

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for February 12, 2026

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



<https://rsccd-edu.zoom.us/j/84722067242>



1. Mid-year Report (15 minutes) Gonzalez, Howard, Clacken, Gonzalves, Perna
2. Approval of computing standards (10 minutes) – **ACTION**– Gonzalves
3. Second reading – AR 3750.X Data Classification (15 minutes) – **ACTION** – Gonzalez
4. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
5. Student experience with technology:
 - SAC – Oberschlake (10 minutes)
 - SCC – Hughes (10 minutes)
6. Approval of TAG Minutes (5 minutes) – **ACTION** – Gonzalez
 - November 6, 2025
 - December 4, 2025
7. Technology Project listing, December 2025 (5 minutes) – Howard
8. District Council Minutes – December 1, 2025 (Informational Attachment)

Next TAG Committee Meeting: March 5, 2026



The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.





LAPTOP – STAFF AND ADMIN STANDARD	
USE CASE – For Faculty and Staff	
CURRENT	NEW
HP EliteBook 840 G10 Laptop	HP Elite 8 14" G1i Laptop
	
District Cost: \$1,182	District Cost: \$1,200 - \$1,500
Base Configuration: <ul style="list-style-type: none"> • Intel Processor Ultra7-165U • 12 cores, 12MB Cache, 3.8-4.9 GHz • 16GB (2x8GB) 5600MHz DDR5 • 256GB PCIe NVMe TLC SSD • Intel AX211 Wi-Fi 6 and Bluetooth 5 Combo • Integrated 5 MP Webcam • Dual Array Microphone • 14" AG WUXGA 1920x1200 Display • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Core Ultra7 268V • P and E cores – 48 TOPS • 16-32 GB LPDDR5x RAM (soldered) • 256 – 2TB Gen 4 SSD • Wi-Fi 7 (802.11be) + Bluetooth 5.4 • Integrated 5 MP Webcam • Dual Array Microphone • 14" AG WUXGA 1920x1200 Display • 14-hour battery life (light use) • 5-year Hardware Warranty

LAPTOP – STAFF AND ADMIN (SPECIAL CASE)	
USE CASE – Special work specific cases – larger 16" screen and numeric keypad	
CURRENT	NEW
HP EliteBook 860 G10 Laptop	HP Elite 8 16" G1i Laptop
	
District Cost: \$1,130	District Cost: \$1,300 - \$1,600
Base Configuration: <ul style="list-style-type: none"> • Intel Processor Ultra7-165U • 12 cores, 12MB Cache, 3.8-4.9 GHz • 16GB (2x8GB) 5600MHz DDR5 • 256GB PCIe NVMe TLC SSD • Intel AX211 Wi-Fi 6 and Bluetooth 5 Combo • Integrated 5 MP Webcam, Dual Array Mic • 16" AG WUXGA LED 1920x1200 Display • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Core Ultra7 268V • P and E cores – 48 TOPS • 16-32 GB LPDDR5x RAM (soldered) • 256 – 2TB Gen 4 SSD • Wi-Fi 7 (802.11be) + Bluetooth 5.4 • Integrated 5 MP Webcam, Dual Array Mic • 16' AG WUXGA 1920x1200 Display • 14-hour battery life (light use) • 5-year Hardware Warranty





LAPTOP – STUDENT STANDARD FOR CLASSROOM	
USE CASE – Student classroom use, laptop loaners	
CURRENT	NEW
HP Elitebook 640 G10 Laptop	HP Elite 6 14" G1i Laptop
	
District Cost: \$1,145	District Cost: \$1,200
Base Configuration: <ul style="list-style-type: none"> • Intel Processor Ultra5-135U • 10 cores, 12MB Cache, 3.5 GHz • 16GB (1x16GB) 5600MHz DDR5 • 256 – 1TB PCIe NVMe TLC SSD • Intel AX211 Wi-Fi 6 with Bluetooth 5 Card • HD 5MP Webcam, Dual Mic Array • 14" AG WUXGA 1920x1200 Display • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Ultra5 225 • P and E cores – 10 TOPS • 16-32 GB DDR5 RAM • 256 – 1TB NVMe SSD • Wi-Fi 6e + Bluetooth 5 • HD 5MP Webcam, Dual mic array • 14" AG WUXGA 1920x1200 Display • 14-hour battery life (light use) • 5-year Hardware Warranty

LAPTOP – STUDENT STANDARD FOR CLASSROOM	
USE CASE – Special work specific cases – larger 16" screen and numeric keypad	
CURRENT	NEW
HP Elitebook 640 G10 Laptop	HP Elite 6 14" G1i Laptop
	
