FHD LED UWVA 1920x1080 Display• Longer Battery life• 4-year warranty |

| LAPTOP – STAFF AND ADMIN (SPECIAL CASE) | |
|---|--|
| USE CASE – Special work specific cases | |
| CURRENT | NEW |
| Microsoft Surface Pro 8 | Microsoft Surface Pro 9 |
|  |  |
| District Cost: \$1,600 | District Cost: \$1,568 |
| Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1185G7: 4 cores• 16GB LPDDR4• 256GB SSD• 13” 2880x1920 Display• Integrated HD 720p Webcam• Dual Mic Array• 4-year Hardware Warranty | Base Configuration: <ul style="list-style-type: none">• Intel Processor i7-1255U: 4 cores• 16GB LPDDR5• 256GB SSD• Integrated HD 1080p Webcam• Dual Mic Array• 4-year Warranty• Longer Battery life |

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

Meeting Minutes for November 2, 2023

Voting Members Present: Robert Bustamante, Jesse Gonzalez, Jason Sim, John Steffens, Michael Taylor, Pat Weekes, Hayden Reed – SCC Student

Voting Members Absent: Adam Morgan, Jimmy Nguyen, Sergio Rodriguez, Guadalupe Roman Sanchez – SAC 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 2:31 PM.
1. Cycle alignment for Strategic Technology Plans:
 - Mr. Gonzalez presented an updated timeline based on new information received. The district met with the consultant and as a result, he was able to gather further information and a clearer picture of what's to take place.
 - The District Strategic Plans and Educational Master Plans for SAC and SCC are set to take effect in 2024 with 8-year validity.
 - This will give us time to start updating the technology plan, ideally summer/fall 2024 and spring of 2025 to have our plan in place Fall 2025.
 - There is a proposal to set the validity of technology plans to 4 years for better alignment. They also proposed extending the current plans to Spring 2025 to allow adequate time for updating the technology plans for TAG, SACTAC & SCCTEC.
 - Mr. Steffens made a comment that SAC Technology Plan was just extended and in effect through 2026.
 2. Second reading, updates to AR 3750.1, Data Governance: Mr. Gonzalez reported that there were no changes proposed from last meeting. Mr. Gonzalez called for a motion to approve the updates to AR 3750.1. Mr. Steffens made a motion, seconded by Mr. Reed and approved unanimously.
 3. Technology Update – Colleges:
 - SACTAC: Mr. Steffens
 - SAC Integrated Technology Plan has been updated and extended through 2026.
 - Academic Senate voiced concerns with Digital Dons laptop availability for students. Mr. Gonzalves updated the group on the work involved with imaging/configuration of the new laptops related to this program.
 - Distance Ed provided updates on ZTC Pathways grant. They plan to cancel the You Do It request and decided to go with Pope Tech. Also considering quality review badging and other options our online catalog.
 - A new feature release by Starfish may allow for data extraction for reports. Plan to work with Research to help with this project.
 - Student Information Support reported on the go-live of Starfish kiosk system for International Student program. Supporting the new Director of Student Success who

oversees Starfish credit progress reports. Also provided updates on Nuventive regarding outcomes assessment tool and support needed. Ocelot go-live took place in October with AI Chatbot system was deployed for A&R, Financial Aid & Health Center, next is International Student Program.

