

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for December 3, 2020

2:30 p.m. - 4:00 p.m.

<https://cccconfer.zoom.us/j/94720131769>

1. Technology Project listing, November 2020 (10 minutes) – Davis
2. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
3. Follow up discussion on high end computer standard (20 minutes) – Hoang, M., Gonzalez
 - Software requirements
 - Cost breakdown
4. Adding standing item for student reports in future meetings (10 minutes) – Gonzalez
5. Self-hosting update (5 minutes) – Gonzalez
6. Approval of TAG Minutes – November 5, 2020 – **ACTION** (5 minutes) – Gonzalez
7. Other (5 minutes)

Next TAG Committee Meeting: February 4, 2021

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

High End Workstation Recommended System Requirements

Recommended System Requirements:

Application	CPU	RAM	GPU	HD
Solidworks	3.3 GHz	16 GB+	2 GB+	SSD
AutoCAD	3.0 GHz+	16 GB+	4 GB with 106 GBps bandwidth, DirectX 11 compliant	6 GB free
REVIT	Multi-core	8 GB	4 GB+	30 GB free
Civil 3D	3.0 GHz+	16 GB+	4 GB with 106 GBps bandwidth, DirectX 11 compliant	16 GB free
CATIA	i7 or Xeon, Multi-core	8 GB+	Discrete GPU	10 GB free
Mastercam	i7 or Xeon E3, 3.2 GHz+	32 GB	NVIDIA Quadro or AMD FirePro/Radeon Pro, 4 GB+	SSD with 20 GB free
Verisurf	i7 or Xeon E3, 3.2 GHz+	32 GB	NVIDIA Quadro or AMD FirePro/Radeon Pro, 4 GB+	512 GB SSD with 20 GB free

HP Z4 G4

Configuration:

Intel Xeon Processor W-2133: 6 cores, 8.25 MB Cache, 3.9 GHz
64GB (2x32gb) 2,666MHz DDR4
1 TB HP Z Turbo Drive SSD
HP NVIDIA Quadro P4000 8GB Graphic Card

OP86133 M. Hoang HP Z4 Workstation High End with 1 TB SSD Budgetary Quote



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Quote Information:

Quote #: 086034
Version: 3
Quote Date: 11/11/2020
Expiration Date: 11/30/2020

Hardware - HP Z4 Workstation (High End Workstation)

Line	Item	Description	Price	Qty	Ext. Price	Tax
1	1JP11AV	HP Z4 G4 WORKSTATION	\$235.05	1	\$235.05	7.75%
2	3EL60AV	HP Computer Case for Z4 G4 WorkStation - 1 x 1000 W - Power Supply Installed	\$348.45	1	\$348.45	7.75%
3	3JP05AV#ABA	HP Z4 G4 1000W CKIT U.S. - English localization	\$2.84	1	\$2.84	7.75%
4	2LH13AV#ABA	HP Windows 10 Pro 64 Workstations Plus US	\$226.80	1	\$226.80	7.75%
5	2PC02AV	HP Intel Xeon W-2133 Hexa-core (6 Core) 3.60 GHz Processor Upgrade - Socket R4 LGA-2066 - 6 MB - 8.25 MB Cache - 8 GT/s DMI - 64-bit Processing - 3.90 GHz Overclocking Speed - 14 nm - 140 W - 149°F (65°C)	\$701.03	1	\$701.03	7.75%
6	1JP92AV	HP Operating System Load to M.2	\$0.52	1	\$0.52	7.75%
7	1JP24AV	HP Quadro P4000 Graphic Card - 8 GB - 4 x DisplayPort - PC	\$737.11	1	\$737.11	7.75%
8	1JQ81AV	HP 64GB (2x32GB) DDR4 2666 ECC REG	\$1,340.21	1	\$1,340.21	7.75%
9	1QE66AV	HP Z4 Std CPU Cooling Solution	\$18.56	1	\$18.56	7.75%
10	2XE92AV	No Adapters Needed	\$0.52	1	\$0.52	7.75%
11	1JQ88AV#ABA	HP Premium Keyboard - Cable Connectivity - USB Interface - English (US)	\$42.53	1	\$42.53	7.75%
12	2TF72AV	HP Hardened Wired Mouse USB	\$2.84	1	\$2.84	7.75%
13	1MY90AV	HP Z4G4 Memory Cooling Solution	\$17.53	1	\$17.53	7.75%
14	1JR04AV	HP Single Unit (Tower) Packaging	\$12.37	1	\$12.37	7.75%
15	1JQ27AV	HP Remote Graphics Software (RGS) for Z	\$0.52	1	\$0.52	7.75%

