

Rancho Santiago Community College District

District Office

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Technology Advisory Group

Meeting of: Thursday, January 08, 2015 – 2:30 p.m.

District Office 114, Executive Conference Room

Meeting Minutes for January 8, 2015

Members Present: Curtis Childress, Dean Hopkins, Kari Irwin, Jim Kennedy, Lee Krichmar, Phil Lyle, Sergio Rodriguez, John Smith

Members Absent: Tammy Cottrell, Mike DeCarbo, Ancie Dulalas, Cherylee Kushida, Nicholas Quach, Jolene Shields, George Sweeney, Pat Weekes

Guests: Dr. Michael Collins, John Tran

Discussion

- Minutes
 - The minutes from the December 4, 2014 meeting were approved.
- Adobe Suite Software update for installations at SAC & SCC
 - Lee shared the email that was sent to TAG on December 19 regarding the installation guidelines.
 - There was no further discussion and the committee was satisfied with the result.
- Audio Visual Equipment discussion
 - Dr. Collins shared that there is a need to create standards of A/V equipment configurations in order to move forward this spring with purchasing for the next fiscal year. Of particular interest, cost of ownership needs to be discussed. John Tran also voiced interest in creating standards for more efficient service and support.
 - Curt shared a PowerPoint presentation that highlighted different configurations currently in place at both campuses. The presentation also outlined costs for the most current configuration, which is a digital platform using Crestron to manage and maintain the various components. He also outlined the expenses involved in this configuration.
 - Although there seemed to be agreement that the configuration presented was ideal, budget constraints mandated that other options be investigated and shared with campus representatives before making any further purchasing decisions. It was also discussed that different buildings (particularly older ones) might warrant slightly different, less expensive configurations.
 - Other factors that need to be addressed are consumables such as lamps for the projectors. Additionally, maintenance and troubleshooting of equipment is impacted by networked vs. non-networked equipment. Response time is impacted if troubleshooting is required onsite vs. online.
 - It was decided to form a sub-committee to evaluate at least two A/V standards with the options outlined. It was requested that the sub-committee create a matrix with alternatives that list the pros and cons and other pertinent information for users to be able to decide if the more expensive alternative was worth the additional cost. Members identified were: Jim Kennedy, Lee Krichmar, Curt Childress, Nick Quach, Alfonso Huerta, John Tran, and at least one faculty

member to be identified at a later date by John Smith. This group will report back at the next TAG meeting on January 29th.

- Lee shared a document for Audio Video Systems that is included in the Facility Design Standards. The sub-committee will need to update this document when appropriate.
- The following considerations need to be taken into consideration by the sub-committee as they establish their two recommendations:
 - Total cost of ownership
 - Quantity of inputs for projecting (PC, notebook, tablet, document camera, external Blu-ray, etc.)
 - Estimated replacement cycle of items
 - Lamp life and replacement cost of consumable items
 - Digital format
 - Wide screen format
 - External Blu-ray player vs. Blu-ray within the PC
 - New construction vs. retrofitting an existing location
 - Podium furniture (sitting vs. standing)
 - Accessibility (ADA compliance)
- Office 365
 - Lee provided a handout with instructions regarding Office 365. She shared that Office 365 is immediately available to all **active** employees, which is accessible by using their current email address & network password as their login credentials. This is a new service that was made available as part of our new Microsoft Campus Agreement and can be used on employee home computers or home or district mobile devices.
 - She cautioned that this access is only available to the employee while they have an active login. As soon as they leave employment and their account is deactivated, all applications and documents saved to the cloud would be inaccessible. Additionally, documents can only be shared between RSCCD employees.
 - The committee felt that this resource will be well received by the faculty and staff.
 - Lee requested this information be shared with the SACTAC and SCCTAC; Lee will send an all staff email in the next week or two, based upon testing results.
- OneCampus
 - Lee and Dean shared the OneCampus portal that the district has purchased for both campuses.
 - The URL for more information about OneCampus is <https://www.rsmart.com/about-onecampus>.
 - Indiana University is currently using OneCampus and members are encouraged to view their portal for an example of the user experience. It should be noted that only certain apps will be available to non IU users. The link to their site is <https://one.iu.edu>.
 - This project will continue to evolve and Dean's area will be handling the branding along the way. More updates in future meetings.

Action Items

- A sub-committee was formed for A/V Equipment Evaluation
- Lee requested input on future agenda items; A/V Standards will be discussed on January 25th. Lee will coordinate with Dell, HP, and Lenovo for presentations at March and April meetings regarding desktop, monitor, notebook, and tablet standards.

Information Distributed

- A/V Equipment PowerPoint Presentation Slides

- Facility Design Standards for A/V Equipment
- Office 365 access instructions
- OneCampus Introduction and IU Example

Additional Notes

- None

Meeting Schedule Spring 2015 (Updated)

2:30 to 4:30 p.m. in the Executive Conference Room (DIST-114)

Thursday, January 29 (to replace February 5)

Thursday, March 5

Thursday, April 2

Thursday, May 7

Thursday, June 4

Adjournment

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