

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

[Website: Technology Advisory Group](#)

**Agenda for April 4, 2024**

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

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

1. Review contract renewal costs: Actuals for last Fiscal Year and forecast for next Fiscal Year (10 minutes) – Gonzalez
2. Use of Zoom AI – TAG recommendation (10 minutes) – **ACTION** – Gonzalez
3. Ellucian system hosting – Update (10 minutes) – Gonzalez
4. Technology initiatives for next Fiscal Year first reading (10 minutes) – Gonzalez
5. Technology Update – Colleges
  - SACTAC – Steffens (10 minutes)
  - SCCTEC – Rodriguez (10 minutes)
6. Student experience with technology:
  - SAC – Nguyen – (10 minutes)
  - SCC – Reed – (10 minutes)
7. Approval of TAG Minutes – March 7, 2024 (5 minutes) – **ACTION**– Gonzalez
8. Technology Project listing, March 2024 (5 minutes) – Howard
9. District Council Minutes – March 4, 2024 (Informational Attachment)

**Next TAG Committee Meeting:** May 2, 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.**

# Technology Advisory Group's (TAG) Recommendation on the use of Zoom AI companion tool

RSCCD's Technology Advisory Group (TAG) has conducted a thorough review of the Zoom AI Companion Note Taking Services and its implications for privacy within our institution. After careful consideration and discussion with faculty, students, and staff, we strongly recommend against the utilization of these services due to significant concerns regarding privacy and the generation of public records.

One of the primary issues with the Zoom AI Companion Note Taking Services is the automatic generation of public records via email for every meeting. This is something that cannot be disabled for these services. As such, it raises significant privacy concerns as it may inadvertently disclose sensitive information discussed during meetings that were intended to be private. Employees may find it challenging to discern when note-taking becomes discoverable, leading to potential breaches of confidentiality.

For example, there may be instances where faculty members engaging in discussions with students regarding grades or other sensitive matters may unknowingly create public records that are discoverable. Similarly, confidential conversations between employees and HR, or students and departments such as Financial Aid, Counseling, and Title IX, could inadvertently become public records without the knowledge of the participants.

These privacy concerns pose a significant risk to the confidentiality and integrity of our institution's communications. As such, it is imperative that we prioritize the protection of sensitive information and uphold the trust of our community.

In light of these considerations, we urge all students, faculty, staff, and administrators to refrain from utilizing the Zoom AI Companion Note Taking Services. Instead, we encourage the exploration of alternative note-taking solutions that prioritize privacy and confidentiality.

<b>Initiative ID #</b>	<b>ITS District Wide Initiatives 2023-2024</b>	<b>Proposed update for FY 24-25</b>
<b>23-24*01</b>	Implement and improve technologies to support enrollment management	Keep
<b>23-24*02</b>	Support technology solutions that help improve efficiencies and automate manual processes	Keep
<b>23-24*03</b>	Support distance education, maintain Online Education Initiative (OEI), continue planning for remote delivery of services	Support distance education, maintain Online Education Initiative (OEI), support the remote delivery of services
<b>23-24*04</b>	Improve overall data quality for reporting needs	Keep
<b>23-24*05</b>	Optimize student onboarding process	Assess whether there will be any projects in FY24-25 associated with this initiative
<b>23-24*06</b>	Implement and maintain student case management solution	Keep
<b>23-24*07</b>	Abide by technology replacement cycle for hardware	Keep
<b>23-24*08</b>	Refresh or replace end of life software	Keep
<b>23-24*09</b>	Provide technology to ensure students attain class resources and college information in a timely manner.	Keep
<b>23-24*10</b>	Expand use of APIs for system integrations	Keep
<b>23-24*11</b>	Provide documentation and technology resources to support students who take part in participatory and student governance.	Keep
<b>23-24*12</b>	Implement technology that improves Self-Service usability and capabilities	Keep
<b>23-24*13</b>	Deploy and support technology to assist with fraud enrollment concerns	Complete. Remove

