# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

3:00 p.m. – 4:30 p.m.

**Meeting Minutes for October 6, 2022**

**Voting Members Present:** Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Scott James, Nicholas Quach, Adam Morgan, Sergio Rodriguez, John Steffens, Pat Weekes, Michael Green – SCC Student, Alfredo Orozco – SAC Student

**Voting Members Absent:** SAC Student, SCC Student

**Supporting Members:** Derrick Chan, Dane Clacken, Adam Howard, Ron Gonzalves, Tara Kubicka-Miller

**Guest:** Michael Green, ASG President

**Discussion**

Call to Order

* + Meeting was called to order by Mr. Gonzalez at 3:02 PM. Quick introduction of Nicholas Quack, SAC faculty representative.

1. TAG Accomplishments and Goals: Mr. Gonzalez provided an overview.
   * + - Review of 2021-2022 TAG Accomplishments: Mr. Gonzalez touched on key details of the accomplishments. It was important to note that Item #5 (Established Accessibility and Data Privacy recommendation) was not part of the established goals but more of a need that is crucial to our institution. This effort was in collaboration with the campus faculty led by Mr. James and Ms. Kushida.
       - Approval of TAG goals for 2022-2023: Mr. Gonzalez detailed on each item and referenced on the importance of these items getting approved and handed off to the right group so that they are executed appropriately. Discussions ensued and corrections were recommended as follows:

Item #1 Approve and adopt Districtwide Goals for 2022-2023 (to 2023-2024) into the STP.

Item #2 “Maintain computing standards updated” to “Maintain updated computing standards” as discussed with Ms. Weekes.

Mr. Rodriguez cited security related concerns and mentioned some recent network attacks that took place at several school districts. Mr. Gonzalez proposed to have as a goal; To ensure the committee is updated on security initiatives and opportunity for feedback.

Mr. Gonzalez called for a motion to approve TAG goals for 2022-2023. A motion was made by Ms. Kubicka-Miller, seconded by Ms. Weekes, and approved unanimously with corrections.

1. First Reading STP Goals for 2023-2024:

* Mr. Gonzalez provided an overview and went over the proposed modifications. There was a recent update to the Accreditation standards, but our technology standards will not be impacted. Discussions and feedback were presented by Mr. Steffens and Mr. James. The workgroup plans to meet for additional discussions and feedback prior to November meeting.
* Proposal to keep the details on item #3a as is. Will attempt that this goal aligns with SACTAC.
* Proposal to keep item #4b but adding GLBA compliance as the major subject. Keep the current #4c and incorporate Diversity, Equity & Inclusion (DEI) on item #4d.
* Mr. Gonzalez provided a brief overview of the STP goals to Mr. Green that he may share with the Associated Student Government to seek feedback.

1. First Reading AR 3720 update – personal cloud storage: Mr. Gonzalez referred to previous concerns cited by Mr. Steffens and challenges involved related to accessibility and security.

* Discussions on larger scope on accessibility and gaps.
* Support and training resources that faculty (including adjuncts) need on the use of instructional technology. Will security concerns be addressed if we provide adjuncts with district computing device or some type of technology? Adjuncts have access to One Drive and would not require district owned devices to gain access.
* Mr. Green inquired on the topic of what TAG committee responsibilities are; and if we have a technology that’s been verified as accessible. Mr. Gonzalez and Mr. James provided some insights.
* The colleges and constituents still need further discussion and review of feedback.

1. Approve updated Computing Standards: Mr. Gonzalves provided the following updates. This effort is in collaboration with Mr. Chan.

* Desktop: HP EliteDesk 800 G6 to G9
* Monitor: 23” Full High Definition to 24”, includes built-in HD webcam and speaker.
* Desktop (limited space): HP EliteOne 800 G5 24” to G6 24” to HP EliteOne 840 G9 24” All-in-one
* Desktop Mini: No current standards. Introducing HP EliteDesk 800 G9 Mini PC. Dimension – 6”x6” x 1”
* Laptop (Faculty & Staff): HP EliteBook 840 G8 to G9. The G9 version is 30% faster and improved security.
* Special Case: Laptop (Staff and Admin): No current standards. Introducing 2 different models. MS Surface Laptop 4 – 15” with 16GB and MS Surface Pro 8 with cover – 13” with 16GB.
* Laptop (Student Standard): HP ProBook 640 G6 to G9.
* Laptop (Student: Special Use Case): Resource Intensive. HP Z-Books 15 Power G8 to G9.
* Printers
* Small B&W: HP LaserJet Pro M203dw to 3001dw.
* Multi-Function Printers (MFP), B&W: HP LaserJet Pro MFP 428fdw to 4101fdn. Features eco-friendly and sustainable.
* Mr. Gonzalez called for a motion to approve the new computing standards. Motion was made by Mr. Steffens, Mr. Rodriguez seconded and approved unanimously.
* Additional questions from the group: Mr. Steffens asked if there’s an alternative to replace staff desktops with docking stations for those that have been issued a laptop. Mr. Gonzalez stated that this is still under consideration, information on the subject is forthcoming. Mr. Green inquired if the district has an initiative on green consumption; Mr. Gonzalez suggested that he attends the November meeting to provide recommendations since we have not finalized the goals.

Mr. Gonzalez made a motion to suspend the rules and moved to approval of the September minutes; motion was made by Mr. Steffens, seconded by Mr. James. Motion passed.

1. Technology Update: SACTAC & SCCTEC. Tabled for next meeting
2. Student experience with technology: Tabled for next meeting
3. Approval of TAG Minutes – September 1, 2022

* Mr. Gonzalez called for a motion to approve the September 1, 2022 meeting minutes. A motion to approve the minutes was made by Mr. Steffens, seconded by Ms. Weekes and approved unanimously.
* Discussions whether Mr. Kubicka-Miller is a voting member. Will consult with members and provide additional update.
* Other: Mr. Gonzalez made a motion to table items #5, #6 & #8. A motion was made by Mr. Steffens, seconded by Mr. James. Motion passes.

1. Technology Project Listing, September 2022. Tabled for next meeting.

**Informational Handouts**

1. TAG Accomplishments and Goals
2. STP Goals for 2022-2023
3. AR 3720 Information Resources Acceptable Use
4. Computing Standards
5. Top 10 Technology Project Listing - September

**Next Meeting Reminder: November 3, 2022 via Zoom**

**Adjournment**

The meeting was adjourned at 4:32 p.m.