Rancho Santiago Community College District

District Office
2323 N. Broadway, Santa Ana, CA 92706
Office: (714) 480-7439   Fax: (714) 796-3995

Technology Advisory Group

Meeting of: Thursday, February 6, 2012 – 2:30 p.m.
District Office, Board Room 107

Meeting Minutes for February 6, 2012

Members Present: Curtis Childress, Dean Hopkins, Scott James, Cherylee Kushida, Sylvia LeTourneau, Joe Pacino, Nicholas Quach, Randy Scott, George Sweeney, John Weispfenning, Lana Wong

Members Absent: Raymond Hicks, Becky Miller, Aracely Mora, Narges Rabii, Linda Rose, Sergio Sotelo, Jose Vargas

Guests Present: Laura Bennett, Tammy Cottrell, Allen Dooley, Roy Shahbazian

Discussion

- Review Membership
  - The TAG membership was discussed. The finalized list of members will be approved at the March meeting.
- Tablet Policy
  - The final revision is done and will be Emailed out for approval by the TAG committee before the March meeting.
- TAG Meeting Schedule
  - The TAG Meeting location has been revised. The TAG Meetings will be held at the District Office (Board Room and Executive Conference Room) starting with the January 2012 meeting.
- Self-Help Page
  - A demonstration of the new District Self-Help page was given. The page is accessible to employees and provides troubleshooting and resolution on some common technology issues, such as password resets, common Datatel errors, voice mail access, etc. The page is still under construction, but is available for use.
- Strategic Technology Plan
  - The Strategic Technology Plan revisions and updates were reviewed.
    - Two new positions were requested, and future positions were also included
    - Faculty support was to be included in the Colleges' plan, but was repeated in the STP for emphasis.
    - Instructional Technology section for SAC is to be reorganized by Becky Miller with the support of SAC TAC. A text summary will be written by George Sweeney. If possible, it would be desirable to include grants and pilot programs.
    - Instructional Technology section for SCC is to be completed by Narges Rabii and Lana Wong.
    - George Sweeney will be providing a draft on research and data collection.
    - John Weispfenning will be contributing to the operation technology section, including wireless, video surveillance, and virtualization of the Library servers.
    - The equipment replacement schedule and budgetary spreadsheets will be updated by Sylvia LeTourneau.

- Wireless Project
  - The project is progressing, the equipment has been ordered and installation could begin as early as February 13, 2012.
- Video Surveillance Project
  - The project is progressing, work may begin as early as February 13, 2012. Some of the video surveillance work will be done in conjunction with the wireless project installation.
  - It was reiterated that the video surveillance will not be active monitoring, and access to the images will be strictly monitored and controlled.
- Single Sign In Project
  - The project to eliminate the multiple sign ins (e.g. Network, Web Advisor, Web Attendance, Phone, etc.) and go to a single sign on has been started. Single sign on would have all District utilities use the same User ID and password.
  - The Email address would change to the Web Advisor ID, and would use the Web Advisor password.
  - The Datatel UI would be the only application not included on the single sign on due the confidential data contained.
  - The estimated completion of the project is expected to be summer 2012.
- General Committee Member Updates:
  - There were no general committee updates

Information
- No information was distributed.

Action Items
- The TAG Committee members are to be finalized at the March TAG Meeting.
- The final draft of the District Table Policy will be Emailed to the Committee for approval prior to the March meeting. The approvals will be submitted via Email.

Meeting Schedule
2011-12 TAG Meeting Schedule

Thursday, March 1, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, April 5, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, May 3, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, June 7, 2012	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, July 12, 2012	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, August 2, 2012	2:30 – 4:00 pm	Executive Conference Room (Dist 114)

Adjournment
Ms. LeTourneau adjourned the meeting at 3:45 pm.