<b>23-24*14</b>	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Keep
<b>23-24*15</b>	Support and improve web Content Management System (CMS), identify alternatives to existing CMS.	Upgrade web Content Management System (CMS)
<b>23-24*16</b>	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	Complete. Remove
<b>23-24*17</b>	Implement and improve technologies that help ITS provide better support	Keep
<b>23-24*18</b>	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	Keep
<b>23-24*19</b>	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	Keep
<b>23-24*20</b>	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Keep
<b>23-24*21</b>	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Keep
<b>23-24*22</b>	Support technology solutions that help facility construction projects	Keep
<b>23-24*23</b>	Improve district website mobile experience, update website's design and improve web platform stability	Improve district website mobile experience and improve web platform stability
<b>23-24*24</b>	Standardize and upgrade classroom mediation systems	Keep
<b>23-24*25</b>	Provide business process documentation for districtwide technology solutions	Keep

<b>23-24*26</b>	Develop training materials and schedule training sessions for districtwide technology solutions	Keep
<b>23-24*27</b>	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	Keep
<b>23-24*28</b>	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	Foster base system utilization, remove or rewrite customizations to be SaaS platform ready within Ellucian Colleague.
<b>23-24*29</b>	Deploy and support college mobile app replacements and integrating UI technologies for Colleague	Improve and deliver consistent user experience on both desktop and mobile environments using Ellucian Experience technology.

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

**Meeting Minutes for March 7, 2024**

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

**Voting Members Absent:** Jimmy Nguyen, Jessica Nguyen – 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 2:32 PM. Mr. Steffens moved to approve the meeting agenda, seconded by Mr. Bustamante. Motion carried.
1. Ellucian Hosting: Mr. Gonzalez provided an update.
    - Ellucian has hosted our system in their cloud since 2018, but they no longer offer the same hosting service. As a result, we are being advised to move to a different cloud deployment called Software as a Service (SaaS), a more restricted but functional setup.
    - Additionally, our current server, running on Windows 2012, reached end-of-life last October and Ellucian is paying for extended support.
    - Mr. Gonzalez presented two options.
      - Option 1: Self-hosting remains an option but requires significant effort, including migrating existing infrastructure to our own cloud. Realistic timeline for self-hosting would be December of this year if aggressive or summer of next year to meet the June 2025 deadline for Colleague updates.
      - Option 2: Ellucian upgrading our server through Resource Domain architecture, with costs covered by them. However, committing to their SaaS product is necessary. There are concerns with readiness. Resource domain would result in a read-only environment and require relinquishing write access to the database.
    - The estimated effort for both transitions is substantial. ITS is evaluating the workload and responsibilities involved to find a feasible solution.
    - Consulting firm is engaged for self-hosting prep if negotiations fail and while awaiting Ellucian's proposal for transition timeline.
    - Options were discussed. Mr. Gonzalez stated in terms of reliability and minimizing overall district impact, the first option of transitioning to self-hosting is less disruptive, as it will allow existing access. Although it may only postpone future concerns temporarily. Nonetheless, in five years there may be advancements in the SaaS option and our readiness status.
    - Committee to discuss with constituents and to continue conversation. Further updates to come.
  2. Updates on TAG Recommendations:
    - Computer replacement plan: Ms. Perna provided an update including progress on managing aging computing devices and AV equipment. The report includes a 5-Year

Computer Replacement Plan and 7-Year A/V Replacement Plan with breakdowns by buildings and divisions, ensuring funding alignment and committee review. Inventory management efforts are underway and with upcoming ServiceNow implementation (by spring 2025), asset management improved with asset tagging upon arrival and integration into the inventory system for comprehensive tracking. Mr. Gonzalves presented the 5-Year Aging Reports for SAC Computers with breakdowns by device type, cost & forecast by fiscal year; also, the Media Technology Refresh for FY 2024-2025.

