RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Website: Technology Advisory Group

Agenda for November 5, 2020
2:30 p.m. - 4:00 p.m.
https://cccconfer.zoom.us/j/94720131769

1. Self-service and Colleague UI 5 Update (15 minutes) – Davis

2. Second reading and approval of 2021-2024 Strategic Technology plan **– ACTION** (10 minutes) – Gonzalez

3. Technology Update – Colleges
   - SACTAC – Steffens (10 minutes)
   - SCCTEC – Rodriguez (10 minutes)

4. Technology Project listing, project prioritization process (20 minutes) – Gonzalez, Davis

5. Update to High end computer standard – remove secondary hard drive **– ACTION** (10 minutes) – Hoang, M.

6. Colleague self hosting update (5 minutes) – Gonzalez

7. Approval of TAG Minutes – October 1, 2020 **– ACTION** (5 minutes) – Gonzalez

8. Other (5 minutes)

Next TAG Committee Meeting: December 3, 2020

Criteria	PCT of Value	Choices	Answer	Weighted Score
**This is a legal compliance-related (Federal, State, BOT mandate) project with a deadline for compliance of less than 6 months.	2500.00%	No	0	0
**This is a legally compliance-related (Federal, State, BOT mandate) project with a deadline for compliance of 6 to 12 months.	1250.00%	No	0	0
This project addresses critical security-related concerns or supports TRI and other initiatives as a result of COVID-19, or Guided Pathways implementation	850.00%	No	0	0
This project is required to meet union related contractual obligations	600.00%	No	0	0
This project is required to meet vendor related contractual obligations	500.00%	No	0	0
This project will help increase enrollment	500.00%	No	0	0
This project will increase revenue	500.00%	No	0	0
This project helps improve student retention	500.00%	No	0	0
^This project will lead to significant cost reduction through system consolidation or other means	400.00%	No	0	0
This project will provide enhanced functionality/efficiency for students and/or employees	400.00%	No	0	0
This project is related to critical software upgrades	300.00%	No	0	0

Project Score Card Score			**0.00**
Max Score Card Score			**70.50**
Composite Score Card PCT			**0.00%**

**Requires proof: Must cite source, educational code or regulation

^ Quantify cost reductions including Hard, Soft or Opportunity Costs or through a total cost of ownership (TCO) analysis.

Critical Districtwide Initiatives FY20-21

		Choices		Answer
Improve overall data quality for reporting needs		Does not support initiative		0
Implement an improved enrollment management solution		Does not support initiative		0
Student Equity and Achievement Program (SEAP) Implementation		Does not support initiative		0
Optimize student onboarding process		Does not support initiative		0
Implement student case management solution with early alert and predictive analytics		Does not support initiative		0
Implement a standard reporting solution with ad-hoc capability		Does not support initiative		0
Self Service Implementation		Does not support initiative		0
Implement security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)		Does not support initiative		0
Assess and deploy technology solutions to improve stability and reduce customizations in Colleague ERP		Does not support initiative		0
Support technology solutions that support facility construction projects, improve efficiencies and automate manual processes		Does not support initiative		0
State Funding Formula Support		Does not support initiative		0
Online Education Initiative (OEI)		Does not support initiative		0
Initiatives Score				**0**
Initiatives Weight				750%
Weighted Initiatives Score				**0.00**

Total Project Score	**0.00**
Total Composite Score PCT	**0.00%**

Ranking	Strategic Alignment Score (From Rubric)	+	Impact	+	Workload in Business Days
Highest	40+ (50 points)		Districtwide (50 points)		1 day (25 points)
High	30 to 39 (40 points)		Academic Level (40 points)		2 to 5 days (20 points)
Medium	20 to 29 (30 points)		Campus Level (30 points)		6 to 30 days (15 points)
Low	10 to 19 (20 points)		Department Level (20 points)		31 to 90 days (10 points)
Lowest	0 to 9 (10 points)		Individual (10 points)		91+ days (5 points)

P1	(101 - 125 points)	Highest
P2	(76 - 100 points)	High
P3	(51 - 75 points)	Medium
P4	(25 - 50 points)	Low

CURRENT	NEW
HP Z4 G4 Workstation	HP Z4 G4 Workstation
District Cost: **$4,666**	District Cost: **$4,246**
- Intel Xeon Processor W-2133: 6 cores, 8.25 MB Cache, 3.9 GHz 64GB (2x32gb) 2,666MHz DDR4 2x1 TB HP Z Turbo Drive SSD - DVD+/-RW Drive - HP NVIDIA Quadro P4000 8GB Graphic Card - Optical Mouse & Keyboard USB 5-year Hardware Warranty	- Intel Xeon Processor W-2133: 6 cores, 8.25 MB Cache, 3.9 GHz 64GB (2x32gb) 2,666MHz DDR4 1 TB HP Z Turbo Drive SSD - DVD+/-RW Drive - HP NVIDIA Quadro P4000 8GB Graphic Card - Optical Mouse & Keyboard USB 5-year Hardware Warranty

