# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for March 3, 2022**

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

**Voting Members Absent:**

**Supporting Members:** Thurman Brown, Dane Clacken, Jorge Forero, Adam Howard, Tara Kubicka-Miller

**Discussion**

1. Call to Order
   * Meeting was called to order by Mr. Gonzalez at 2:31 PM.
2. Combating fraudulent student applications. Mr. Howard provided an overview of how fraud can take place.

* The threat actors target online classes. Using stolen identities, they go through the admissions process and financial aid. As soon as the money is awarded to them, they disappear and take up roster space as a result.
* Mr. Howard indicated that financial aid fraud is not a unique situation that educational institutions are facing. However, the pandemic with all its available funding has set the stage for it to be profitable for threat actors.
* This problem is being addressed by the Department of Education who is responsible for the criminal investigations.
* From a technology standpoint at the State level and college level, several efforts are being acted on to address this issue. For security purposes, the safety measures and controls being implemented, and details of this topic will not be shared in the minutes.
* We are hopeful that as the pandemic subsides, these problems will diminish.
* Mr. James shared that the colleges are also implementing crucial steps to help mitigate potential fraud.

1. Review actual technology contract renewal costs for current Fiscal Year. Mr. Gonzalez stated that the estimated costs were provided during the May 2021 meeting.

* Mr. Gonzalez went over the renewal cost details and layout.
* Majority of the items are on-going or recurring maintenance/support, and some are one-time expenditures. There are also other items that were not part of the estimated list.
* Mr. Gonzalez mentioned some of the high dollar expenditures such as Microsoft Campus Agreement, Ellucian just to name a few.
* Estimated cost is $3,610,578.20 and Actual cost is $3,609,320.76. Funded by the ITS operational budget.
* Actual cost to support TRI is about $343K. The State Chancellor’s Office is no longer the funding source for our distance learning technology. During the pandemic, these expenditures are paid through Federal/State emergency funds. The funding will end in 2023. There will be future information to come as we need to discuss budget allocation with the colleges to support TRI.

1. Technology Update – College

SACTAC – J. Steffens:

* + Presented funding request for replacement of 1034 computers for next fiscal year in which SACTAC unanimously made a recommendation to fund the request in the amount of $1.16 million to Planning & Budget. It was requested that a breakdown of the list be provided to help determine which machines are eligible for HEERF funding. Ideally, Planning & Budget would like a full 5-year technology replacement cycle.
  + Mr. Steffens stated that he will not be available to attend the April SACTAC meeting and requested ITS attendance and support with the technology replacement plan presentation.
  + Funding for mediation will still need to be presented to Planning & Budget.
  + Starfish project update: Has received requests from Mass Center and TRIO. Focusing on building progress milestones that can be viewed by both faculty and students service areas.

SCCTEC – S. Rodriguez

* + SCCTEC reviewed and adopted a statement to support review and execution of the 2019 ADA Self Evaluation Plan.
  + Mr. Brown presented the new printer standards at the SCCTEC meeting. The plan is to use any refresh funds that were saved to procure new printers at SCC.
  + Mr. Brown also presented the SharePoint 2019 and new redesign look and feel as well as some positive feedback from SCCTEC. He is also working with the VDI vendor on a pilot.
  + Metaverse was discussed and starting a pilot which will be headed by Mr. James. Mr. Gonzalez made a quick insight to consider the challenge with accessibility.
  + Mr. James went over the details on CVC initiatives.

1. Student experience with technology: Mr. Gonzalez announced they have scheduled regular weekly cadence with SAC and SCC student representatives.

* SAC Student – Angel Michael noted that she has no new updates to provide. However, she expressed frustrations on the book information (the lack thereof) in WebAdvisor. This issue was brought up in prior meeting. Mr. Gonzalez stated that they will revisit this issue during their regular cadence.
* Discussions and feedback ensued. Mr. Rodriguez stated that this functionality is one of the gaps in Self Service. The group considered which governance committee to consult. If this is a technical issue we should escalate and add to our technology plan or perchance it’s a matter of proper collaboration, coordination and responsiveness between the bookstore, faculty and corresponding department to publish the book information. More discussions to come.
* SCC Student – Jacob Bereskin:
* Mr. Bereskin reported that the Wi-Fi issue at SCC has been resolved. Various testing has been conducted.
* Mr. Bereskin posed a concern that not everyone especially students have extensive knowledge with technology. He recommended it would be very useful if TAG can provide documentation containing technology related terminologies.
* Mr. Gonzalez concurred that this is a great recommendation. We can potentially add this to the TAG goals under “Improving communication with our students”. The group supported this as well.
* Mr. Gonzalez added that this will be beneficial if proposed to all governance committees which can greatly improve communication.

1. Computer replacement plan recommendations discussion: Updates and establishing timelines.

* This was developed in 2021 by a workgroup initiated through TAG. The purpose is to ensure there are standard processes and guidelines in place districtwide to abide by for computer replacements.
* Mr. Gonzalez went over the updates and keyed on some of the components. It is necessary that progress occurs and potentially completion which will get us to the next steps (regular meeting cadence, status reports).
* Mr. Gonzalez would like to be able to complete 3 areas: Responsible Parties, Status, and Target Completion Time. The group discussed several strategies on how this can be accomplished. Both SACTAC and SCCTEC already have a full meeting agenda for the remainder of 2022 fiscal year. The group agreed it would be sensible to reform the previous taskforce to perform this task.
* Mr. Gonzalez will send out proposed meeting dates to the volunteers.

1. Technology Project Listing, February 2022. Mr. Howard provided a quick overview.

* RG542 Report – Dual Enrollment information: Completed
* COVID-19 Vaccine Requirement for Students (EPIC): Assigned. Weekly cadence is occurring. Soft roll out is planned for Fall 2022.
* Vaccine Status – EHIN Report: In User Acceptance Testing (UAT).
* SCFF (EPIC): Consolidated projects related to student centered funding formula to ensure it’s given high priority.
* Dual Enrollment Report: Requirements have been established.
* Noncredit courses onto the CVC course exchange: Currently in planning & analysis
* CCCApply Noncredit (EPIC): In progress
* Starfish Implementation (EPIC): Building progress milestones for students. In progress
* Comevo-to-Colleague import file: Configuration has been setup in Comevo and working on the integration to pull data to Colleague. Pending feedback.
* EPIC-Canvas SIS Batch Process Changes Until 06/30/2022: Tasks cloned from prior year to keep date up to date.
* CVC Exchange: Online education initiative. Technical meeting with CVC folks are scheduled.
* Mr. Gonzalez explained what Epic means. Epic is a large technology project consisting of subtasks/projects which makes status tracking more effectively.

1. Approval of TAG Minutes – February 3, 2022

* Mr. Gonzalez called for a motion to approve the TAG Minutes of February 3, 2022 meeting. A motion to approve the minutes was made by Mr. Bustamante, seconded by Mr. Bereskin. Ms. Weekes abstained as she was not present. The motion passed.

1. Other: Mr. Steffens requested for an update on the new Bookstore POS system. Mr. Clacken shared that this project is currently in progress and at the final phase of the procurement process.

**Informational Handouts**

1. ITS Contract List – Actual Cost
2. Computer Replacement Plan Recommendation
3. Top 10 Technology Project Listing - February

**Next Meeting Reminder: April 14, 2022 via Zoom**

**Adjournment**

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