- Student produced initiatives: Mr. Gonzalez stated that the student proposed initiatives during prior meetings to help students acclimate, including providing definitions and insights. Mr. Gonzalez will reconvene with the student representatives to coordinate and implement these ideas.
  - Accessibility and data privacy: Mr. Gonzalez shared that the accessibility taskforce meetings have been initiated. The group aims to address the requirements outlined by the Department of Justice and the Department of Education with emphasis on the importance of complying with accessibility standards to prevent discrimination based on disability. Looking to develop an inventory process for digital content, assessing target audiences, and prioritizing recommendations and actions to ensure accessibility across various platforms including learning management systems, podcasts, videos, social media accounts, and third-party media platforms.
3. Approval of computing standards. Mr. Gonzalves presented the following updates and noted the G9 version has been discontinued.
- Laptop – Staff and Admin Standard: HP EliteBook 840 G10 (from 8GB to 16GB with Intel Processor i7-1350 Gen)
  - Laptop – Staff and Admin (Special Case): HP EliteBook 860 G10 (from 8GB to 16GB with Intel Processor i7-1350 Gen)
  - Laptop – Student Standard: HP ProBook 640 G10 (from 8GB to 16GB and Intel Processor i5-1350 Gen)
  - Laptop – Student (Special Case): HP ProBook 650 G10 (from 8GB to 16GB and Intel Processor i5-1350 Gen)
  - Laptop – Student (Special Case for Engineering, Fashion, 3D, or Resource Intensive Classes): HP Z-Book 15 Power G10 (from 16GB to 32GB and Intel Processor i7-13800 H)
  - Mr. Gonzalez called for a motion to approve the computing standard updates. Mr. Morgan made a motion seconded by Mr. Steffens. Motion carried.
4. Technology Update – Colleges:
- SACTAC: Mr. Steffens shared the following updates.
    - Approvals: The additional 1.35M for recommendation to Planning & Budget passed. This is over and above the 500K baseline; Also, AR 3502 Network Video Camera was reviewed with minor changes and will go back to College Council.
    - SAC Technology Refresh presented by Mr. Gonzalves was well received.
    - Windows 11 and work involved with deployment.
    - Ocelot implementation updates: Testing Colleague integration. Testing occurring at the Bookstore and Student Business Office. Chatbot routing process causing confusion to students, updates will be discussed.
    - Starfish has been deployed at a kiosk system being used by the Computer Science program and Assessment Center.
    - New PA system at the SAC Library.
    - Cranium Café subscription cancelation reminder has been announced to ensure all the needs are met for the colleges prior to the termination date.
  - SCCTEC: No meetings yet.

- Request to review: MMS software. Email consolidation software (virtual flyer board/cork board).
  - Ocelot implementation at library not received well.
  - 2-way texting live with 3,000 pilot licenses. The STEM success team is using this to communicate with students.
- Mr. James also shared items that are part of TIDE agenda:
    - Title 5 grant for Metaverse initiative. Identify the right solution that is both suitable for the institution and accessible.
    - AI detector review highlighting their inefficiency. Offering workshops to further our knowledge.
    - Impact implementation: Comprehensive and robust tool within Canvas. Impact team has conducted assessments will invite Mr. Rodriguez to be part of the team.
    - Pope Tech dashboard accessibility tool which will be used to monitor accessibility of classes in Canvas. Plans for scheduling faculty training.
  - Mr. Gonzalez requested that both colleges provide the Turnitin AI detector feedback prior to the July 2024 contract renewal.
5. Student experience with technology:
- SAC: Ms. Nguyen – Not present.
  - SCC: Mr. Hayden
    - No feedback received from SCC students.
    - Transition to Teams last year for ASG meetings and received positive feedback.
    - Mr. James stated that his committee will be sending invitations for AI taskforce participation including student representation. Mr. Reed will assist in spreading the word to the student body.
6. Approval of TAG Minutes – February 15, 2024
- Mr. Gonzalez called for a motion to approve the February 15, 2024, minutes. A motion was made by Mr. Morgan, seconded by Mr. Reed, and approved unanimously.
7. Technology Project Listing, February 2024: Mr. Adam provide an update. Six-month project trend, the team completed nearly 100 projects, received 140 new projects showing 2/3 being fulfilled.
- RG542 Visualization for Chancellor: Updated version being reviewed and will be presented to stakeholders for feedback.
  - 1098T Missing SSN email/mailer via Colleague: Will initiate work this month.
  - Part time Health Benefits Reimbursement: Completed
  - SCFF Audit Corrective Action: Completed
  - Abandoned CCCApply applications: Completed
  - 2023-2024 P2 Colleague 320 Implementation: Delivered fixes have been applied and working on discrepancies.
  - Late Add Dynamic Form – Add API: Request for SAC students to submit late adds. In UAT for testing.
  - Student Evaluation Prioritization Report: Initial draft provided and also in UAT for testing.
  - Implementation of NeoED PERFORM: Integration is live.
  - Ocelot Implementation: Awaiting feedback on Colleague integration.