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

Meeting Minutes for October 1, 2020

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Voting Members Present: Robert Bustamante, Jesse Gonzalez, Susan Hoang, Randy Scott, John Steffens, Pat Weekes

Voting Members Absent: Tammy Cottrell, Sergio Rodriguez,

Supporting Members: Thurman Brown, Dane Clacken, Jorge Forero, Michael Hoang, Dean Hopkins, Scott James, Cherylee Kushida, Morsal Mohammad – SCC Student

Discussion

1. Call to Order
   - Meeting was called to order by Mr. Gonzalez at 2:32 PM.

2. Strategic Technology Plan 2021-2024 first reading: Mr. Gonzalez conducted the first reading of the draft. Majority of the areas had been previously reviewed. Mr. Gonzalez referenced briefly on items that were recently added such as Purpose and Executive Summary. A link to the document is available on the Teams website. He asked the group to review and provide feedback before the November TAG meeting. The Technology Plan will be submitted at the December Board meeting for approval.

3. TAG Accomplishments 2019-2020 and goals 2020-2021: Mr. Gonzalez provided a draft and went over the key areas of interest especially those that have been recently accomplished.
   - Mr. Gonzalez called for a motion to approve the TAG accomplishments 2019-2020 and goals 2020-2021. A motion to approve the accomplishments and goals was made by Mr. Steffens, seconded by Mr. Bustamante and approved unanimously.
   - Mr. Gonzalez will forward the document to be reviewed by POE and District Council.

4. Technology Update – Colleges

   SACTAC – Mr. Steffens
   - Mr. Steffens reported that SACTAC approved and adopted the following:
     - Standard Operation Procedure (SOP) for SAC website contents as recommended by the Web committee.
     - Funding proposals to Planning and Budget: $1M for SAC computer replacement plan, $18,480 for student helpdesk personnel, and $46,374 and up to $60,000 for new library services platform.

5. Update purpose statement for TAG: Mr. Gonzalez presented the "Current" and "Proposed" version of the purpose statement. The group reviewed the "Proposed" statement and made additional modifications.
   - Mr. Gonzalez called for a motion to approve the TAG purpose statement. A motion to approve the TAG purpose statement was made by Mr. Steffens, seconded by Mr. Scott and approved unanimously.
   - The approved TAG purpose statement is as follows: "The Technology Advisory Group promotes student learning and institutional effectiveness through technology by strategically planning and developing technology policies and procedures in support of the mission of the colleges and the district."

6. Computer standards update: Monitor warranties: Mr. Hoang provided a quick overview. A standard three-year warranty comes with every monitor purchase. Very few monitors fail between year 3 and year 5. The cost of the extended warranty is more than the remaining value of the monitor after depreciation. ITS is proposing to change the current standard monitor configuration to no longer include the purchase of an extended warranty. Cost savings per monitor will be $40.
   - Mr. Gonzalez called for a motion to approve the proposal to exclude the extended warranty from the standard monitor configuration. A motion to approve was made by Ms. Hoang, seconded by Ms. Weekes and approved unanimously.

7. Strategic Initiative modification proposal: As requested from the technology operational workgroup, Mr. Gonzalez conveyed that one of the initiatives required modification as follows:
   - Current: Support technology solutions that support facility construction projects, improve efficiencies and automate manual processes.
   - Proposal to break it down into two initiatives.
     - Support technology solutions that help improve efficiencies and automate manual processes.
     - Support technology solutions that help facility construction projects.
   - Mr. Gonzalez called for a motion to approve the strategic initiative modification proposal. A motion to approve was made by Mr. Scott, seconded by Ms. Hoang and approved unanimously.
8. Approval of TAG Minutes – September 3, 2020
   - Mr. Gonzalez called for a motion to approve the TAG Minutes of September 3, 2020 meeting. A motion to approve the minutes was made by Mr. Bustamante and seconded by Mr. Scott. The motion was approved with Mr. Steffens abstaining as he was not present at the last meeting.

Informational Handouts
1. Strategic Technology Plan 2021-2024
2. TAG Accomplishments 2019-2020 and Goals 2020-2021
3. TAG Purpose Statement
4. Proposal to change the current Standard Monitor configuration
5. Districtwide Initiatives 2020-2021

Next Meeting Reminder: November 5, 2020 via Zoom

Adjournment
The meeting was adjourned at 3:25 p.m.