

Rancho Santiago Community College District

District Office

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Technology Advisory Group

Meeting of: Thursday, October 3, 2013 – 2:30 p.m.

District Office 114, Executive Conference Room

Meeting Minutes for October 3, 2013

Members Present: Curtis Childress, Corine Doughty, Dean Hopkins, Scott James, Sylvia LeTourneau, Phil Lyle, Joe Pacino, Nicholas Quach, Jolene Shields, George Sweeney, Lana Wong

Members Absent: Raymond Hicks, Christine Kosko, Becky Miller, Linda Rose

Guests Present: Anabelle Cabrera, Laura Bennett, Sergio Rodriguez

Discussion

- Minutes:
 - The minutes from the June 6, 2013 meeting were approved unanimously pending one correction.
- Adobe Site License:
 - Sylvia discussed the colored handouts that show the suites of tools included in the Adobe Licensing Package. She also mentioned that the window to commit for this academic year has already passed, so any decisions made would not be implemented until next summer.
 - Overall district-wide purchases of Adobe products over a 4-5 year period were only \$120K in expenditures.
 - Acrobat Pro for \$9 per FTE and Full Package on handout for \$55 per FTE (approx. \$80K)
 - We need to decide if we feel as a district whether we want to make the recommendation of purchasing the site license. Sylvia suggested possibly the “Pro”, but did not feel we could justify the Full Package.
 - George asked “how would we benefit more? (full suite vs. just Pro) “What can we do with the suite that we cannot currently do”. Sylvia commented that this is easier to sell on the instruction side because of the justification. Need to create a “value”.
 - Once we move to cloud purchases, when a subscription for the version ends, the software will no longer work unless the upgrade is purchased. Different than software from a box.
 - Sylvia said to keep thinking about the pros/cons of moving forward and there will be a vote on this at a later date.
 - It was recommended that both colleges poll their areas and determine the actual usage at their sites in order to make a more informed decision. Particularly in the instructional areas.
 - Phil also suggested the possibility of a subscription structure for classrooms only if it’s more cost effective (i.e. if only Business and Design labs use)
 - Need to survey entire district rather than just colleges. Could be Admin/Classified staff using that we are not aware of. Bottom line, we don’t know where we’re at so we need to research first.
 - We also need to keep in mind training if the suites are made available. Lynda.com is already available at SCC. SAC does not have available at this time.
 - QUESTION: Is it worth an extra 50K per year to have the suite on every computer?
- Replacement Plan for Technology Equipment

- George shared that SAC did not replace any equipment in the last year (for the most part). Equipment is aging and there is NO PLAN at this time of how to replace computers. A large portion of the hardware is already out of warranty, so the concern is growing.
- There is a replacement plan in the Technology Plan, but no budgeting has ever been implemented.
- Lana asked if technology is a district operation. Answer: Enterprise is district, but hardware lies with the campuses.
- How can we get the budget line items for replacement implemented?
- Some institutions re-allocate any leftover money at the end of the fiscal year for equipment.
- Should we consider lease vs. purchase?
- Laura Bennett also mentioned pooling purchases to get better pricing and the significant savings over the course of a year.
- Sergio asked if it would be worth asking the Chancellor for a one-time kick-start in order to get the replacement plan rolling. Also possibly schedule a window of time for purchases in order to order in bulk and obtain better purchases.
- Lana said all this requires a firm commitment by the colleges to have line items in their future budgets. One time help from the district and a re-prioritization by colleges.
- Laura suggested possibly to ask the district for the \$ for replacement of classroom computers on a two-year cycle and then move them to staff locations to replace older machines.
- Need to have a plan at the campuses that demonstrates due diligence for the future. Cannot ask for money without a solution to present.
- Sylvia asked Laura to determine how much we have spent on Apple and Dell computers (including iPads) and present the information at the next meeting.
- Another discussion item was the need to work on eliminating unnecessary computers. Many are purchased with grant money but are not necessarily critical for operations. No need to replace.
- TAG would like to ask the Chancellor's Office for a one-time 20% funding for the colleges to begin a replacement cycle of obsolete computers. Additional funding will need to be added to college budgets in order to continue the replacement cycle.
- College Technology Plans / TAG Committee:
 - SAC Tech Plan is nearly complete minus "Replacement Plan"
 - SCC Tech Plan is complete and pending approval
- General Committee Member Updates
 - SAC TAC – Working on getting technology recommendations to budget and planning divisions
 - SCC TC – The fall newsletter has been released; SCC is requesting input from faculty/staff/students regarding Web Redesign
 - Joint Cabinet – No update
 - ITS – No update
 - Other – Membership in TAG. Membership is heavy on the SAC side in comparison to SCC. Sylvia asked Lana to work on adding members for SCC.

Action Items

- Anabelle will check with Tammy regarding the demo for next month's meeting.
- Sylvia will work on proposal to Chancellor for Technology Replacement.
- Sylvia will email Tech Plans to all TAG members before the next meeting.
- **November 7th TAG Meeting will be held in DIST-251** in order to view *Zumasys Cloud-Based Virtual Desktop Solution*

Information Distributed

- Adobe Suite Handouts

Meeting Schedule

2013-14 TAG Meeting Schedule

Thursday, November 7, 2013	2:30 – 4:00 pm	Datatel Training Room (Dist 251)
Thursday, December 5, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, January 9, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, February 6, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, March 6, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, April 3, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, May 1, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, June 5, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, July 10, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, August 7, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)

Adjournment

Ms. LeTourneau adjourned the meeting at 4:00 pm.