District Cost: \$1,145	District Cost: \$1,300 - \$1,400
Base Configuration: <ul style="list-style-type: none"> • Intel Processor Ultra5-135U • 10 cores, 12MB Cache, 3.5 GHz • 16GB (1x16GB) 5600MHz DDR5 • 256 – 1TB PCIe NVMe TLC SSD • Intel AX211 Wi-Fi 6 with Bluetooth 5 Card • HD 5MP Webcam, Dual Mic Array • 14" AG WUXGA 1920x1200 Display • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Ultra5 225 • P and E cores – 10 TOPS • 16-32 GB DDR5 RAM • 256 – 1TB NVMe SSD • Wi-Fi 6e + Bluetooth 5 • HD 5MP Webcam, Dual mic array • 16" AG WUXGA 1920x1200 Display • 14-hour battery life (light use) • 5-year Hardware Warranty



LAPTOP – STUDENT (SPECIAL USE CASE) FOR CLASSROOM

USE CASE – Engineering, Manufacturing, 3D software Video and AI developers

CURRENT	NEW
HP Z-Book 16 Power G11 Laptop	HP Z-Book 16 Fury G11 Laptop
	
District Cost: \$2,000	District Cost: \$2,100 - \$10,000
Base Configuration: <ul style="list-style-type: none"> • Intel Processor Ultra7 – 165H • 16 cores, 22 threads 24MB Cache, 5.0 GHz • 32GB (2x16GB) DDR5 5600 • 1TB PCIe NVMe TLC SSD • NVIDIA RTX 2000 8GB GDDR6 (Dedicated) • 16” WUXGA 1920x1080 Display • HD 5MP IR Webcam, Dual Mic Array • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Core i7-14700HX • P and E cores • NVIDIA 3000 – 5000 Ada GPU • 150 – 400 TOPS • Up to 128 GB DDR5 • Up to 8TB Gen 4 NVMe SSD • 16” WQXGA 2560x1600 IPS • HD 5MP IR Webcam, Dual Mic Array • 3-5 hour battery life • 5-year Hardware Warranty



DESKTOP-STANDARD

USE CASE – General Staff, Teaching Stations, Labs, Library/Learning Centers

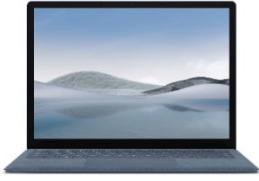

CURRENT	NEW
HP EliteDesk 800 G9 Small Form Factor	HP Elite 8 G1i SFF AI PC
	
District Cost: \$977	District Cost: \$1,023+
Base Configuration: <ul style="list-style-type: none"> • Intel Processor i7 12700 • 12 cores, 25 MB Cache, 2.1 GHz • 8GB (1x8GB) 2666MHz DDR5 • 256 GB NVMe Triple-Level Cell SSD • Optical Mouse & Keyboard USB • 5-year Hardware Warranty 	Base Configuration: <ul style="list-style-type: none"> • Intel Core Ultra 7 265V • 20 Intel P and E cores • Intel NPU (10 TOPS) • Intel Arc GPU (10 – 15 TOPS) • 20 – 25 Total TOPS • Up to 128 GB DDR5 • Up to 4TB Gen 4 NvMe SSD • 5-year warranty



DESKTOP - STANDARD

USE CASE – For limited space areas

CURRENT	NEW
HP EliteDesk 800 G9 Mini PC	HP Elite 8 G1i Mini AI PC
	
District Cost: \$1010	District Cost: \$974
Base Configuration: <ul style="list-style-type: none">• Intel Processor i7 12700• 12 cores, 25 MB Cache, 2.1 GHz• 8GB (1x8GB) 2666MHz DDR5• 256 GB NVMe Triple-Level Cell SSD• Optical Mouse & Keyboard USB• Dimensions – 6”x 6” x 1”, Weight – 3 lbs.• 5-year Hardware Warranty	Base Configuration: <ul style="list-style-type: none">• Intel Core Ultra 7 265V• 20 Intel P and E cores• Intel NPU (13 TOPS)• Integrated Intel Arc GPU• 13 Total TOPS• Up to 64GB SODIMM RAM• Up to 1TB Gen 4 NVMe SSD• 5-year warranty



LAPTOP – STAFF AND ADMIN (SPECIAL CASE)	
USE CASE – Special work specific cases	
CURRENT	NEW
Microsoft Surface Laptop 6	Microsoft Surface Laptop 7
	
District Cost: \$2,200	District Cost: \$1,899
Base Configuration: <ul style="list-style-type: none">• Intel Core Ultra 7 – 165H• 16GB LPDDR5• 512GB Gen 4 SSD• 13.5” and 15” screen size• 2 MP 1080P camera• 19 hours battery life• 4-year warranty	Base Configuration: <ul style="list-style-type: none">• Intel Core Ultra7 268V• Intel NPU (48 TOPS)• 16, 32, 64GB LPDDR5x RAM• 256 – 2TB SSD (removable Gen 4)• 13.5” and 15” screen size• 2 MP 1080P webcam• 14-20 hour battery life• 4-year warranty

LAPTOP / TABLET – STAFF AND ADMIN (SPECIAL CASE)	
USE CASE – Special work specific cases	
CURRENT	NEW
Microsoft Surface Pro 10	Microsoft Surface Pro 11 (CoPilot+ PC)
	