### **Informational Handouts**

1. Technology Recommendation Report
2. Computer Standards

**Next Meeting Reminder: April 4, 2024, via Zoom**



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

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## Rancho Santiago Community College District District Council Meeting

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### MINUTES March 4, 2024

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Vaniethia Hubbard for Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Adam Morgan	Present
	Sheryl Martin for Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Raven Cantoran	Absent
	Gabriel Lopez	Present
Guests:	Adam O'Connor	
	Chi-Chung Keung	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:30 p.m.

2. Approval of Minutes

- a. It was moved by Mr. Rutan, seconded by Mr. Beyersdorf and carried unanimously, with abstentions by Dr. Hubbard and Ms. Martin, to approve the minutes of the January 29, 2024 meeting. Zina Edwards was not present at the vote.

3. Approval of 2024-2025 Tentative Budget Assumptions
  - a. It was moved by Ms. Evett and seconded by Mr. Winter to approve the 2024-2025 Tentative Budget Assumptions. Vice Chancellor Ingram and Asst. Vice Chancellor O'Connor presented the tentative budget assumptions. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.
  
4. Approval of Reorganizations
  - a. Reorg #1387 – DO/Info Technology Services: It was moved by Mr. Winter and seconded by Ms. Coyne to approve Reorg #1387. Mr. Winter and Mr. Gonzalez presented the reorganization. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.
  - b. Reorg #1388 – DO/Info Technology Services: It was moved by Ms. Coyne and seconded by Dr. Hubbard to approve Reorg #1388. Mr. Winter and Mr. Gonzalez presented the reorganization. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.
  
5. Approval of Job Descriptions
  - a. Manager Human Resources Operations: It was moved by Mr. Gonzalez and seconded by Mr. Beyersdorf to approve the job description. Discussion ensued and District Council members received clarification on the information provided. It was noted that there was an error in the Minimum Qualifications for Education and Experience and should read: “A Bachelor’s degree from an accredited college or university and five (5) years of related work experience OR Juris Doctorate from an accredited college or university and three (3) years of related work experience OR Equivalent combination of training and experience.” The motion carried unanimously with this corrected language.
  - b. Director Human Resources: It was moved by Ms. Ingram and seconded by Dr. Hubbard to approve the job description. The motion passed unanimously.
  - c. Manager Employee Relations and District Investigations: It was moved by Mr. Perez and seconded by Ms. Coyne to approve the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously.
  - d. District Investigator: It was moved by Ms. Edwards and seconded by Mr. Beyersdorf to approve the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously. Dr. Kim was not present for the vote.
  - e. Principal Investigator: It was moved by Dr. Hubbard and seconded by Ms. Coyne to approve the job description. Discussion ensued and District Council members received clarification on the information provided. The motion carried unanimously. Dr. Kim was not present for the vote.
  - f. Principal Human Resource Analyst: It was moved by Ms. Ingram and seconded by Dr. Hubbard to approve the job description. The motion carried unanimously. Dr. Kim was not present for the vote.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Vice Chancellor Perez reported on the February 28, 2024 meeting. The next meeting will be held March 27, 2024.
- b. Human Resources Committee (HRC)  
Acting Vice Chancellor Winter reported there on the February 14, 2024 meeting. The next meeting will be held on March 20, 2024.
- c. Fiscal Resources Committee (FRC)  
Vice Chancellor Ingram reported on the February 21, 2024 meeting. The next meeting will be held on March 20, 2024.
- d. Physical Resources Committee (PRC)  
Vice Chancellor Ingram reported there was no February in person meeting. The next meeting will be held on March 6, 2024.
- e. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Gonzalez reported on the February 15, 2024 meeting. The next meeting will be held on March 7, 2024.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Martin provided a report on CSEA activities. Ms. Edwards reported on the efforts of the SCC classified staff creating a Classified Senate.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: Mr. Lopez reported on SCC ASG activities.

8. Next Meeting

- a. It was noted that the scheduled meeting on April 2 conflicted with other district meetings and suggested the next meeting be held on Monday, April 8. A meeting notice will be sent to District Council members and an update will be posted on the website with this date change.

Next Meeting: The next meeting will be held on Monday, April 8, 2024  
Meeting Adjourned: 2:51 p.m.  
Approved: March 4, 2024