Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, March 2, 2017 – 2:30 p.m.

Board Room, District Office – Room 107

**Meeting Minutes for March 2, 2017**

**Members Present:** Archana Bhandari, Jesse Gonzalez, Dean Hopkins, Scott James, Jim Kennedy, Lee Krichmar, Alfonso Oropeza, Sergio Rodriguez, John Steffens, George Sweeney, Mike Taylor, Pat Weekes, Santiago Chamu - SAC Student

**Members Absent:** SCC Student, Tammy Cottrell, Cherylee Kushida, Daniel Oase

**Guests:** Stuart Davis

**Discussion**

* Call to Order
	+ Meeting called to order at 2:35 p.m.
* Approval of Minutes
	+ The minutes from the February 2, 2017 meeting were approved.
* Computer Replacement Planning at SAC & SCC (Archana & Alfonso)
* Alfonso presented the SCC Computer Replacement Planning covering the following:
* Computer Inventory (SCC & OEC) – the total was originated from the technology plan 2,561 of PCs and desktops (excluding Mac’s & tablets). This figure is just a snapshot and will constantly change. Computer/technician ratio is 426**.**
* ITS Computer Replacement Recommendation – the 5-year replacement standards have been established per the technology plan but at this point, the plan of action has been about replacing oldest PC’s, putting emphasis on workstations from the instructional side.
* Various departments submit a departmental funding request for prioritization and assessment to the Technology committee and further sent to PIE committee. These requests are not solely concentrated on computers. Also, as stated on the technology plan, ITS provides a 70/30 split for SAC/SCC as funds become available. Lee alluded to the fact that the ratio is out of skew resulting SCC to be on the short end of the stick, and that technology budget line item should be centralized at the college level, not at district level.
* Archana presented the SAC Computer Replacement Planning covering the following:
	+ Computer Inventory – the total was also originated from the technology plan but 500 more has been added bringing the total close to 5,000 PC’s and tablets combined. Dr. Michael Collins will provide funding to purchase 600 computers; this will help lessen the number of computers that are out of warranty. Computer/technician ratio is 292 (excluding iPads and Mac’s); tech time for tablets is being paid from Student Equity categorical funding.
	+ ITS Computer Replacement Recommendation – SAC is following several bases of replacement procedure such as from SACTAC plan, 5-year plan, as well as requests from the departments through identification of prioritization by each divisions and deans. They are also giving higher priority on workstations from the instructional side. Archana also identified computers that will be out of warranty in 2017 through 2021. There is currently no replacement plan for printers & peripherals.
	+ SAC is starting to purchase refurbished computers. These come with a 3-year warranty and less expensive without compromising specs.
	+ The disaster recovery and backup plans for servers have not been established. These are servers used by faculty for instructional setting. Enterprise servers are currently virtualized and being looked after by the District networking team.
	+ Technology budget line item – with productivity on the line, she suggested that a transparent process and standardization across campus be considered towards a realistic budget plan.
* Ellucian Portal – Lee explained the software issues that occurred during her portal presentation at the last TAG meeting which is a one-time problem.
* Stuart expounded further on the login procedure, menus and quick links of most used sites such as CalPERS, iGreentree, Microsoft 365, Blackboard (for SAC & SCC) and other features within the Employee portal. Employee information are loaded and updated in the system nightly. The same goes with faculty and students, however, the portal is not ready for rollout.
* Office 365 email is not included on the Student page since this has not been identified as the official form of communication. The group discussed its pros and cons and Lee took a hand count regarding this matter. A consensus needs to be in place.
* Branding contrast issue will require follow up to Ellucian for correction. Forms dashboard is still in the works.
* Copier Evaluation Updates – Lee updated the group with the current copier prototypes.
* The 30-day evaluation of Konica Minolta C458 color copier is going smoothly; a black & white copier will be evaluated soon after.
* The 5-year lease pricing from FCCC contract is based on what model and speed of the machine we select.
* Canvas Implementation – Stuart shared that Canvas is scheduled to “go live” in summer 2017 but will be implemented in phases at SAC & SCC. The full rollover will take place in summer 2018 when Blackboard contract ends. ITS is still working with Ellucian to obtain the connection point (ILP) to Canvas and making sure that all compliance are met.
* Scott J. and Cherylee K. sent out a district wide email to faculty who would like to be the early adaptors as part of the soft rollout.
* A Canvas link on the SCC website will be part of the implementation plan, but during the first phase, the link will be provided on Blackboard.
* ITS is currently building the roster’s shell for faculty so they are readily available for those who will be selected for prototypes.
* The current server for authentication process needs to be rebuilt to a more robust system that is geared to handle Canvas.

**Next Meeting: April 6, 2017**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Lee adjourned the meeting at 4:10 p.m.