Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, September 6, 2018 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for September 6, 2018**

**Members Present:** Archana Bhandari, Tammy Cottrell, Jorge Forero, Jesse Gonzalez, Elliott Jones, Scott James, Jim Kennedy, Cherylee Kushida, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Pat Weekes, Estefania Perez - SAC Student, Vincent Vargas - SCC Student

**Members Absent:** Dean Hopkins, Mary Mettler

**Guest:** Stuart Davis

**Discussion**

* **Call to Order**
  + Meeting called to order at 2:30 p.m.
* **TAG introductions, membership, responsibilities, vision and mission**
* Introduction of new and current TAG members
  + Jesse Gonzalez (Interim AVC of ITS) & Elliott Jones (SAC faculty) to co-chair for 2018-2019 fiscal year. Jesse will follow up with CSEA regarding the selection of SCC classified representative.
  + Jesse also introduced Jorge Forero as the new Interim Director of Network & Communications of ITS.
* Review of TAG responsibilities
  + - * Develop and evaluate hardware & software standards (item 3) – consider adopting different approach with regards to the evaluation process of new products & modifications of the current standards and replacement cycle.
* Vision and mission
  + - * The group agreed to make full recommendations to modify the TAG vision and mission. Jesse to follow up to see what essential steps are required and proper channel(s) to reach out to.
* **ITS major projects completed during the summer by Archana B., Alfonso O., Stuart D. and Jesse G.**

**Jesse Gonzalez**

* Wireless speeds increase districtwide – has received positive feedback.
* 20 times faster for students at 30 mbps; 10 faster for guests at 5 mbps.
* Network infrastructure upgrades – completed several network refreshes for the following locations:
* CEC buildings A, B, E (one of oldest campuses with oldest hardware); SAC G and N.
* Backup power (UPS – prevents our hardware from going down in case of power outages or spikes) – SCC buildings A, B, G, S, U.
* Cybersecurity managed services – as announced at previous TAG meeting, the district has entered into a contract with a cybersecurity company. The outcome has been very advantageous so far. Details of the services provided have been omitted for security reasons.

**Stuart Davis**

* Transition to BankMobile from Blackboard Pay – system that we use for Financial Aid payment processing (Blackboard Pay was sold to BankMobile).
  + Coordinated with Financial Aid & Fiscal Services the cutover requirements such as new bank routing, setup & configuration, extracts & uploads of students and financial aid data. Some issues occurred but were resolved before Fall semester started.
* Self Service for Financial Aid
  + Enabled all Self Service components. New Financial Aid students will be able to complete the entire application process through the new Self Service interface via online & mobile devices.
  + Responsive design for mobile devices.
* Faculty Evaluation Site Rebuild – student evaluation system used for evaluating faculty performance in the classroom.
  + Updated and rebuilt. Improved workflow and more fluid/user friendly and compliant with Human Resources requirements. Received positive feedback.

**Archana Bhandari**

* SAC and CEC; 5-Year computer replacement plan
  + 692 new computers and laptops replaced in 2017-18; 552 for students/instructional areas & 140 for staff and faculty.
* 150 cascaded computers reimaged and being deployed
  + Nothing lower than 1920 models
* Rollout of new Cisco Phones models initiated
  + More than 50 to date; also rollout of new switches with the help of district IT staff.
* Student printing increased by 5 new installation + 2 AVS
  + 16 Pharos printing stations for students; free upgrade from Konica.

**Alfonso Oropeza**

* Preparation for Fall Semester
  + Reimaged over 1500 PCs on the instructional side with Updated Windows 10 image – some issues occurred with new updates i.e. Adobe.
* Completed WebAdvisor Login Project
  + Enforcing WebAdvisor authentication on the last 100+ laptops in instructional network.
    - User profile – no issues for students (15 second wait); 3 to 5 minutes wait for staff & faculty (resolved by migrating to Windows 10 and by mapping H drive; can’t be processed on Windows 7).
    - SAC deployment still under discussion. Several factors to consider:

1. Customizations in student labs – vanilla image not acceptable at the faculty level.
2. New project by ITS – reassessing our reimaging process
3. Time for standardization?
4. Windows 10 update progress.

* Phone Replacement Project
  + Deployed 160 new Cisco Phones models – 339 to date. This represent 64% replaced.
* Inventorying, Check in/out System for Office of Special Programs
  + Deployed System to track items loaned to students in a central fashion.
* Jesse reminded the group that the phone upgrades provide a faster speed to the desktop since our PC is connected to the back of our phones.
* **Technology Update – SAC and SCC ongoing projects by John S. and Sergio R.**

**John Steffens**

* Ellucian Go-Mobile app – Fall 2018
  + Analytics shows: 60 users so far; word-of-mouth will help.
  + Most popular screen: Schedule and Registration.
* Texting plan for Credit Students, Student Services – rollout of Regroup mass notification system for Fall semester
  + Credit side strictly for texting at this point.
  + Sent out to specific student groups on an opt-out basis.
  + Will continue in the Spring semester. Next rollout: non-credit, auxiliary, learning centers and other departments that did not have the chance to participate.
* Electronic Ed Plans - Fall 2018
  + Students will be provided an electronic Ed Plan access instruction card during a Counseling appointment.
  + Goal is to get more students into the plan to reduce time spent with Counselors.
* Technical Project Road Map – Draft
  + Online Ed Plans – online approval workflow enabled by Spring
    - Goal is to allow students complete the plan using the online Ed Plans.
  + Reports request from EOPS, Financial Aid & Counseling – Spring 2019.
  + Regroup Colleague integration – Hope to be ready by September.
  + EMT 2.0 Back-End – districtwide project. Gap analysis in the works for the current system. Meeting has been scheduled with the VPs.
  + Curricunet Meta – January 2019
  + Regroup SSO – January 2019
  + CVC-OEI – February 2019 (Cranium Café included at no charge)
  + Colleague UI 5.X – March 2019
  + Multiple Measures Placement – June 2019 (still in the works)
  + EMT 2.0 Front-End – May 2019
  + Comevo – June 2019 (to be used in the Counseling department)
  + Student Email – July 2019 (vendor still being determined)
  + Early Alert – August 2019 (vendor still being determined)
  + Website redesign – September 2019
* Sergio Rodriguez will present SCC portion at the October TAG meeting.
  + **Information Security Draft BP and ARs**
* Tabled – to be discussed at the next TAG meeting.
* **ITS software and hardware maintenance renewal contracts for 2018-2019** 
  + Tabled – to be discussed at the next TAG meeting.
* **Approval of minutes**
  + The minutes from the May 3, 2018 meeting were approved. Elliot Jones and Daniel Oase elected to abstain as they were not present at the last TAG meeting.

**Information Distributed**

* TAG Mission and Vision and Responsibilities
* ITS major projects completed during the summer
* Technology Update for SAC
* Information Security Draft BP and ARs
* ITS Maintenance Renewal for 2018-2019

**Next Meeting: October 4, 2018**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Jesse adjourned the meeting at 4:04 p.m.