District Cost: \$1,568	District Cost: \$1,500 – \$2,000
Base Configuration: <ul style="list-style-type: none">• Intel Core Ultra 7 – 165U• 16GB LPDDR5• 256GB SSD• 1440p Quad HD Webcam• Dual Mic Array w/ voice focus• 4-year Warranty• 19-hour battery life	Base Configuration: <ul style="list-style-type: none">• Intel Core Ultra7 268V• Intel NPU (48 TOPS)• 16 or 32GB LPDDR5x RAM• 256 – 1TB SSD (removable Gen 4)• 8MP, 4K ultra-wide, AI powered webcam• Dual mic array w/AI voice focus• 4-year warranty• 14-20 hour battery life

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3750.X Data Classification

Reference(s):

Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g(b), 34 CFR Part 99
National Institute of Standards and Technology (NIST) "Guide to Protecting the Confidentiality of Personally Identifiable Information," Special Publication 800-122,
Education Code Section 70902
California Civil Code 1798.29, 1798.82, and 1798.84
Federal Rules of Civil Procedure 16, 26, 33, 34, 37, 45
FTC Regulations 16 CFR 313.3(n), 16 CFR 314.1-5
Gramm-Leach Bliley Act Sections 501, 505(b)(2); U.S. Code 15 USC 6801(b), 6805(b)(2)

Purpose and Scope

The purpose of this Administrative Regulation is to establish requirements for classifying and protecting Rancho Santiago Community College District (RSCCD) data assets.

A data asset is a definable piece of information, regardless of format, that is recognized as valuable to the organization. Classifying information is at the core of an information security program because it specifies how information, based on its sensitivity and value, will be protected from unauthorized disclosure, use, modification, or deletion.

This procedure applies to all RSCCD students, faculty, and staff and to others granted use of RSCCD's data assets. This procedure refers to all data assets collected, generated, maintained, and entrusted to RSCCD in paper or electronic form, whether individually controlled or shared, whether used for teaching, research, administrative, or other purposes.

Data Classification

Data classification is the process of assigning value to data in order to organize it according to its risk to loss or harm from disclosure. Users of RSCCD systems must understand the importance of securely handling the information that they can access and the standards that have been created to ensure data protection.

Specific protection requirements are mandated for certain types of data, such as credit card information or Payment Card Industry data (PCI), Personally Identifiable Information (PII), Protected Health Information (PHI), and Financial Data. Consistent use of this Data Classification Administrative Regulation will help to ensure RSCCD maintains adequate data protection.

Aggregated and Disaggregated data

Aggregated data is information that combines and summarizes information to provide a high-level overview. Disaggregated data is information that allows for a deeper exploration of specific dimensions within large datasets, helping to understand subsets better.

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Responsibilities

RSCCD Designated Data Stewards, as defined in AR 3750.1, have the responsibility to classify the subset of data that they are responsible for. RSCCD Data Trustees have the final authority to classify the data related to the functions managed, administered or run by the units and personnel who report to them or by the Data Stewards designated by them. In the context of data classification, the responsibilities of both Data Stewards and Data Trustees include the following:

- Determining the level of confidentiality that should be assigned to information.
- Working with Information Technology Services (ITS) to select security controls that are appropriate to the level of sensitivity, value or confidentiality of the application or data it processes.
- Ensuring that third parties to whom data has been entrusted meet RSCCD security and data privacy requirements.

Classification of Data Assets

RSCCD classifies information according to its sensitivity and the potential impact of disclosure. In general, information is disclosed when there is a business need-to-know. Information must be consistently handled according to its requirements for confidentiality and disclosure. If the classification level is set too high, the cost of protection will be excessive in relation to the value or sensitivity of the data. If it is set too low, the risk of compromise could be increased. Downgrading to a lower classification at a future date is appropriate should conditions warrant.

Data Classification Categories

Information that is owned, used, created or maintained by RSCCD must be classified into one of three categories:

- Public
- Internal
- Restricted (Confidential)

Public

Public data is information that is suitable for routine public disclosure and use. This type of data is non-sensitive and does not require any special handling, security, or protection measures. The security level for public data is minimal, ensuring its availability to large audiences. Examples of public data may include:

- Publicly accessible web pages
- Academic recruiting materials

- Materials that, by California State law, must be published publicly, including certain academic and grant budgets
- Qualitative data that has been sufficiently anonymized to protect an individual's identity
- Student Educational Records defined as "directory" information [on RSCCD's Board Policy 5040 Student Records, Directory Information and Privacy](#).
- Disaggregated data that does not contain any Personal Information, as defined within the "Internal" data section in this document
- Aggregated data may include Internal Data as long as aggregation does not allow for identification of individuals

Public data can be freely shared without any restrictions.

