# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for March 7, 2024**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Adam Morgan, Sergio Rodriguez, Jason Sim, John Steffens, Michael Taylor, Pat Weekes, Hayden Reed – SCC Student

**Voting Members Absent:** Jimmy Nguyen, Jessica Nguyen – SAC Student

**Supporting Members:** Dane Clacken, Scott James, Marvin Gabut, Ron Gonzalves, Adam Howard, Kimberly Perna

**Discussion**

Call to Order

* + The meeting was called to order by Mr. Gonzalez at 2:32 PM. Mr. Steffens moved to approve the meeting agenda, seconded by Mr. Bustamante. Motion carried.
1. Ellucian Hosting: Mr. Gonzalez provided an update.
* Ellucian has hosted our system in their cloud since 2018, but they no longer offer the same hosting service. As a result, we are being advised to move to a different cloud deployment called Software as a Service (SaaS), a more restricted but functional setup.
* Additionally, our current server, running on Windows 2012, reached end-of-life last October and Ellucian is paying for extended support.
* Mr. Gonzalez presented two options.
* Option 1: Self-hosting remains an option but requires significant effort, including migrating existing infrastructure to our own cloud. Realistic timeline for self-hosting would be December of this year if aggressive or summer of next year to meet the June 2025 deadline for Colleague updates.
* Option 2: Ellucian upgrading our server through Resource Domain architecture, with costs covered by them. However, committing to their SaaS product is necessary. There are concerns with readiness. Resource domain would result in a read-only environment and require relinquishing write access to the database.
* The estimated effort for both transitions is substantial. ITS is evaluating the workload and responsibilities involved to find a feasible solution.
* Consulting firm is engaged for self-hosting prep if negotiations fail and while awaiting Ellucian's proposal for transition timeline.
* Options were discussed. Mr. Gonzalez stated in terms of reliability and minimizing overall district impact, the first option of transitioning to self-hosting is less disruptive, as it will allow existing access. Although it may only postpone future concerns temporarily. Nonetheless, in five years there may be advancements in the SaaS option and our readiness status.
* Committee to discuss with constituents and to continue conversation. Further updates to come.