Hardware - HP Z4 Workstation (High End Workstation)

Line	Item	Description	Price	Qty	Ext. Price	Tax
16	1JR07AV#ABA	HP 3/3/3 (material/labor/onsite) Warranty US	\$41.24	1	\$41.24	7.75%
17	1JP10AV	HP Base FIO 4xUSB3 TypeA	\$14.43	1	\$14.43	7.75%
18	1MY89AV	HP Z4 G4 Fan Front Card Guide	\$0.00	1	\$0.00	0%
19	1JP83AV	HP Z Turbo Drive M.2 1TB TLC SSD	\$391.75	1	\$391.75	7.75%
20	1JR01AV	HP DVD-Writer - DVD±R/±RW Support - 5.25" - 1/8H	\$30.93	1	\$30.93	7.75%
21	U1G39E	HP Care Pack Hardware Support - 5 Year Extended Service - Service - Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	\$79.69	1	\$79.69	0%

Master Contract: MNNVP-133 as of 11/01/2015
 Participating Addendum Number: 7-15-70-34-001
 Expires March 31, 2018 or termination by the State, whichever occurs first.

Subtotal: \$4,244.92

Shipping

Line	Item	Description	Price	Qty	Ext. Price	Tax
1	GST-SHIPPING/HANDLING	GST-SHIPPING/HANDLING	\$0.00	1	\$0.00	0%

Quote Summary

Description	Amount
Hardware - HP Z4 Workstation (High End Workstation)	\$4,244.92

Subtotal: \$4,244.92

Tax: \$322.80

Total: \$4,567.72

TERMS AND CONDITIONS

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Customer Signature

Date

Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
2:30 p.m. – 4:00 p.m.

Meeting Minutes for November 5, 2020

Voting Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Sergio Rodriguez, Randy Scott, John Steffens, Pat Weekes

Voting Members Absent:

Supporting Members: Thurman Brown, Dane Clacken, Stuart Davis, Jorge Forero, Michael Hoang, Dean Hopkins, Cherylee Kushida, Morsal Mohammad – SCC Student

Discussion

1. Call to Order
 - Meeting was called to order by Mr. Gonzalez at 2:32 PM.
2. Self-service and Colleague UI 5 Update: Mr. Davis provided an update.
 - Self-Service: Different components have been enabled and have gone through various testing.
 - Single sign-on: So far it is functional in non-production environments but may cause a culture shock for the end users, given the different user experience. ITS is coordinating with the colleges for a suitable implementation date.
 - Document upload has been enabled for Financial Aid and Student Placement at SCC.
 - Communications have been initiated with TouchNet (our payment processor) on ways to get Payment processing connected to Self-Service. Tentative completion by Spring 2021.
 - Chosen Name: Internal dialogue with Marketing and the colleges on strategies to identify every area systemwide where Chosen Name maybe present. This will help prevent stragglers when we transition from Preferred name to Chosen name.
 - Upcoming: Discussions have started to enable back office related components such as H/R, Payroll, Timecard entry and Purchasing.
 - Mr. Steffens inquired on provisioning student email. Discussions ensued on prerequisites of authentication process of student account creation. Mr. Davis will schedule a whiteboarding session on provisioning student email with Mr. Steffens and Mr. Rodriguez.
 - Colleague UI 5: Mr. Davis shared that ITS is still running two different versions of Colleague in parallel, UI 4 and UI 5.
 - Colleague UI 4 went end of life over a year ago and is no longer supported by Ellucian.
 - UI 4 desktop icon is scheduled to be removed December 1st. A districtwide announcement will be sent out to that effect.
 - ITS has been coordinating efforts for a successful transition to UI 5. Training videos are now posted on ITS website, Training section. SAC Distance Education also assisted in posting the link on Canvas training page. Will be hosting a live training (to be recorded) scheduled for Monday, November 9th.
3. Second reading and Approval of 2021-2024 Strategic Technology Plan: Mr. Gonzalez conducted the second reading of recent updates. The draft includes details on Technician to Device ratio and the changes discussed during the October meeting. Mr. Bustamante pointed out a typo that needed correction.
 - Mr. Gonzalez called for a motion to approve the 2021-2024 Strategic Technology Plan including the amended typo. A motion to approve was made by Mr. Scott, seconded by Mr. Bustamante and approved unanimously.