- Regroup upgrade progress, tool for mass texting and messaging system that was scheduled go-live for spring. The testing revealed errors and bugs that need to be fixed which are currently being worked on by the vendor including training. No official end of life on the current version.
 - SAC ITS provided updates on the recently completed testing of the new system in the Health Sciences building. Windows 10 end of life and Windows 11 transition project. Mac support updates and reason for temporary hold including the continued discussion of District Council related this project.
 - SCCTEC: Mr. James
 - Mr. James reported that the Statewide Accessibility Center just purchased Pope Tech dashboard. Installation of the system is anticipated by the end of November.
 - Impact a new tool within Canvas has been installed for districtwide use. Currently working with the Impact team for training and roll out.
 - ITS updates: Mr. Clacken provided an update on MFA progress. Ms. Perna provided updates on computer inventory.
 - Technology Resource request should be submitted by end of October to Technology committee then to Planning and Institutional Effectiveness committee for ranking. Ranking computer and projector replacements is no longer needed since there's already a refresh budget in place; printers are not included.
 - SCC was awarded a Title V grant: Part of the grant is planned to go towards the AR VR project requested by the Technology Innovations & Distance Education (TIDE) committee. This tool can be used to enhance connections with our online students and if we can also extend the same service to benefit the Mesa Center technology students. SCC has scheduled meetings with prospective AR VR vendors. Mr. Gonzalez cited the importance of accessibility compliance, and that the product we choose meets Section 508 as much as possible.
 - SCC was awarded a local peer online course review campus after completing the Capstone project through At One. Three courses were aligned with the rubric and ten more in the queue. This program is showing good progress thus far.
 - The technology committee plans to start publishing the SCCTEC newsletter twice a year. This will be posted on the SCC website.
 - SCC considers instituting term limits for all committees. This will allow new leadership to emerge. Mr. James noted that he has started developing comprehensive documentation.
 - SCCTEC would like to explore the Zoom AI features. ITS is still currently working on some issues and ensuring that it meets our data privacy before we can deploy this feature.
4. Student experience with technology:
- SAC: Ms. Roman Sanchez – no update as she was not present.
 - SCC: Mr. Reed
 - Mr. Reed reported that he presented the MFA implementation for students to ASG meeting and had to student volunteers. The authenticator app has been enabled but it did not send a prompt when accessing any type of devices whether on or off campus. Mr. Clacken will schedule an offline meeting with Mr. Reed.
 - Also reported concerns about the slow Wi-Fi speeds near the A & B buildings. This includes occasional short outages which are typically short but can be disruptive. Mr. Gonzalez provided some insights and suggested to submit a helpdesk ticket to address the issue.

- The recent upgrade of faculty/instructional computers to SSD-bearing devices has received positive feedback from students and faculty for improving workflow.
 - A plan to re-establish a helpdesk by the ASG after the initial plan fell through. The request has been submitted for approval by the Cabinet. The helpdesk will be in Room A-104. More information to come.
5. Approval of TAG Minutes – October 5, 2023
 - Mr. Gonzalez called for a motion to approve the October 5, 2023, minutes. A motion was made by Ms. Weekes, seconded by Mr. Bustamante and approved unanimously.
 6. Technology backlog process: Mr. Howard reported that TOW has implemented a new process to manage their technology project list more effectively. The new process focuses on reassigning low-priority or projects unlikely to be completed within 180 days to backlog status. Project requestors will be notified and will be provided with several options. Mr. Gonzalez shared additional information.
 7. Technology Project Listing, October 2023: Mr. Howard provided updates including the 6-month overview of project completed vs. projects received.
 - RG542 Visualization for Chancellor: Updated report in the test environment based on recent feedback and ready for review.
 - SCFF EPIC: Pending progress based in completion of the Colleague 320 implementation.
 - 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. Overview and recommendation will be presented later.
 - Part-Time Health Benefits Reimbursement: This project involves creating a dynamic form for part-time faculty to submit health related expenses for reimbursement.
 - 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. Corrections have been made. Pending feedback by Research team. Ellucians is scheduled to release a system upgrade in December.
 - Abandoned CCCApply: The Infrastructure team is setting up the integration components and set to be ready by the end of the month so we can produce the report in the report repository.
 - 2023-2024 P1 Colleague 320 implementation: Currently working with the work group discussing implementation strategies for the report due in January. Plans to meet with Fiscal and Ellucian discuss report interpretation and other logistics.
 - Evaluation Prioritization Report: New project.
 - RG540 Re-Engineering: Completed and has been deployed in production.
 - Implementation of NeoED PERFORM: Working with People & Culture on the integration data files for employees and positions. Single sign on has been enabled for this system as well.
 8. District Council Minutes – October 2, 2023 (Informational Attachment)

Informational Handouts

1. Cycle Alignment for Strategic Technology Plans
2. AR 3750.1, Data Governance
3. Technology Backlog Process
4. Top 10 Technology Project Listing – October 2023

Next Meeting Reminder: December 7, 2023, via Zoom

Adjournment

The meeting was adjourned at 3:35 p.m.