1. Updates on TAG Recommendations:
* Computer replacement plan: Ms. Perna provided an update including progress on managing aging computing devices and AV equipment. The report includes a 5-Year Computer Replacement Plan and 7-Year A/V Replacement Plan with breakdowns by buildings and divisions, ensuring funding alignment and committee review. Inventory management efforts are underway and with upcoming ServiceNow implementation (by spring 2025), asset management improved with asset tagging upon arrival and integration into the inventory system for comprehensive tracking. Mr. Gonzalves presented the 5-Year Aging Reports for SAC Computers with breakdowns by device type, cost & forecast by fiscal year; also, the Media Technology Refresh for FY 2024-2025.
* Student produced initiatives: Mr. Gonzalez stated that the student proposed initiatives during prior meetings to help students acclimate, including providing definitions and insights. Mr. Gonzalez will reconvene with the student representatives to coordinate and implement these ideas.
* Accessibility and data privacy: Mr. Gonzalez shared that the accessibility taskforce meetings have been initiated. The group aims to address the requirements outlined by the Department of Justice and the Department of Education with emphasis on the importance of complying with accessibility standards to prevent discrimination based on disability. Looking to develop an inventory process for digital content, assessing target audiences, and prioritizing recommendations and actions to ensure accessibility across various platforms including learning management systems, podcasts, videos, social media accounts, and third-party media platforms.
1. Approval of computing standards. Mr. Gonzalves presented the following updates and noted the G9 version has been discontinued.
* Laptop – Staff and Admin Standard: HP EliteBook 840 G10 (from 8GB to 16GB with Intel Processor i7-1350 Gen)
* Laptop – Staff and Admin (Special Case): HP EliteBook 860 G10 (from 8GB to 16GB with Intel Processor i7-1350 Gen)
* Laptop – Student Standard: HP ProBook 640 G10 (from 8GB to 16GB and Intel Processor i5-1350 Gen)
* Laptop – Student (Special Case): HP ProBook 650 G10 (from 8GB to 16GB and Intel Processor i5-1350 Gen)
* Laptop – Student (Special Case for Engineering, Fashion, 3D, or Resource Intensive Classes): HP Z-Book 15 Power G10 (from 16GB to 32GB and Intel Processor i7-13800 H)
* Mr. Gonzalez called for a motion to approve the computing standard updates. Mr. Morgan made a motion seconded by Mr. Steffens. Motion carried.
1. Technology Update – Colleges:
* SACTAC: Mr. Steffens shared the following updates.
* Approvals: The additional 1.35M for recommendation to Planning & Budget passed. This is over and above the 500K baseline; Also, AR 3502 Network Video Camera was reviewed with minor changes and will go back to College Council.
* SAC Technology Refresh presented by Mr. Gonzalves was well received.
* Windows 11 and work involved with deployment.
* Ocelot implementation updates: Testing Colleague integration. Testing and deployment completed at the Bookstore and Student Business Office. Chatbot routing process causing confusion to students, updates will be discussed.
* Starfish has been deployed at a kiosk system being used by the Computer Science program and Assessment Center.
* New PA system at the SAC Library.
* Cranium Café subscription cancelation reminder has been announced to ensure all the needs are met for the colleges prior to the termination date.
* SCCTEC: No meetings yet.
* Request to review: MMS software. Email consolidation software (virtual flyer board/cork board.
* Ocelot implementation at library not received well.
* 2-way texting live with 3,000 pilot licenses. The STEM success team is using this to communicate with students.
* Mr. James also shared items that are part of TIDE agenda:
* Title 5 grant for Metaverse initiative. Identify the right solution that is both suitable for the institution and accessible.
* AI detector review highlighting their inefficiency. Offering workshops to further our knowledge.
* Impact implementation: Comprehensive and robust tool within Canvas. Impact team has conducted assessments will invite Mr. Rodriguez to be part of the team.
* Pope Tech dashboard accessibility tool which will be used to monitor accessibility of classes in Canvas. Plans for scheduling faculty training.
* Mr. Gonzalez requested that both colleges provide the Turnitin AI detector feedback prior to the July 2024 contract renewal.

1. Student experience with technology:
* SAC: Ms. Nguyen – Not present.
* SCC: Mr. Hayden
* No feedback received from SCC students.
* Transition to Teams last year for ASG meetings and received positive feedback.
* Mr. James stated that his committee will be sending invitations for AI taskforce participation including student representation. Mr. Reed will assist in spreading the word to the student body.
1. Approval of TAG Minutes – February 15, 2024
* Mr. Gonzalez called for a motion to approve the February 15, 2024, minutes. A motion was made by Mr. Morgan, seconded by Mr. Reed, and approved unanimously.
1. Technology Project Listing, February 2024: Mr. Adam provide an update. Six-month project trend, the team completed nearly 100 projects, received 140 new projects showing 2/3 being fulfilled.
	* RG542 Visualization for Chancellor: Updated version being reviewed and will be presented to stakeholders for feedback.
	* 1098T Missing SSN email/mailer via Colleague: Will initiate work this month.
	* Part time Health Benefits Reimbursement: Completed
	* SCFF Audit Corrective Action: Completed
	* Abandoned CCCApply applications: Completed
	* 2023-2024 P2 Colleague 320 Implementation: Delivered fixes have been applied and working on discrepancies.
	* Late Add Dynamic Form – Add API: Request for SAC students to submit late adds. In UAT for testing.
	* Student Evaluation Prioritization Report: Initial draft provided and also in UAT for testing.
	* Implementation of NeoED PERFORM: Integration is live.
	* Ocelot Implementation: Awaiting feedback on Colleague integration.

**Informational Handouts**

1. Technology Recommendation Report
2. Computer Standards

**Next Meeting Reminder: April 4, 2024, via Zoom**

**Adjournment:** The meeting was adjourned at 4:00 p.m.