# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for April 4, 2024**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Adam Morgan, Jimmy Nguyen, Sergio Rodriguez, Jason Sim, John Steffens, Pat Weekes

**Voting Members Absent:** Michael Taylor, Jessica Nguyen – SAC Student, Hayden Reed – SCC 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.
1. Review contract renewal cost. Mr. Gonzalez shared the technology contract list showing estimates for 2024-2025 and actual costs for fiscal year 2023-2024 including historical cost for fiscal year 2022-2023. This is presented during the April TAG meeting and will be reassessed again during September/October timeframe if there are any requests for centralized funding for technology..
* The current fiscal year's costs stand at $4.2M, with a projected increase to $4.4M for the upcoming fiscal year starting in July. This represents a year-over-year increase in costs from 22-23 to the current fiscal year of $176,000 (4.13%), with cost estimates of $191,000 (4.29%) for the fiscal year 24-25.
* The second portion is pandemic related expenditures formerly funded through Covid Block and/or HEERF grant. The overall cost is projected at around $800K. Actual cost of $453K for 22-23 and $791K for 23-24 fiscal year.
* Mr. Steffens asked the reason why these items are separated. Mr. Gonzalez stated that these distance education and remote technology related costs continue to be unbudgeted and paid with one-time funds, but ITS has requested ongoing funding on a yearly basis.
* Mr. Rodriguez suggested to include Invoke Snowflake as a placeholder (formerly funded through IEPI) to secure future budget.
1. Use of Zoom AI – TAG Recommendation: Mr. Gonzalez presented a drafted version and provided an overview of previous discussions. The group agreed to present the draft to their respective constituents for input (SCC/SAC Academic Senate, CSEA, Management, etc.) and will move forward accordingly. The timeline will be determined based on how long it takes to gather and incorporate feedback. The vote may occur at the next meeting, or it might be delayed until the following fall.
2. Ellucian Hosting: Mr. Gonzalez provided a progress update which includes costs.
* Ellucian proposed two options, with significant cost implications.
* Ellucian has agreed to honor the current contract and offered to provide resources to help migrate custom work to their new platform, a combination of Experience and Insights. This removes the previous deadline pressure, allowing the contract to run until September 2026.
* Mr. Gonzalez went over the recommendation and stated that self-hosting is still part of the option, if a workable solution is not identified. Continuing with the gradual migration proposed by Ellucian until 2026 and conducting a maturity capability model assessment to modernize and tailor solutions based on the college's needs. With the contract deadline extended.
* Jesse Gonzalez addressed the question regarding software acquisitions that integrate with Colleague. He suggested as an institution that we need to start a strategic approach, utilizing a vendor list feature that identifies if a vendor has a SaaS-ready integration. This proactive step aims to prevent rework and streamline integration processes. Unfortunately, there is a very limited number of vendors that are SaaS-ready today.
1. Technology Initiatives for next year – First Reading: Mr. Gonzalez provided an overview and went over the items that are being proposed to keep/remove or requiring changes. This will be presented as an action item for next meeting.
2. Technology Update – Colleges:
* SACTAC: Mr. Steffens shared the following updates.
* Approvals: Updates to the SAC Technology Plan.
* Members discussed and encouraged participation in a survey sent out to Governance committees by the Institutional Effectiveness Committee.
* Reports were presented by ITS regarding the transition from Windows 10 to Windows 11 and increased costs for Adobe licenses.
* Mr. Steffens reported that Starfish successfully addressed login issues, and ongoing efforts to resolve email domain issues with the ITS Infrastructure team.
* Distance Ed reported on Canvas Impact training conducted for staff and roll out plan. Exploring alternative tools for OER.
* The library shared progress on implementing Ocelot and Non-credit discussed the work involved managing SLOs in Canvas.
* Student Services reported on the successful implementation of Starfish services kiosks across various programs, including the Career Center, Assessment Center, and the International Student Program.
* The Career Center is considering utilizing Starfish to manage their non-counseling appointments.
* SCCTEC: Mr. Rodriguez shared the following updates.
* An extensive discussion about AI, both in Zoom sessions and broader classroom applications. Plans were made to initiate recommendations and conduct class sessions with faculty (to be conducted by Scott James) to explore ways of leveraging AI effectively in teaching. The discussions also delved into the topic of AI detectors.
* Drop survey to go out to SCC students this summer. This functionality is available in Self Service. Drop reasons are being finalized. Survey results will be addressed accordingly.
* Academic Senate recently agreed to participate in the Faculty Add/Drop roster emails.
* SCC attended a CRM Recruit product demo, an Ellucian product as part of Dr. Kim’s request to research for a CRM tool for SCC. Discussions ensued.
1. Student experience with technology:
* SAC: Ms. Nguyen – Not present.
* SCC: Mr. Hayden – Not present.
1. Approval of TAG Minutes – March 7, 2024
* Mr. Steffens asked to amend SACTAC Technology Update, Ocelot Implementation updates, 4th bullet to read “Testing and deployment completed at the Bookstore and Student Business Office”.
* Mr. Gonzalez called for a motion to approve the February 15, 2024, minutes. A motion was made by Mr. Steffens, seconded by Mr. Rodriguez, and approved unanimously as amended.
1. Technology Project Listing, March 2024: Mr. Adam provide an update. Six-month project trend 57% completion vs. demands which shows continuously receiving higher demand than what the team can fulfill.
	* RG542 Visualization for Chancellor: Updated version being reviewed and will be presented to stakeholders for feedback.
	* 1098T Missing SSN email/mailer via Colleague: Use of Colleague communication management tool. Being scheduled.
	* Abandoned CCCApply applications: Completed
	* 2023-2024 P2 Colleague 320 Implementation: Some fixes applied and still addressing discrepancies and action items. Will meet with the A/R team and Curriculum team to discuss recommendations from Ellucian consultant.
	* MIS SX05 Population for Non-Credit: No progress. Communication still occurring with Chancellor’s Office and gathering further information.
	* Late Add Dynamic Form – Add API: Request for SAC students to submit late adds. Completed.
	* Student Evaluation Prioritization Report: Recently completed. In repository UAT for testing.
	* Ocelot Implementation: Awaiting feedback on chatbot integration with Colleague and will move into production soon.
	* Creating a repository for VPATs: Finalizing additional changes and will present to Purchasing for review.
	* Ed. Plan Report Modification: Reviewing feedback and will present to users.

**Informational Handouts**

1. ITS Technology Contract Projection 2024-2025
2. Zoom AI – TAG Recommendation Draft
3. Ellucian Hosting Cost Comparison
4. Technology Initiative

**Next Meeting Reminder: May 2, 2024, via Zoom**

**Adjournment:** The meeting was adjourned at 3:59 p.m.