Internal

Internal data is information about RSCCD or internal processes that must be guarded due to proprietary or institutional considerations, but which is not classified as sensitive data or otherwise considered confidential. This classification may apply even if there are no regulatory or contractual requirements for its protection.

Data in this category is generally available to employees, contractors, students, or business associates, but is not routinely distributed outside RSCCD. Some Internal data may be limited to individuals who have a legitimate business purpose for accessing the data and not be available to everyone. Examples of Internal data may include:

- Personal Information:
 - Full Names
 - Full Address
 - Telephone Number
 - Email Address
 - Signature
 - Religious or Philosophic beliefs
- Demographics:
 - Race
 - Ethnicity
 - Date of Birth (excluding students who are a member of an athletic team)
 - Place of Birth
 - Gender
 - Sexual Orientation
- Student Educational Records not defined as "directory" information [on RSCCD's Board Policy 5040 Student Records, Directory Information and Privacy](#), such as
 - Grades
 - Courses taken
 - Schedule
 - Test Scores
 - Counseling records
- RSCCD internal procedures, forms, and manuals
- Data which is on the internal Intranet, but has not been approved for external communication
- Internal presentation materials

Access controls for Internal data should be reviewed at least every two years, and business and data access justification may be required.

Restricted (also called Confidential)

Restricted data is information that is sensitive in nature, and may be proprietary, personally identifiable, or otherwise be sensitive. Unauthorized compromise or disclosure of the information would be likely to cause serious financial, legal, or reputation damage to RSCCD, or result in embarrassment or difficulty for RSCCD, its trustees, employees, or students.

Restricted data may be protected by statutes, regulations, or contractual requirements. Disclosure is limited to those within RSCCD on a “need-to-know” basis only. Disclosure to parties outside of RSCCD must be authorized by appropriate Data Trustees and may need to be covered by a data protection or data sharing binding agreement. Examples may include:

- Government-issued Identification number:
 - Social Security Number
 - Taxpayer Identification Number
 - Passport Number
 - Driver’s License or other federal/state issued identification number
- Financial Data:
 - Account Number
 - Credit or Debit Card Number
 - Credit Report Information
 - Personal Identification, Password or password that would permit access to an individual’s financial account
 - Check if access, transmitted or stored by Supplier to deliver the Goods and/or Services Personally identifiable (as defined below) information of our employees, contractors, or students
 - ISIR FTI Data
 - Data that requires Payment Card Industry data (PCI) protection requirements
- Precise Geolocation Data:
 - Precise personal location data obtained from cell tower or Wi-Fi triangulation techniques or latitude, longitude coordinates obtained through GPS technology if such data is sufficiently precise to locate an individual or device.
- Personal Characteristics:
 - Photographic images (particularly of face or other identifying characteristics)
- Biometric data:
 - Retina scans, voice signatures or facial geometry
 - Fingerprints
 - Genetic data
- Medical information:
 - Individual’s medical history, mental or physical condition, medical treatment, or diagnosis by a healthcare professional
 - Data qualified as Protected Health Information (PHI)
- Health Insurance data:
 - Individual’s health insurance policy number or subscriber identification number

- Any unique identifier used by a health insurer to identify an individual
- Any information in an individual's application and claims history, including any appeals records
- Audit reports or results that expose information security configurations or controls
- System and network configuration details, including diagrams, passwords, programs or other IT-specific documentation
- Intellectual property
- Personally Identifiable Information (PII): Defined as an individual's first name and last name or first initial and last name in combination with any one or more items classified as Restricted data. However, Personally Identifiable Information shall not include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public.

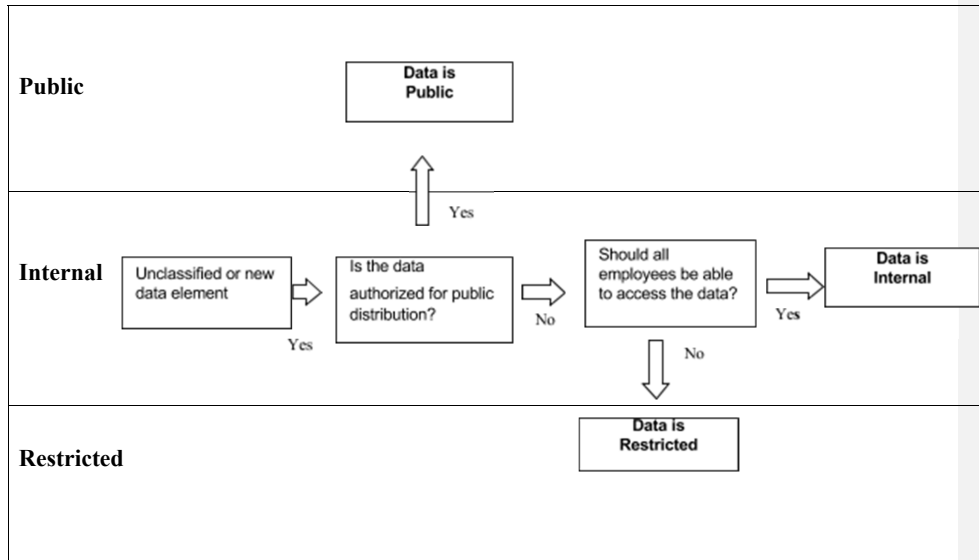
Access controls for Restricted data should be reviewed annually, and business and data access justification are required. All Restricted data must be protected with encryption.

