

Rancho Santiago Community College District

District Office

2323 N. Broadway, Santa Ana, CA 92706

Office: (714) 480-7439 Fax: (714) 796-3995

Technology Advisory Group

Meeting of: Thursday, January 10, 2013 – 2:30 p.m.

District Office 114, Executive Conference Room

Meeting Minutes for January 10, 2013

Members Present: Scott James, Sylvia LeTourneau, Jolene Shields

Members Absent: Curtis Childress, Corine Doughty, Dean Hopkins, Christine Kosko, Cherylee Kushida, Becky Miller, Joe Pacino, Nicholas Quach, Narges Rabii, Linda Rose, George Sweeney, Lana Wong

Guests Present: Tammy Cottrell, Allen Dooley

Discussion

- Minutes:
 - The minutes from the December 6, 2012 meeting were approved unanimously contingent on the discussed corrections.
- The role of the TAG committee in the District was discussed, and how the committee would interface with the colleges, district, and the processes of introducing agenda items and recommendations.
- “All” Email User Groups:
 - Cabinet approved limited the access to the “all user” Email groups. A list of “approved” users will be created, and those people will be the only ones with permissions to send Emails to the “all user” Email groups.
 - This was previously approved by TAG.
 - It was suggested that TAG should develop Email guidelines for the District.
 - Access to the “all user” Email groups at the Colleges (e.g. # All OEC Classified, # All SAC Faculty, # All SCC PT Faculty, etc.) are not being limited at this time. Each colleges’ cabinet will need to determine if access to the groups will be limited and if so, who will have access to them.
 - The “all user” Email groups will be limited to the Chancellor, Vice Chancellors, College Presidents, College Vice Presidents, the secretaries, and ITS. If a user needs to have the access, they will need to get the approval of the Chancellor, Vice Chancellors, College Presidents, or College Vice Presidents.
 - It was noted that SCC may already have an Email standard in place. Scott James will research it.
 - It was suggested that perhaps there should be a standard format for the subject line of Emails sent to all users (e.g. ALL EMAIL USERS: <Subject>). In line with this suggestion, the idea of developing categories was discussed (e.g. Technical, Emergency, Informational, etc.).
- Centralized Computer (Technology) Purchasing:
 - The idea of centralizing computer purchases was discussed. ITS would like to combine the purchases of computers to maximize the buying power for both academic and administrative computers. The difficulties with how a centralized purchase would be funded was explored.
- General Committee Member Updates
 - SAC TAC – No update
 - SCC TC – No update

- Joint Cabinet – No update
- ITS – No update
- Other – No update

Action Items

- Scott James will research if SCC has an Email policy or standard.

Information Distributed

- None

Meeting Schedule

2012-13 TAG Meeting Schedule

Thursday, April 4, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, May 2, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, June 6, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, July 11, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, August 1, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)

Adjournment

Ms. LeTourneau adjourned the meeting at 2:58 pm.