Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, September 7, 2017 – 2:30 p.m.

Executive Conference Room, District Office - Room 114

**Meeting Minutes for September 7, 2017**

**Members Present:** Archana Bhandari, Jesse Gonzalez, Dean Hopkins, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Mike Taylor, Pat Weekes

**Members Absent:** Santiago Chamu - SAC Student, SCC Student, Tammy Cottrell, Scott James, Daniel Oase, George Sweeney

**Guest:** Stuart Davis

**Discussion**

* **Call to Order**
  + Meeting called to order at 2:35 p.m.
* **Approval of Minutes**
  + The minutes from the May 4, 2017 meeting were approved.
* **Reminder – report back to your constituency groups**
* As requested by the District Council, Lee reminded the group to report to their constituency groups and to provide as much information and documentation to them.
* **Review TAG membership and co-chair**
* Lee reviewed TAG membership, co-chairs and their roles and the responsibility to District Council. Campus co-chair role switches over from SAC to SCC. The role will be decided between Scott James and Mike Taylor which will be announced at the next TAG meeting; Lee to remain the representative for District office.
* We are hoping to have our student reps begin attending from SAC & SCC for our future meetings.
* **Microsoft Campus Agreement – cost went up**
* Lee discussed the saving advantages of our subscription to Microsoft Campus Agreement for RSCCD, SAC & SCC. This is an annual agreement at state level that all colleges within the California community college system can subscribe. Even with the addition of RSCCD, the cost saving is still largely significant, from $123,000 to $166,000.
* Reporting the FTE through MIS is what determines pricing and required number of licenses such as SQL, Enterprise Cals, SharePoint, Microsoft Office suite, Office 365, server licenses, etc. Computerland is the vendor that oversees the campus agreement and manages the reporting for the state.
* RSCCD has entered into a new 3-year (2017-2020) MS campus agreement under FCCC and will be presented at the Board of Trustees at the September 11, 2017 meeting. The renewal date is September 15,2017 – September 14, 2018 (year 1 of 3).
* **Discuss establishing HP 800 G3 as new standard w/ HDMI video (no VGA)**
* Lee went over the G3 hardware specifications and related warranties and brought an actual computer/tower for demonstration purposes.
* Sergio R. brought up a concern from SCC campus regarding computer delivery delays experienced at the college level during 2016/17 fiscal year-end. Perhaps look into considering another vendor to fulfill computer needs.
* Lee clarified that the incident occurred due to industry shortage of parts and regardless of what vendor we use, we would have faced the same problem, not to mention the considerable amount of orders and having to deal with our district deadline/procurement process and funding issues.
* Will plan accordingly (time wise) on all future computer purchases.
* After successful testing of the new PC with our new Windows 10 image, it was proposed and approved that HP 800 G3 is the new desktop standard. HDMI is part of the standards but we still have the option to purchase with VGA or an additional adapter if necessary (only if someone has an existing monitor that needs to be used with the G3).
* **Migration to the cloud - update**
* Time did not permit to accomplish the initial plan for the Ellucian migration to the cloud in the summer, primarily due to lack of integration testing. Conversation of the next possible migration dates occurred at length. Many variables and challenges were considered as we need three days for the transition process.
* Testing during the three-week period and cutover weekend before the go-live date is highly suggested. Develop test scripts/scenarios for critical departments. ITS team will also conduct testing for Colleague processes.
  + - Critical teams in include: Admissions & Records, Financial Aid, Fiscal Services, and Human Resources.
* There are 15 fictitious student accounts we can use for testing even in the production environment.
* The group agreed on the following migration dates:
* December 26, 27 & 28, 2017
* February 16, 17 & 18, 2018 – backup date
* Lee will present the December date to District Council and will send out an email to all users to “communicate the date” and solicit concerns.
* Advertise migration dates to establish campus-wide awareness to limit post migration issues.
* Links for Colleague and WebAdvisor are still valid and available for testing in the cloud.
* **Additional concerns from SCC campus**
* Recent networking issues (H drive) – Concerns of data loss. As Jesse explained, it was a storage related process affecting system performance but the integrity and access of data was not compromised. Our data is backed up three ways through local copy, SAC copy, backup copy in IT and later looking into offsite data backup. Health check was conducted and taking additional steps and safety measures. Redundancy in place at each site with SAC backing up SCC & vice versa.
* Concerns regarding technical support shortage – Position replacements are being facilitated as soon as possible. Hugh Nguyen is currently filling the gaps trying to accommodate the needs of the campuses and district office.
* Network Specialist II – recruitment is underway
* Technical Specialist I – just closed

**Information Distributed**

* Printout of TAG webpage
* RSCCD, SAC & SCC Renewal Worksheet – MS Campus Agreement
* HP 800 G3 Desktop Specifications

**Next Meeting: October 5, 2017**

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

**Adjournment**

Lee adjourned the meeting at 3:55 p.m.