Rancho Santiago Community College District District Council Meeting

MINUTES November 6, 2023

| | | |
|----------|-----------------------------------|---------|
| Members: | Marvin Martinez | Present |
| | Enrique Perez | Present |
| | Thao Nguyne for Iris Ingram | Present |
| | Alistair Winter | Present |
| | Annebelle Nery | Present |
| | Jeannie Kim | Present |
| | Jesse Gonzalez | Present |
| | Claire Coyne | Present |
| | Tara Kubicka for Craig Rutan | Present |
| | Matthew Beyersdorf | Present |
| | Corinna Evett | Present |
| | Michael Taylor | Present |
| | Sarah Salas for Tyler Johnson | Present |
| | Zina Edwards | Absent |
| | Ambar Nakagami | Present |
| | Luigi Esquivel for Raven Cantoran | Present |
| | Gabriel Lopez | Absent |
| Guests: | Chi-Chung Keung | |
| | Dane Clacken | |
| | Adam Howard | |
| | Ron Gonzalves | |
| | Kimberly Perna | |
| | Nancy Tanner | |

1. Call to Order/Update
 - a. The Chancellor convened the meeting via Zoom Conference at 1:34 p.m. and a roll call of attendees was taken.
2. Kick Off of District Comprehensive Master Plan
 - a. Vice Chancellor Enrique Perez provided District Council with a summary of the efforts and timing related to the development of the District Comprehensive Master Plan.

3. Approval of Minutes

- a. It was moved by Mr. Beyersdorf, seconded by Dr. Kim and carried unanimously, with an abstention by Tara Kubicka, to approve the minutes of the October 2, 2023 meeting.

4. Approval of Reorganizations

- a. It was moved by Mr. Beyersdorf and seconded by Dr. Kim to approve the following reorganizations:
 - i. Reorg #1368 – DO/Accounts Payable/Fiscal Services – approved unanimously.
 - ii. Reorg #1369 – DO/Payroll/Business Services – approved unanimously with abstentions by Mr. Beyersdorf, Ms. Coyne and Mr. Esquivel.
 - iii. Reorg #1370 – DO/People & Culture/Operations – approved unanimously with abstentions by Mr. Beyersdorf, Ms. Coyne and Mr. Esquivel.

5. ITS Annual Report

- a. Assistant Vice Chancellor Jesse Gonzalez and the ITS management team comprised of Dane Clacken, Director of ITS Technology Infrastructure; Adam Howard, Director of Enterprise Applications; Ron Gonzalves, Director of Academic and End User Support; and Kimberly Perna, Director of Academic and End User Support, presented District Council with a summary of the ITS Annual Report.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the October 25, 2023 meeting. The next meeting will be held on November 15, 2023.
- b. Human Resources Committee (HRC)
Asst. Vice Chancellor Winter reported on the October 11, 2023 meeting. The next meeting will be held on November 8, 2023.
- c. Fiscal Resources Committee (FRC)
FRC Co-Chair Claire Coyne reported on the October 18, 2023 meeting. The next meeting will be held on November 15, 2023.
- d. Physical Resources Committee (PRC)
PRC Co-Chair Ambar Nakagami reported on the November 1, 2023 meeting. The February 7, 2024 meeting will be conducted via email.
- e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported on the November 2, 2023 meeting. The next meeting will be held on December 7, 2023.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Ms. Kubicka reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Salas provided a report on CSEA activities.
- d. Student Government/SAC: Mr. Esquivel reported on SAC ASG activities.
- e. Student Government/SCC: No report.

Next Meeting:

Meeting Adjourned:

Approved:

The next meeting will be held on Monday, December 4, 2023

2:53 p.m.

December 4, 2023