Minimum Classification

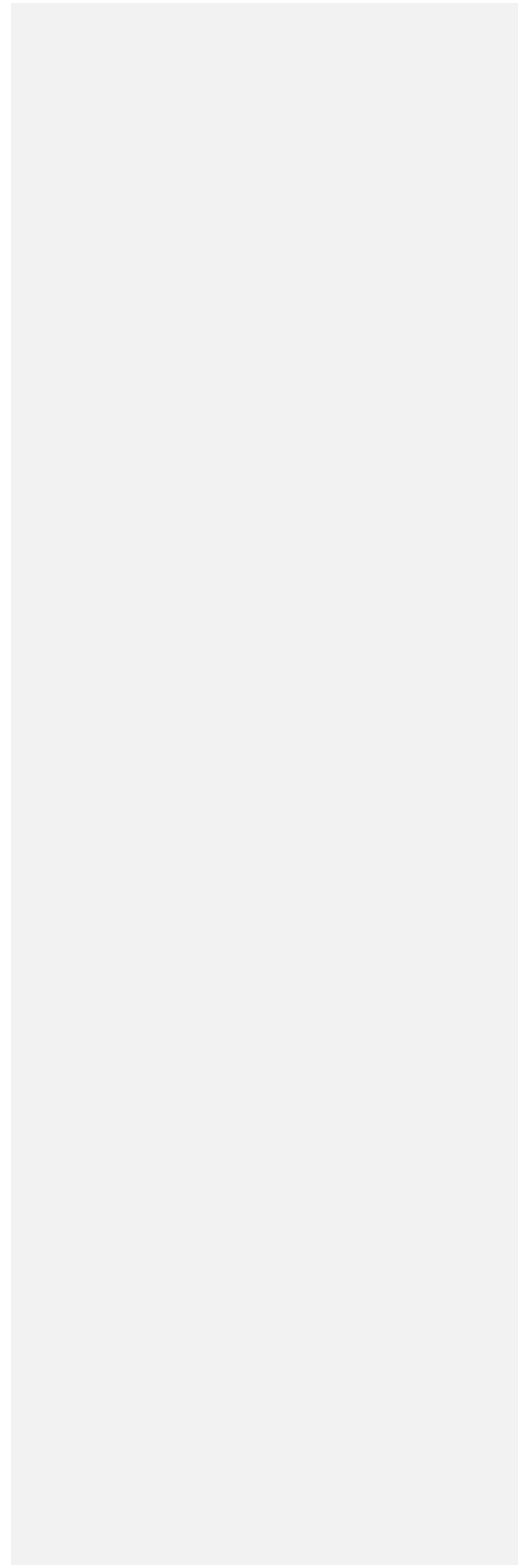
All information should be assumed *Internal* unless classified otherwise.

Classification Flow Chart

The Classification Flow Chart below is intended to assist a Data Trustee, Data Steward, document creator or user to assist in quickly determining the classification of a data element or document.



Adopted: (date)



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

Meeting Minutes for November 6, 2025

Voting Members Present: Song Graham, Jesse Gonzalez, Jennifer McAdam, Alex Natale, Raelyssa Sanchez – SAC Student, Phillip Hughes – SCC Student

Voting Members Absent: Robert Bustamante, Scotty James, Jimmy Nguyen, Sergio Rodriguez, John Steffens, Vangee Oberschlake – SAC Student

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

Discussion

Call to Order

- The meeting was called to order by Mr. Gonzalez at 2:31 PM.
1. Proposal to rename Catalog in Self Service:
 - Mr. Howard provided a brief overview. Shared screen and linked to Self Service, Course Catalog navigation process. Implementation plans after registration, and an actual date will be announced. TAG members provided positive feedback on this update. Request to convey to respective constituents.
 2. Districtwide Accessibility Workgroup update: Mr. Gonzalez provided an overview and update. The ACMM assessment was conducted through the State Chancellor's Office to evaluate how we produce and support accessible digital content. The resulting reports for the district and the colleges will be shared with college councils and the district council. With new federal accessibility requirements taking effect in April 2026, the work group plans to resume efforts to address the findings and plan next steps.
 3. Technology Update – Colleges:
 - SACTAC: Mr. Natale provided an update.
 - Faculty DE Coordinator announcement: SAC Academic Senate DE Coordinators will request disabling AI-generated rubrics and AI grading tools in Canvas until they are fully vetted.
 - Committee goals for the year were reviewed and approved. Review of 2026-2030 strategic plan is ongoing, and the working documents are available on the SACTAC Teams site.
 - Digital Dons hotspots checkouts for students currently have no backlog. 400 computers were purchased through the Digital Divide grant.
 - Library lockers are now available and in use on SAC campus. Previous EBSCO access issue has been resolved.
 - On going discussions on campus alerts to students for (ICE) presence on campus.
 - Ongoing Professional Learning Committee sessions on AI. Next session, Nov. 14th and Nectar AI workshop scheduled the week of convocation. Districtwide AI PD group led by Mr. Natale and Ms. Ponzello; next session Nov. 21st.
 - DE office is working on a retention dashboard tool for faculty chairs of online degree pathways. Transition from PlayPosit to WeVideo is underway. Khanmigo AI tutoring integration in Canvas is in progress.

