# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for February 3, 2022**

**Voting Members Present:** Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Scott James, Cherylee Kushida, Adam Morgan, Sergio Rodriguez, John Steffens, Angel Michael – SAC Student

**Voting Members Absent:** Pat Weekes

**Supporting Members:** Thurman Brown, Dane Clacken, Jorge Forero, Michael Hoang, Tara Kubicka-Miller

**Guest**: Noelle Dassler

**Discussion**

1. Call to Order
   * Meeting was called to order by Mr. Gonzalez at 2:32 PM.
   * Mr. Gonzalez introduced Adam Howard, the new Director of Enterprise Applications System. Mr. Howard has a total of 19 years of experience working in the community college system.
2. Technology Project Listing, January 2022

* Mr. Steffens made a motion that the January 2022 Technology Project Listing be placed at the bottom of the agenda, seconded by Mr. Bereskin and approved unanimously.
* Due to time constraints, Mr. Steffens made a motion to table the Technology Project Listing discussion for the next meeting, seconded by Mr. Rodriguez and approved unanimously.

1. Mid-Year Report Presentation: July 1, 2021 to December 31, 2021

* Mr. Gonzalez provided a general summary of the report. The report illustrates how projects tie in with the districtwide initiatives from the Strategic Technology Plan and in accordance with accreditation standards.
* Personnel updates: Mr. Gonzalez announced that Media Teams at both colleges are now part of ITS through a recent department reorganization. Establishing A/V technology standards will be forthcoming.
* The report highlights the top ten initiatives per the number of projects completed and how projects are prioritized and executed within the operational teams, Infrastructure, Applications, Web, Helpdesk, SAC and SCC. These areas are divided between four ITS directors. Mr. Gonzalez also expounded on the roles of each area by using the “house” analogy to establish better visual perspective and understanding.
  + There’s a total of 342 completed projects (lengthier process) and 8,024 total tickets closed (break/fix issues). The directors reported on the different metrics of their designated areas as follows:
  + Enterprise Applications: Adam Howard/Jorge Forero – (104 projects completed)
  + Infrastructure and Security: Dane Clacken – (113 projects completed)
  + Web: Thurman Brown– (24 projects completed)
  + Helpdesk: Dane Clacken– (9 projects completed)
  + SAC Academic Support: Michael Hoang/Thurman Brown – (34 projects completed)
  + SCC Academic Support: Thurman Brown– (58 projects completed)

1. Establishing the taskforce to review and update the Strategic Technology Plan Goals for 2021-2024
   * Mr. Gonzalez announced that the STP goals are due to expire at the end of 2022. Although it is still early in the year, he emphasized the importance of initiating the review process early.
   * Mr. Gonzalez proposed that we start to form a taskforce with at least one representation from each constituency; Administrator, Classified, Faculty and Student at SAC, SCC and District. Mr. Gonzalez reaffirmed that volunteers are not limited to TAG members only. Mr. Steffens recommended a SAC classified representative and will provide the name at a later date.
   * Taskforce volunteers as follows:

SAC SCC DO

Administrator: John Steffens Scott James Dane Clacken

Classified:

Faculty:

Student: Jacob Bereskin

1. Technology Update – College

SACTAC – J. Steffens:

* + SACTAC did not meet in December.
  + Web Project: Spring launch date will not take place. This delay is related to the implementation of SharePoint 2019. This version is not designed to auto-migrate the web content from the old to the new website. SAC is looking at possible solutions such as CMS replacement but hoping a more cost-effective alternative. New launch date to be determined.
  + Mr. Gonzalez reaffirmed that we do need to have a CMS upgrade. However, this is a districtwide project requiring a substantial effort and as such, this would be a difficult alternative to migrating the content. Mr. Gonzalez noted that proper planning is key. Discussions ensued.
  + Starfish project update: Guardian Scholars to pilot this spring. Outreach and Assessment Center will also be piloting the Success Plans as part of their onboarding process.
  + Ed Plan: Two-thirds of the students registered for the spring have current Ed plans.
  + Mr. Steffens reported the achievements and commended the steadfast support of ITS in this implementation.

SCCTEC – S. Rodriguez

* + SCCTEC did not meet in December.
  + Single Sign On (SSO) and TouchNet Payment Center districtwide successful implementation.
  + Outreach and Counseling staff plan to update their training materials in support of early registration. This will be a challenging effort to complete as gaps still exist in Self Service such as inability to look up registration dates and parking link and the like. Mr. Gonzalez suggested that we need an updated list of the missing components to further review and prioritize accordingly. Discussions further ensued among the group which included a brief explanation by Ms. Weekes on the parking link and why it’s currently unavailable.
  + Student Bus Pass: OCTA has transitioned to a different vendor which will require a new App for students. They are providing marketing to keep students/users up to date on this transition. Students will be required to download the new App.
  + In response to the student vaccination mandate, the VPs are working on an AR. Phase I will entail the restriction of unvaccinated students from taking on campus courses and Phase II would be prohibiting unvaccinated students access to student services.

1. SCC experience with technology

* SCC Student – Jacob Bereskin:
* Mr. Bereskin reported that he shared an LA Times article with Mr. Gonzalez related to identity theft which involves hacking into the junior college systems.
* Mr. Gonzalez provided context on this issue and reassurance that it is the institution and not the students being targeted by these threat actors. Mr. Gonzalez proposed to discuss the topic further at the next meeting.
* Mr. Bereskin shared an upcoming meeting with Mr. Dane Clacken regarding the Wi-Fi issue being experienced at SCC. He shared that he conducted his own walk through at a couple of buildings to test the signals so he may be able to provide a first-hand perspective.

1. Approval of TAG Minutes – December 2, 2021

* Mr. Gonzalez called for a motion to approve the TAG Minutes of December 2, 2021 meeting with the update provided by Mr. Steffens. A motion to approve the minutes was made by Mr. Rodriguez, seconded by Mr. Steffens and approved unanimously.
* Update to the minutes of December 2, 2021: For the first time, Planning & Budget fully funded the technology upgrade plan submitted by SACTAC.

**Informational Handouts**

1. Mid-Year ITS Annual Report
2. Top 10 Technology Project Listing
3. Ellucian Cloud Hosting Proposal

**Next Meeting Reminder: March 3, 2022 via Zoom**

**Adjournment**

The meeting was adjourned at 3:57 p.m.