- Mr. Gonzalez will need to gather information on how this will be presented at the December Board meeting. He will meet with Enrique Perez at Educational Services department to obtain details and will share accordingly.
4. Technology Update – Colleges
- SACTAC – Mr. Steffens
- Mr. Steffens reported that there were no actions taken during the last SACTAC meeting. Discussions were focused on reports, VPAT process and accessibility and funding proposals.
 - Mr. Gonzalez shared on the concept of funding our computing devices and replacements. He will send out a survey to the folks who have volunteered to participate and encouraged others to join if interested.
- SCCTEC – Mr. Rodriguez
- Mr. Rodriguez reported that all shared governance groups he is a member of are up to date on the Preferred Name initiative. Mr. Davis still needs to regroup with Mary Law and Jean Estevez on timeline.
 - SCC Technology Plan will be on the SCCTEC agenda for approval.
 - Minimal number of tech requests were received which will be added to the planning framework.
 - The accreditation documentation is in the final stage.
5. Technology Project listing, project prioritization process: Mr. Gonzalez shared what takes place within the Technology Operational Workgroup (TOW) meetings on a monthly basis. He provided the technology project listing for the month of October and expounded on project prioritization process.
- An intake form called Project & Report Request is filled out by the requestor if the request is project worthy.
 - TOW focuses largely on the Top 10 project list. There are criteria and rubrics in place to guide the project scoring and prioritization. For instance, projects related to legal compliance, supporting TRI, union related contractual issues, increasing enrollment and revenue or improving student retention will get a higher score. Mr. Gonzalez further explained that the level of impact affects the scoring of a project as well.
 - The guidelines help ensure that projects we prioritize, closely align with our districtwide initiatives.
 - Mr. Gonzalez expressed the intention of bridging the gap between the operational group (TOW) and planning group (TAG) and offered to provide the project listing at TAG monthly meetings.
 - Mr. Gonzalez will share the link for the project listing for TOW with TAG.
6. Update to High end computer standard – remove the secondary hard drive: Mr. Hoang referenced on the current standard for high end computers that are used in the Engineering labs at SAC and SCC. ITS is proposing to change the current standard configuration by removal of the second SSD. Cost savings will be \$420 per unit.
- Concerns on the costs were brought up by Mr. Scott. Discussions ensued on critical components and warranty contained in the computer configuration that may have contributed to the high price.
 - Mr. Gonzalez proposed to provide a cost breakdown of high-end workstation at the December meeting.
 - Mr. Gonzalez called for a motion to approve the removal of the secondary hard drive from the high-end computer standard configuration. A motion to approve was made by Mr. Scott, seconded by Mr. Steffens and approved unanimously.
7. Colleague self-hosting update: Mr. Gonzalez provided an update.
- Our Application Hosting Services (AHS) contract has been renewed for another year to end September 2021.

- Ellucian will only provide a backup of our data which means it is a straight system cut over. Mr. Gonzalez will try to negotiate for a system connection to enable gradual transition to self-host.
 - Plan to setup potential environment to store our data and assess how long this will take.
 - As a reminder, cloud hosting will be provided by AWS. More updates to come as Mr. Gonzalez meets with Ellucian.
8. Approval of TAG Minutes – October 1, 2020
- Mr. Gonzalez called for a motion to approve the TAG Minutes for the October 1, 2020 meeting. A motion to approve the minutes was made by Mr. Scott and seconded by Mr. Bustamante. Mr. Rodriguez abstained as he was not present at the last meeting.

Informational Handouts

1. Strategic Technology Plan 2021-2024
2. October Project Listing
3. Strategic Alignment Rubric
4. New High-End Workstation Standard

Next Meeting Reminder: December 3, 2020 via Zoom

Adjournment

The meeting was adjourned at 3:48 p.m.