- ITS updates: Windows 11 updates nearly complete (20–30 devices remaining). Pay-to-Print system will be integrated across campus centers by June 2026 and major AV upgrades planned for 36 classrooms at CEC and I building projected April 2026. Tech replacement plan continues to move forward.
 - Evaluation is ongoing regarding extending Starfish usage. Nuventive and Nectar AI are being used to support program review.
 - Mr. Gonzalez shared additional updates related to Windows 10 devices and recent districtwide email: Remaining Windows 10 devices may be blocked for security; users should contact the Help Desk if they can't connect. Older devices will be covered through replacement.
- SCCTEC:
 - New website updates: Ms. Perna reported that the new website is planned to launch on December 15. The testing and feedback phase is beginning, with the preview link expected to be shared with the campus community shortly.
4. Student experience with technology:
- SAC: Ms. Sanchez reported on the Wi-Fi being experienced inside the gymnasium and Building D. Mr. Gonzalez provided an insight. If students are using the guest network instead of the student Wi-Fi, it can cause dropped connections and slower speeds. Using the student network provides more stable and faster access, so students are encouraged to use that option. Will also have the Infrastructure team to follow with this issue at SAC.
 - SCC: Mr. Hughes presented results from a Wi-Fi survey conducted at SCC on October 21–22, with 64 student responses.
 - Over half of students rated the Wi-Fi as poor or somewhat poor, mainly affecting mobile devices, laptops, and tablets. Problem areas included the first floors of A and E buildings, D building, H building, the gym, courtyards, and the perch area. Wi-Fi issues were reported to disrupt classes, assignments, online research, emails, and streaming. Nearly 80% used student Wi-Fi, with many, noting problems when texting or calling.
 - Mr. Hughes and Senator Connor Tsai plan to present these findings to the ASG Senate for further discussion.
 - Additional feedback: Students requested better, more stable, and secure Wi-Fi.
 - Mr. Hughes also noted adding survey questions about mobile providers, construction, past Wi-Fi experiences, and gathering more responses, especially from long-term faculty for better insight. Mr. Hughes plans to expand the Wi-Fi survey with his senator and Rob Gustamante.
 - Mr. Gonzalez asked to receive the results and provided positive feedback and offered support, while Kimberly Perna commended the survey's usefulness for troubleshooting.
5. Approval of TAG Minutes – October 2, 2025.
- Mr. Gonzalez made a motion, moved by Ms. Graham and seconded Mr. Natale. Motion passed.
6. Technology Project listing, October 2025: Mr. Gonzalez provided updates on behalf of Mr. Howard. Project trends show 50% completion vs. new project received monthly.
- RG542 Visualization for Chancellor: In coordination with district Research, logic is being reviewed. Determining implementation cycle to go-live.
 - Series 25 Scheduling/Calendaring platform implementation: Project team of 15 participants has been formed, and scheduling for the project kickoff.
 - Colleague 320 implementation: Draft comparisons with current and standardized methods and collaboration with Fiscal. Findings to be presented to the colleges once available.

- XGENED Data Copy: Currently reviewing process to ensure they align with Cal-GETC and preparing to decustomize as they transition to a SaaS model for the Colleague student information system.
- Catalog Hours Cap on WebAtt Batch Uploads: New project aims to ensure accurate unit and grade calculations during batch uploads and web attendance. Development is complete; the team is ready for testing and feedback.
- Add Gen Ed Area filters to Course Search in Self Service: Coordinating testing with Self Service implementation team.
- Inactivate dormant student accounts: IT security related. A process is being developed with Admissions; next step: implement and automate inactivation based on program status.
- VPAT Repository: Near completion. Finalizing additional updates.
- Budgeting tools/Position Control Pilot: Kickoff meeting held. Workgroup within Fiscal and H/R with assessment of criteria next.
- Colleague Self Hosting in AWS private cloud: Proof of concept for Colleague self-hosting is in motion with successful initial testing. We were able to negotiate a 2-year contract extension with Ellucian and ITS aims to maintain the Self Hosting environment as a fallback option if needed.

Informational Handouts

1. Technology Project listing for October 2025

Next Meeting Reminder: December 4, 2025, via Zoom

Adjournment: The meeting was adjourned at 3:32p.m.

