

Santa Ana College  
Technology Advisory Committee (SACTAC)  
February 25, 2021, Zoom  
Minutes

Attendees: Jodi Coffman, Tammy Cottrell, Dori Dumon, Irene Glomba, Michael Hoang, Susan Hoang, Cherylee Kushida, Jose Lopez Mercedes, Monique Moreno, Dr. Larisa Sergeyeva, John Steffens, Mark Turner, John Tran, Pilar Traslavina, Dane Clacken (guest), Jesse Gonzalez (guest)

Absent: James Kennedy

1. Approval of the Agenda

It was moved by Dori Dumon and seconded by Mark Turner to approve the agenda. The motion carried unanimously.

2. Approval of the Minutes from November 19, 2020

It was moved by Jodi Coffman and seconded by Jose Lopez Mercedes to approve the minutes from November 19, 2020. Susan Hoang and Pilar Traslavina abstained. The minutes were approved.

3. Public Comment

John Steffens informed the committee that Claire Lyle, ASG rep, would no longer be able to participate in this committee. We will be informed once a new rep is assigned. He also welcomed Dr. Larisa Sergeyeva, new SACTAC Dean Representative to the committee.

4. New Business

One of the functions of the SACTAC group is to send recommendations to the Planning and Budget Committee for funding. The Planning and Budget committee starts creating their budget during the spring for the next fiscal year; therefore, we as a committee should start planning on submitting proposals in the early spring to be included in their next year's budget. Previously, the Computer Replacement plan has been funded through carry over funds in the Fall.

a. Computer Replacement Funding Proposal 2021-2022 – Michael Hoang (15 mins.)

[Action]

Michael presented the 2021-2022 computer replacement plan for computers that would turned 5 years old or older in the upcoming 2021-2022 year. "Instructional" means computers in the classroom or student facing. "Non-instructional" means computers used by faculty and staff.

- Need to replace 205 Instructional Desktops - \$563,753 (includes all in one computers, engineering machines and MAC computers)

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- No need to replace Instructional Laptops – \$0.00 (funded by CARES Act)
- Total cost to replace Instructional computers - \$563,753
- Need to replace 40 Non-Instructional Desktops - \$38,658
- Need to replace 32 Non-instructional Laptops - \$46,308 (doesn't include iPads)
- Total cost to replace Non-Instructional computer - \$84,966
- Grand total to replace all computers - \$648, 719

Michael reiterated that technology costs should be considered as part of the ongoing operational costs. IT has updated their standards to include SSD drives across the board.

It was moved by Jodi Coffman and seconded by Pilar Traslavina to recommend the Computer Replacement Plan 2021-2022 proposal for \$589,000 funding to Planning and Budget for consideration. The motion carried unanimously.

b. Educating others about the work of SACTAC/technology – Susan Hoang (15 mins.)  
[Information]

SACTAC is officially a sub-committee of the Planning and Budget committee. The idea for the SACTAC committee was to provide recommendations for funding then the Planning and Budget would review it and fund it, but some members of Planning and Budget have a different idea about what SACTAC is and how the committee function under Planning and Budget. A lot of the work of SACTAC is invisible to the campus.

Ideas on how to get information out regarding the committee:

- SACTAC Newsletter
- Have information on the Website
- More representation
- Distribute the committee's meeting minutes through email
- Have workgroups at the next meeting to work on some more ideas
- Create a blog
- Did you know... survey/informational

Discussion to continue at the next meeting.

5. Reports [information]

a. ASG Student Technology – (5 mins.)

There was no ASG report.

b. Student Help Desk – Monique Moreno (5 mins.)

The Student Help Desk has been working remotely and Cranuim Café. In Fall 2020 they served 148 students and in the Spring they have served 88 students.

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Digital Dons Laptop distribution: In Fall 2020, they distributed 678 laptops. In Spring 2021, they have distributed 458 laptops and 2 webcams so far.

They now have six students to support the Student Help Desk during operating hours.

Pending Board of Trustees approval, Digital Dons is in the process of purchasing 400 new laptops for a total of \$276,451.00 to replace 526 laptops that are no longer functional.

- c. Distance Education – Cherylee Kushida (5 mins.)  
Cherylee provided an update on the California Virtual Campus Online Education Initiative. The CVC now supports all of the 115 community colleges for online courses. The next step for SAC is to provide the “Transparent Registration” for students when selecting a course in the cvc.edu website. If a registration were already open for a student, he/she would only have to select the “Add Course” button.
- d. Student Information Support – John Steffens (5 mins.)  
Starfish – started training this semester around the operations of the success teams. More Faculty are using Starfish than used the old system. Additional steps for implementation include, bringing in the Canvas gradebook information, so it can examine if a student is missing assignments or not logging in. A priority is to incorporate Digital Dons laptop loans and the Transfer Center into the system.  
  
The Web Redesign project includes District high-level coordination because SCC wants to redesign their webpage as well. The idea is that we have shared design elements so students who shift between SAC and SCC websites do not have a different experience. We are also upgrading to SharePoint 2019.
- e. Information Technology Services – Jesse Gonzalez (5 mins.)  
Cranium Café will be renewed using HEERF or any other assisting funding we have received. The State Chancellor’s Office might not be able to fund CANVAS or Zoom renewals. IT has identified another platform called ServiceNow as an alternative. Product provides a chat capability, knowledge based capability; it also allows to track student’s issues.  
  
NextGen has been purchased. Priority for implementation is Student Service areas such as Admission and Records and Financial Aid.
- f. Accessibility Workgroup – Mark Turner (5 mins.)  
Group did not meet during the break. Many questions regarding third party Technology access have been raised. Departments need a more unified approach in

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regards to video captioning and instructional materials. Discussion to continue at the next meeting.

g. Mediation (5 mins.)

- Up to 98% mediation has been completed at SAC, 160 mediation classrooms which include old and new technology
- Some technology in the I building (16 classrooms), A building (26 rooms) and H building (6 rooms) is over ten years old and it needs to be upgraded. Contract with vendor needs to be upgraded as well.
- Paperwork for F-102, F-103 and C-104 has been completed since 2018. John requested a follow up on this facility issue.