# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for May 7, 2020**

**Voting Members Present:** Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Mary Mettler, Sergio Rodriguez, John Steffens, Pat Weekes

**Voting Members Absent:**

**Supporting Members:** Thurman Brown, Dane Clacken, Stuart Davis, Jorge Forero, Michael Hoang, Scott James, James Kennedy, Cherylee Kushida, Daniel Oase, Juan Briseno – SAC Student

**Guest:** Deborah Ludford, Cambridge West Partnership

**Discussion**

1. Call to Order
	* Meeting was called to order by Mr. Gonzalez at 2:30 p.m.
	* Mr. Gonzalez conducted a rollcall to confirm members attendance.
2. Technology software and hardware maintenance renewal contracts estimate for 2020-2021. Mr. Gonzalez went over key information from the handout.
	* Data provided show actual cost on items with vendor quotes on file and estimated cost on those in progress.
	* Covid-19 purchases are categorized under TRI.
	* Overall, 2020-2021 estimated cost is a little under $3.5M. The largest increase is caused by Ellucian cloud contract in the amount of $400K (estimate). This was discussed at a previous TAG meeting. ITS is in the process of finding alternatives, as requested by TAG, and should have final details available in a few weeks. This information will be shared with TAG.
	* If the 2020-2021 Tentative Budget for ITS gets approved, we would be able to sustain the needs as far as technology contract renewals are concerned.
	* Ms. Cottrell and Mr. James recommended that NameCoach be added as one of the line items. Mr. Scott to provide the renewal quote from vendor.
3. Technology Update – Colleges

SACTAC – J. Steffens

* Mr. Steffens shared that SACTAC discussion on membership is close to being finalized.
* Adoption of Standard Operation Procedure (SOP) for SAC website contents as recommended by the website redesign group. Following the SOP prerequisites, website contents that are older than two years will be removed.

SCCTEC – S. Rodriguez

* + Mr. Rodriguez shared that during SCCTEC meeting, Mr. James provided detailed explanation of synchronous and asynchronous instruction. Also he discussed various remote learning tools available for faculty: Proctorio, NameCoach, ProctorU and Cranium Café, to name a few.
	+ SCC, with the assistance of the Academic Senate, came up with 3 labels to use for the Summer schedule. They are posted on the website and on the published Summer schedule.
* Online – Canvas
* Online Live – Online through Zoom
* Online Blended – Hybrid between Canvas and Online
	+ Mr. Rodriguez announced that he will be working on a new project with SAC and Astra Schedule, focusing on how to optimize schedule.
	+ Draft for SCC Technology plan has been completed and will be presented at SCCTEC for feedback. The Tech plan was developed following districtwide technology framework themes, goals and initiatives and accreditation standards.
	+ Accreditation is due May 8th. Mr. Rodriguez is spearheading this effort. Collection of crucial elements has begun and will decide whether they are practice policy or procedure which may hopefully become the basis of writing the narratives of technology sub-standards.
1. Presentation - Technology Decision Making
	* Ms. Deborah Ludford from Cambridge West Partnership provided a professional assessment report on how RSCCD manages Technology governance both from a participatory and operational perspective. She went over our current policies and practices, identified gaps and presented various comparisons. Ms. Ludford provided recommendations on how we can streamline our decision-making process and expounded on what areas can be improved, restructured and formalized within our Technology governance. Ms. Ludford stated that some positive changes seem to have already been taking place and commended the district for its diligence in following through CWP’s recommendations. With the impending accreditation year, she suggested that RSCCD take the proposed changes into “Current” and document the decision-making process as much as possible, for favorable results.
	* Mr. Gonzalez added that several efforts have been accomplished and some in progress, as part of the recommendation. Membership assessment at both SCCTAC & SCCTEC are underway; adoption of the Technology plan that aligns with the themes, goals and initiatives of our Master Technology Framework; and the development of Technology Project Status Report which ties in with the districtwide initiatives and will be updated and shared mid-year and end-of-year.
2. Update to districtwide desktop standard
* Mr. Hoang went over the minor change in the configuration of the desktop standard.
	+ Hard drive change from spinning drive to solid state drive (SSD). Performance increase up to 4x more than the traditional spinning drive.
	+ Price: Current desktop standard is $848. New desktop standard is $877. Mr. Gonzalez stated that price negotiation with the vendor was involved. Price was initially much higher.
	+ Mr. Gonzalez called for a motion to approve the update to districtwide desktop standard. A motion to approve was made by Mr. Steffens, seconded by Ms. Cottrell and approved unanimously.
1. Pending business
	* Technology Initiatives for FY 2020-2021 – Mr. Gonzalez went over the changes discussed from last meeting. Discussions on remaining initiatives as follows:
		+ Implement CCCCO Integrated Library System (ILS) Exlibris/Alma: Ms. Hoang to provide input on additional initiatives.
		+ Assess future use of AirWatch as centralized solution for mobile device management: Change to implement InTune
		+ Assess guided pathways scheduling optimization options: Add physical room, utilization, enrollment, etc.
		+ Utilize professional services for Database Administrator support for districtwide applications: Mark complete
		+ Add: Implementation of centralized credit card solution and ensure PCI compliance (POS upgrade)
	* Membership – Mr. Gonzalez presented the changes proposed from previous meeting. Mr. James and Ms. Mettler has no additional comments.
	* Budget Allocation for PC replacements – Mr. Gonzalez noted a meeting can be scheduled as needed since the workgroup has been formed.
2. Approval of TAG Minutes – April 2, 2020
* Mr. Gonzalez called for a motion to approve the TAG Minutes of April 2, 2020 meeting. A motion to approve the minutes was made by Ms. Hoang, seconded by Mr. Steffens and approved unanimously.

**Informational Handouts**

1. ITS Contracts for 2020-2021 (Estimates and Actual Costs)
2. Technology Decision Making
3. Districtwide Desktop Standard
4. Technology Initiatives for 2020-2021
5. Link to Membership from Teams site

**Next Meeting Reminder: September 3, 2020 (Tentative); Board Room (DIST-107)**

**Adjournment**

The meeting was adjourned at 4:00 p.m.