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

Meeting Minutes for December 4, 2025

- Voting Members Present:** Jesse Gonzalez, Scotty James, Jennifer McAdam, Alex Natale, Jimmy Nguyen, Sergio Rodriguez, John Steffens,
- Voting Members Absent:** Robert Bustamante, Song Graham, Vangee Oberschlake – SAC Student, Phillip Hughes – SCC Student
- Supporting Members:** Dane Clacken, Marvin Gabut, Ron Gonzalves, Adam Howard, Kimberly Perna

Discussion

Call to Order

- The meeting was called to order by Mr. Gonzalez at 2:33 PM.
1. Proposal to rename Course Catalog in Self Service: Mr. Howard provided a brief overview and announced that implementation is planned for February 23rd which occurs after spring registration and before summer registration begins. The vendor will implement the update in production early that day, allowing time for documentation updates and campus notifications. This minor name change (“Find Courses and Classes”) aims to improve navigation and visibility for Self Service users searching for classes. Mr. Gonzalez inquired if further discussions with faculty were needed. It was agreed that ITS will send an email to Tara Kubicka-Miller at SCC and Claire Coyne at SAC for awareness and address accordingly.
 2. Agentic AI browser automation and academic dishonesty: Mr. James provided an overview and detailed on the browser functionality. There are tools like Perplexity’s Comet browser (a full AI agent) that can independently log into Canvas and complete coursework for students. This presents serious concerns about academic integrity, fraud, and data privacy. The agents are difficult to detect or block, as they appear like normal browsers.

Mr. Nguyen shared that their testing showed that Respondus was able to successfully block the Perplexity/Comet AI from completing quizzes. But outside of Respondus, Perplexity/Comet AI worked as expected. Mr. James brought up the challenges and limitations of Respondus.

Mr. Gonzalez acknowledged that AI-related automation in Canvas is a systemwide concern. The group discussed implementation of Instructure’s recommended Canvas setting to block automation/API misuse, as a preventative step. There’s uncertainty whether API access applies only to students or all users. It was decided to temporarily turn off the Canvas setting after grades are due and test it during intersession, when impact is minimal, and will monitor results, noting the risk is low and the option to revert if needed. Details will be shared offline.

The group also agreed to maintain ongoing communication, share updates and guidance from CVC, and continue focusing on mitigation strategies and available tools.

3. First reading – AR 3750.X Data Classification: Mr. Gonzalez shared the draft version and went over key areas. He also stated that this is especially timely given ongoing AI related initiatives

in support of stronger cybersecurity and data protection. We plan to meet again in February to review any suggested changes and recommend them for adoption, then approval process.

4. Technology Update – Colleges:

- SACTAC: Mr. Steffens provided an update.
 - Distance Ed Survey Results presented by Mr. Jimmy Nguyen: 3,500 responses (credit and noncredit), 70% has taken some sort of online format classes, 76% in favor – fits their schedule & 3% not satisfied with online learning.
Faculty: Over half of faculty were unaware of upcoming accessibility rules, with top support requested for video captions and transcripts. Overall, faculty's top PD need was guidance on using AI tools responsibly.
 - Noncredit: Dr. Lopez-Mercedes reported that the SAC professional learning community on AI, originally intended as short-term, received a recommendation to continue.
 - Distance Ed: Reported on Real Dashboard pilot for the online degree program, presented to Academic Senate. The dashboard uses a red-yellow-green system to track student engagement. Also updated on Articulate Storyline 360 software.
 - Library provided an update on their efforts to adopt a course archival system. Ms. Kimberly Perna shared supporting context and updates. There was also discussion about single sign-on issues, where students logging in with personal emails could access the system but not the resources tied to their student accounts. IT provided some insights and ongoing work on this matter.
 - ITS shared updates on technology upgrades at CEC, including the I and D buildings and the theater, with work also underway in other buildings. SAC website redesign with a target go-live date of February 2nd. Discussion included management of vanity URLs and available Google Analytics data, and Ms. Perna noted that SAC stakeholders should have received an email to begin the testing and feedback phase, with a link to the site.
 - Mr. Steffens reported on Nuventive, and a pilot chatbot to support administrators during program review season. Shared the testing conducted for faculty consent feature which is still discussion with A&R.
 - Mr. Gonzalez and Mr. Clacken shared an update on improvements to the single sign-on login experience, including clearer email formatting guidance and help links. The change was implemented district-wide to address reported access issues.
- SCCTEC: Mr. Rodriguez provided an update.
 - Librarians reported student login issues with databases that impacted work completion rates. Discussion highlighted the need for student-facing technology orientation videos rather than written guides. The group further discussed.
 - Reviewed resource rankings and ASG survey feedback on Wi-Fi connectivity.
 - Website updates with a go-live date of December 15th and feedback.
 - TIDE committee: challenges with collecting ORSTC data for MIS and explored using bookstore data to improve reporting. Faculty also raised concerns about the HyFlex modality due to facility limitations, audio issues, and increased workload, with low overall satisfaction.

