# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

3:00 p.m. – 4:30 p.m.

**Meeting Minutes for May 4, 2023**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Scott James, Adam Morgan, Tara Kubicka-Miller, Sergio Rodriguez, John Steffens, Ryan Felix – SCC Student, Alfredo Orozco – SAC Student

**Voting Members Absent:** Tammy Cottrell, Pat Weekes

**Supporting Members:** Dane Clacken, Marvin Gabut, Ron Gonzalves, Adam Howard, Nick Quach

**Guest:** Jose Lopez Mercedes, Maggie Manzano, Jorge Forero

**Discussion**

Call to Order

* + The meeting was called to order by Mr. Gonzalez at 3:01 PM.

1. Review forecast contract renewal costs for next Fiscal Year: Mr. Gonzalez presented the list and provided brief overview. As previously voted on, we will start our next review in the month of November to align better with the budget cycle. This alignment allows for better coordination with the colleges for funding districtwide technology needs.

* Total projected contract cost is $4.04M. ITS receives a yearly budget escalator which helps offset a portion of increased expenditures.
* The second portion of the list is pandemic related cost and is projected at around $700K. These distance education and remote technology related costs have been funded by the State Block and/or HEERF grant but recently the cost continues to be unbudgeted. We are working with the colleges for funding sources in 2023-2024 and for a permanent budget allocation going forward.

1. Approval of Technology initiatives for FY23-24. Mr. Gonzalez stated that the feedback from the last meeting has been incorporated into the list which includes the removal of items referring to the word “Pandemic”. No further feedback received.

* Mr. Gonzalez called for a motion to approve the Technology initiatives for FY23-24. Mr. Morgan made a motion, seconded by Mr. John Steffens and approved unanimously.

1. Approval of Audio-Visual Technology Standards: Mr. Gonzalves presented the proposed A/V standards and discussed key functions. Mr. Gonzalves noted that cost, availability, support and device warranty were greatly considered in the selection of each item. This is a combined effort with the SAC/SCC Media team.

* The proposed A/V technology hardware standards includes the following equipment:
* Ceiling projector, projector screen, wall-mounted projector, whiteboard, ceiling microphone, ceiling speakers, A/V switcher, wireless casting, A/V control panel, conference room phone, AI presentation camera, conference room camera, flat panel display, document camera, room scheduler and A/V network switch.
* Mr. Gonzalez called for a motion to approve the Audio-Visual Technology Standards. Mr. James made a motion, seconded by Mr. Felix and approved unanimously.
* The newly approved standards will be posted on the TAG website.

1. Update to AR 3720: Mr. Gonzalez shared the updated version. The changes were made based on previous conversation related to ChatGPT. ITS had an offline conversation with the faculty discussing this subject. They are still finalizing the faculty manual with all the related changes and there are still no standards for student conduct.

* A proposed change was presented, aligning with the approach taken by most institutions, which is not to ban the use of AI but rather to ensure that it is used ethically and lawfully.
* Mr. Gonzalez called for a motion to approve the updates to AR 3720. Mr. James made a motion, seconded by Mr. Steffens and approved unanimously.

1. Discussion about computer standards for faculty that teach online:

* Mr. Gonzalez introduced Mr. Lopez-Mercedes, who is a continuing education faculty at CEC to share some of his experience and challenges with computer devices and other technologies. Mr. Lopez-Mercedes keyed on his experience with video creation and editing tools, a downloadable system called Screencast-o-Matic. There have been issues with reliability, and suggested that different standards be considered, including equipment with higher storage memory and video cards to create high-quality instructional videos. The need for a more powerful system to perform these tasks effectively is emphasized. He confirmed that this is being experienced using a district issued computer which was issued to him sometime in 2020.
* For SCC, Mr. James and Ms. Kubicka-Miller both shared the same concerns regarding our growing shift to online teaching and the increasing reliance on personal laptops and the impact on the performance of their computing device. Expressed concerns on cost of new laptops and what the new refresh program will look like.
* Mr. Morgan shared similar sentiments from faculty at SAC. Faculty members expressed desires of exchanging their desktops to laptops to gain flexibility of remote work and mobility. Will this be a default option and feasible solution?
* Mr. Steffens emphasized that the need for flexible work-from-home policies extends beyond just faculty to include staff and students.
* The conversation ensued on VDI (Virtual Desktop Infrastructure) as an equitable option, considering assessment of use cases, costs, requirements.
* Mr. Gonzalez expounded on insights from the group. He advocated that this conversation continues and pursue of VDI as a paradigm shift in device allocation, noting that this option requires districtwide funding support and exploring VDI as a pilot with faculty members and making recommendation at based on the results.

1. Technology Update: Mr. Steffens

* SACTAC did not have any action items as they did not have quorum. Future meetings will be scheduled at 3:00PM.
* SCCTEC: Mr. Rodriguez and Mr. James
* Product demos:
* Guided Pathways on Starfish
* Degree Planner to focus on CRM advice from Colleague.
* Ocelot implementation status conversation. Exploring Meta as VR initiative.
* Presentation by Mr. James on AI and its impact on higher education. Mr. James also shared that SCC submitted a tech refresh budget specifically an augmentation to the current technology refresh budget and A/V budget, but both were not ranked. The current budget is not based on the number of computer devices to be replaced. He provided details of this decision.
* Mr. Gonzalez provided status on Ocelot. We are currently on standby for funding from SAC and SCC. Further related conversations on Ocelot and what planning process took place.

1. Student experience with technology:

* SCC: Mr. Felix shared that the Student Government created an in-person helpdesk. They would like to know if there’s a way to facilitate through canvas since a huge majority of students take online classes. Mr. James recommended that Pronto is the best option. He agreed to have an offline discussion with Mr. Felix.
* SAC: Mr. Orozco – no update

1. Approval of TAG Minutes – April 13, 2023

* Mr. Gonzalez called for a motion to approve the April 13, 2023, minutes. A motion was made by Mr. Felix seconded by Mr. Morgan and approved unanimously.

1. Approve TAG 2023-2024 calendar, including cadence to check progress student produced initiatives, computer replacement plan, accessibility and data privacy. Mr. Gonzalez called for a motion, Mr. Steffens made a motion, seconded by Ms. Kubicka-Miller. Motion passed.
2. Technology Project Listing, April 2023. Tabled for next meeting. Mr. Gonzalez moved to suspend the rules and table this item for next meeting, seconded by Mr. Morgan. Motion passed.

**Informational Handouts**

1. Forecast Contract Renewal Costs for FY23-24
2. Technology initiatives for FY23-24
3. AR 3720
4. Top 10 Technology Project Listing – April 2023

**Next Meeting Reminder: September 7, 2023, via Zoom**

**Adjournment**

The meeting was adjourned at 4:32 p.m.