

Rancho Santiago Community College District

District Office

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Technology Advisory Group

Meeting of: Thursday, December 04, 2014 – 2:30 p.m.

District Office 103, Santa Ana Conference Room

Meeting Minutes for December 04, 2014

Members Present: Curtis Childress, Mike DeCarbo, Ancie Dulalas, Dean Hopkins, Kari Irwin, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Phil Lyle, Nicholas Quach, Sergio Rodriguez, Jolene Shields, John Smith, George Sweeney, Pat Weekes

Members Absent: Tammy Cottrell

Guests: Stuart Davis, Alfonso Oropeza

Discussion

- Minutes
 - The minutes from the November 6, 2014 meeting were approved.
- Review Current Dell Standards
 - Standard technology would be established to ensure maximum efficiency of support resources by TAG. Further discussion and clarification from Lee was that these models would be considered as the starting point and the ITS department would assist with special configurations to meet individual needs.
 - Desktop PC – Dell Model 9020 small form factor
 - Both SCC and SAC committees reviewed the specs and recommendations from TAG.
 - TAG approved the **Dell Model 9020 SFF as the current standard** by consensus.
 - All-in-one PC – Dell Model 9030
 - There have only been a few purchases of older models of the all-in-ones for campus use. The 9030 has recently been released by Dell.
 - Discussion of the pros and cons of the system were discussed including space savings, energy consumption, one power cable, and heat output in a lab environment.
 - Although there may not be an immediate need to purchase all-in-ones at this time, TAG has approved the All-in-one PC – **Dell Model 9030 as the current standard** by consensus.
 - Discuss 5 year warranty options for \$77 each
 - Both campuses reported that they communicated the benefits of extending the warranty with their technology groups and the consensus was that any future purchases should include the additional \$77 expense. This additional cost would provide hardware replacement coverage for year 4 and 5.
 - TAG approved the **5 year warranty as the current standard** by consensus.
 - Standard Monitor – Dell 23" P2314H
 - Lee shared that standard quotes for desktop computers include this model although no monitor needs to be included if the department already has a functioning monitor.
 - Discussion regarding the accompanying speaker bar that attaches to the bottom of the monitor resulted in an additional standard to be implemented for new purchases

- If the monitor is for lab use, no speaker bar will be ordered
 - If the monitor is for staff/faculty use, a speaker bar will automatically be included in the purchase
 - Exceptions on a case by case basis as needed
 - TAG approved the **Dell 23" P2314H as the current standard** by consensus.
 - Additional notes on standards:
 - TAG discussed that although these units are approved for this Fiscal Year, it would be beneficial to explore other systems and even different vendors going forward.
 - Lee will begin reaching out to Dell, HP, etc. to arrange for demos and possibly even samples to be delivered early spring for some hands-on experiences with these systems.
 - This will allow for TAG to have more input with technology recommendations in the next fiscal year.
- Adobe Suite Software Installations at SAC & SCC
 - Lee reported that this topic did not make it to the agenda for the December District Cabinet meeting. Discussion at cabinet has been tabled until the January meeting.
 - Concern has risen within TAG about the decision makers hindering deployment because of repeated delays. It was clarified that the delay has not "blocked" deployment, rather each install must be approved individually (i.e. on a case by case basis).
 - Further clarification was shared that there are only two pieces of the suite that are being discussed:
 - InDesign
 - Illustrator
 - A motion was made and approved to make a declaration from TAG regarding the delay and request for an expedient resolution to this issue: "TAG is concerned with the delay in the distribution of Adobe InDesign and Illustrator and wished to have resolution ASAP"
 - Additional discussion revealed that even if the decision is made to release the full suite to end users, it will not be part of the standard image. Factors for this decision include:
 - Limited number of users who would actually use the full suite
 - Constant updates to so many computers would not be a good use of system resources
- Discuss Virtual Desktop Prototype
 - Phil gave an update of timing for the first round of hands on testing for VDI. At this point, the February/March timeframe has been designated.
 - ITS Training Room (DO-251) is still the primary location, however the option of allowing user to test in their own departments is also being looked into.
 - A sub-committee for VDI has been established to work with Phil and additional volunteers are welcome.
 - Current sub-committee includes: Phil Lyle, Nick Quach, Curt Childress, and Sergio Rodriguez.
- SharePoint 2013 Prototype Update (Mobile/Tablet Friendly)
 - Alfonso shared that the websites are being moved to a newer SharePoint platform (2013) which will allow the majority of web pages to automatically convert to a mobile/tablet friendly format.
 - The tentative "go live" date for SCC is February 17, 2015.
 - This migration does not require the campuses to make the updates as in the past when we migrated to SharePoint 2010. Only minor tweaks may be needed on a case by case basis (i.e. possibly change a screen to vertical drop downs, vs. horizontal tabs).
 - Training will be scheduled after the new year with individuals who currently maintain their web pages.
- "Ellucian Go" Colleague Mobile update

- Stuart shared the mobile app and instructions for installation on mobile devices. He encouraged users to add in order to evaluate the experience.
- He also provided screen shots from a student perspective of features that would be useful. These would include, but are not limited to:
 - Student Class schedule which includes course name, locations, and also meeting days/times. Format can be as a list or calendar format
 - Final grades look-up
- Additional features that are being implemented include:
 - Registration via the App vs. logging into Webadvisor
 - Add codes access
- Additional benefits of mobile app include:
 - One button access without a separate login
 - Mobile friendly format for ease of use
- This app has the potential of including many different features including campus maps, etc. however, the maintenance of these features must be owned by the campuses. By loading the app, users can see other school's Ellucian Go features and get a better idea of options that could be implemented here.
- A Sub-committee for Ellucian Go has been established to work with Stuart on this project.
- Current sub-committee includes: Stuart Davis, Bay Dinh, Jim Smith, Ancie Dulalas, Sergio Rodriguez, Dean Hopkins.

Action Items

- Lee will forward declaration regarding Adobe InDesign and Illustrator decision on behalf of TAG to Peter Hardash.
- Two sub-committees were formed for the topics below; SAC and SCC will solicit additional volunteers for two new committees:
 - VDI
 - Ellucian Go

Information Distributed

- SharePoint 2013 Steps
- Ellucian Go App and screen experience

Additional Notes

- Jim Kennedy requested an agenda item for next meeting regarding Audio Visual Equipment. It was suggested to include John Tran from SAC and other representatives as guests for this discussion. This will be added to the January 8th agenda.

Meeting Schedule (Updated)

2014-15 TAG Meeting Schedule - 2:30 – 4:00 pm in the Executive Conference Room (District 114)

Thursday, January 8, 2015

Thursday, April 2, 2015

Thursday, January 29 (to replace February 5)

Thursday, May 7, 2015

Thursday, March 5, 2015

Thursday, June 4, 2015

Outlook meeting request will be sent out to TAG of all dates noted above.

Adjournment

Lee adjourned the meeting at 3:55 pm.