5. Student experience with technology:

- SAC: SAC student not present.
- SCC: SCC student not present.

6. Approval of TAG Minutes – November 6, 2025.

- Mr. Gonzalez made a motion, moved by Mr. Natale and seconded Ms. McAdam. Mr. Steffens and Mr. Nguyen abstained. Corrections addressed. Due to lack of quorum, motion did not pass and will be presented again at the February 12th meeting for approval.

7. Technology Project listing, November 2025: Mr. Howard provided an update.
- RG542 Visualization for Chancellor: The logic has been shared with Invoke for implementation in the Snowflake data warehouse, with a target of mid-January for research review.
 - Series 25 Scheduling/Calendar platform implementation: Kick-off has been conducted. An upcoming three-day on-site training and requirements session. The focus will be on event scheduling, with input sought from academic areas where space use overlaps with academic scheduling.
 - Colleague 320 implementation: The data is being reviewed and will be shared with the Data Solutions group to assess projected FTES impacts ahead of the 2026/2027 deadline.
 - XGENED Data Copy: Customizations are being reviewed for SaaS compatibility with curriculum administrators.
 - Catalog Hours Cap on WebAtt Batch Uploads: In UAT waiting for further feedback but ready to cutover to production.
 - Add Gen Ed Area filters to Course Search in Self Service: Test environments are set up with a recent production data clone, and follow-up testing will continue with interested users at the next Self-Service team meeting.
 - Inactivate dormant student accounts: IT security related. A process is being developed to implement and automate inactivation based on program status.
 - VPAT Repository: Currently evaluating methods to pre-populate with previously approved VPAT information.
 - Budgeting tools/Position Control Pilot: Weekly meetings with consultants reviewing the success criteria and working with the project team to gather additional details.
 - EEO Demographics to Display in Self Service: Evaluation underway on Ellucian's SaaS-compatible Experience platform as a potential solution. The team is assessing the steps needed for implementation.

Informational Handouts

1. AR 3750.X Data Classification
2. Technology Project listing for November 2025

Next Meeting Reminder: February 12, 2026, via Zoom

Adjournment: The meeting was adjourned at 3:57p.m.



Rancho Santiago Community College District District Council Meeting

MINUTES December 1, 2025

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Steve Bautista	Present
	Sara Gonzalez	Absent
	Tyler Johnson	Present
	Zina Edwards	Present
	Bridgette Hernandez	Present
	Kimberly Ramirez	Absent
	Kayla Lopez	Absent
Guests:		
	Dane Clacken	
	Adam Howard	
	Ron Gonzalves	
	Kimberly Perna	

1. Call to Order/Update

- a. Vice Chancellor Iris Ingram convened the meeting via Zoom Conference at 1:32 p.m.

2. Approval of Minutes

- a. It was moved by Ms. Coyne and seconded by Ms. Hernandez to approve the minutes of the August 25, 2025 meeting. The motion passed unanimously. Dr. Kim was not present at the vote.

3. Approval of Job Description

- a. Asst. Vice Chancellor – Fiscal Services - It was moved by Ms. Coyne and seconded by Ms. Kubicka-Miller to approve the job description as presented. Vice Chancellor Olson presented the updated job description. Discussion ensued. The motion carried unanimously
- b. Asst. Director, OC Center of Excellence - It was moved by Ms. Edwards and seconded by Ms. Coyne to approve the job description as presented. Vice Chancellor Olson presented the updated job description. Discussion ensued. The motion carried unanimously.

4. ITS Annual Update

- a. Asst. Vice Chancellor Jesse Gonzalez and members of the ITS management team – Dane Clacken, Adam Howard, Ron Gonzalves and Kimberly Perna – presented the ITS Annual Report for fiscal year 2024-2025.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chair Claire Coyne reported on the November 19, 2025 meeting. The next meeting is scheduled for December 17, 2025.
- b. Human Resources Committee (HRC)
Vice Chancellor Olson reported on the October 8 and November 12, 2025 meetings. The next meeting is scheduled for December 3, 2025.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Ingram reported on the November 19, 2025 meeting. The next meeting is scheduled for January 21, 2025.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the November 12, 2025 meeting. The next meeting is scheduled for February 4, 2025.
- e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported on the September 4, October 2 and November 6, 2025 meetings. The next meeting is scheduled for December 4, 2025.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate meetings and activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate meetings and activities.
- c. CSEA: Mr. Tyler Johnson reported on CSEA 579 activities.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: No report.

7. Other

- a. Ms. Ingram reported that a districtwide workgroup is being formed under Fiscal Services to plan and work on the statewide TOP to CIP code conversion.

Next Meeting:	The next meeting will be held on Monday, January 26, 2026
Meeting Adjourned:	2:26 p.m.
Approved:	January 26, 2026

DRAFT