# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for September 3, 2020**

**Voting Members Present:** Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Randy Scott, Sergio Rodriguez, Pat Weekes

**Voting Members Absent:** John Steffens

**Supporting Members:** Thurman Brown, Dane Clacken, Stuart Davis, 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 2:31 PM.
2. TAG introductions, membership, responsibilities and purpose

* Brief introductions from the group were made and confirmed roles and representation are still the same.
* Susan Hoang from SAC is the faculty co-chair for FY 2020-2021.
* Mr. Gonzalez made brief references on the “Current” and “Proposed” version of TAG membership, responsibilities and purpose.

1. ITS Annual Report: Mr. Gonzalez noted that we will produce report twice a year, mid and end of year.

* Mr. Gonzalez initiated presentation of the ITS Annual Report 2019-2020. The projects tie in with the districtwide initiatives from the Technology Plan and in accordance with accreditation standards.
* Highlighted on the top ten initiatives per number of projects and briefly touched on all other initiatives. Provided details of the major areas, especially completed projects.
* The report provides insightful information of how projects are categorized, prioritized and executed within the different 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 different analogies to establish better visual perspective and understanding.
  + The directors reported on designated areas as follows:
  + Infrastructure: Dane Clacken
  + Applications: Stuart Davis
  + Web: Thurman Brown
  + Helpdesk: Dane Clacken
  + SAC Academic Support: Michael Hoang
  + SCC Academic Support: Thurman Brown
  + A question was raised by Ms. Hoang regarding time tracking of each completed project. Mr. Gonzalez reminded the group that each area uses a different software tracking mechanism since we currently don’t have a centralized project management tool. Hence the recruitment of a consultant, Jorge Forero to assist ITS in the evaluation process of a system that can be utilized for both project management and break/fix issues. Discussions ensued.

1. Technology Update – Colleges

SCCTEC – S. Rodriguez

* + Mr. Rodriguez reported that Add Authorization went live this summer.
  + Updates were made to the manual focusing on Add Period instructions. Receiving calls mostly from students and not faculty.
  + SCC Student Helpdesk is up and running. Managed by A&R department using CARES funding.
  + Receiving numerous enrollment report requests with different and/or multiple cohorts (i.e. student level, contributing FTES etc.)

1. Colleague cloud alternatives
   * Mr. Gonzalez explained that our current Colleague cloud hosting through Amazon is managed by Ellucian, who offer hosting and system management. As previously requested by TAG, ITS has been evaluating other cloud hosting alternatives given the considerable financial costs to the district, and made significant progress.
   * Mr. Gonzalez prepared and shared a cost assessment comparison report of cloud hosting and cost savings for self-hosting with Amazon (AWS) and Microsoft, as the top two industry leaders. At this point, if we were to pursue this option, the recommendation would be to go with Amazon as they are widely used by other community colleges in California.
   * The assessments show sizeable savings and advantages should we choose to self-host in the cloud. If we decide to move forward, there will be overlapping cost as we would need the two systems running in parallel to avoid disruption of services. Notably, we will not see the savings until at least one year from implementation.
   * This project is a significant undertaking and the work involved will likely affect timelines of other major projects underway like Starfish and Self-Service.
   * Budget allocation has been obtained if we choose to extend the Ellucian cloud contract until 2021.
   * We are contractually engaged with two consulting companies, who are subject matter experts in cloud design and Colleague management to assist with the evaluation process. We plan to have an ongoing contract with them, should we move forward with self-hosting.
   * The group expressed full support of exploring this plan. Mr. Gonzalez will meet with Ellucian to discuss prerequisites and an amicable transition. Updates to come.
   * Discussions ensued.
2. Development of 2021-2024 Strategic Technology Plan

* Proposed modifications for timeframes for Planning Elements
  + Mr. Gonzalez announced that the current technology plan expires this year 2020 but we already have made significant progress in updating the plan. He went over each event involved in the development of the new STP and if everything goes as planned, to be presented for Board approval at their December 7th meeting.
  + Mr. Gonzalez proposed to extend duration of themes and goals timeframes to align with the new technology plan so that everything starts with 2021 and to ensure we are moving forward preventing additional work.
  + We need to form a small taskforce consisting of representatives from our constituents totaling five participants (Chair, Faculty Co-Chair, Admin, Classified and Student).
  + Mr. Gonzalez called for motion to approve the proposed modifications of timeframes for Planning Elements. A motion to approve was made by Mr. Rodriguez, seconded by Ms. Cottrell and approved unanimously.

1. Computer standards update: Monitor warranties – Tabled for next meeting
2. Approval of TAG Minutes – May 7, 2020

* Mr. Gonzalez called for a motion to approve the TAG Minutes of May 7, 2020 meeting. A motion to approve the minutes was made by Ms. Cottrell, seconded by Mr. Bustamante and approved unanimously.

**Informational Handouts**

1. TAG memberships, responsibility and purpose (Current and Proposed)
2. ITS 2019-2020: Annual Report
3. Colleague Cloud Self-Hosting: Cost Assessment Comparison (Only provided to committee members and not publicly for privacy reasons)
4. Development of 2021-2024 Strategic Technology plan
5. Proposal to change the current Standard Monitor configuration

**Next Meeting Reminder: October 3, 2020 via Zoom**

**Adjournment**

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