

Santa Ana College  
Technology Advisory Committee (SACTAC)  
April 22, 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)

Absent: James Kennedy

1. Approval of the Agenda

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

2. Approval of the Minutes from March 25, 2021

It was moved by Susan Hoang and seconded by Pilar Traslavina to approve the minutes from March 25, 2021. The motion carried unanimously.

3. Public Comment

Susan Hoang informed the committee that she's not returning as the SACTAC Committee's co-chair next year. She asked if there is a faculty member who is interested in co-chairing in the upcoming academic year to please let her know.

John Steffens thanked Susan's for all the hard work she's done for this committee.

4. New Business

The Planning & Budget Committee requested a 5-year computer replacement proposal for consideration in establishing a permanent baseline funding.

a. Computer Replacement Funding – Michael Hoang (10 mins.) [Action]

Michael Hoang presented a 5 Year Aging Computer Report, which includes instructional and non-instructional desktops and laptops. These computers would be 5 years or older by the end of each given year. If computers are not replaced in that given year, the number of computers should be carried over to the next year. Computers recently purchased for the Science center have already been added to this report to be replaced in 2025. Susan Hoang and John Steffens suggested to change the report from calendar year to fiscal year. This report includes standards computers only and does not include laptops distributed through the Digital Don's program nor computers for the Johnson Student center.

End of 2021 - Total: 498 computers - \$853,567

Instructional Laptops – 12 \$17,244

Instructional Desktops – 331 \$667,437

Non-instructional Laptops – 46 \$66,202

Non-instructional Desktops – 109 \$102,684

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End of 2022 - Total: 966 computers - \$1,614,432  
Instructional Laptops – 91 \$131,218  
Instructional Desktops – 627 \$1,245,594  
Non-instructional Laptops – 3 \$4,316  
Non-instructional Desktops – 245 \$233,304

End of 2023 – Total: 485 computers - \$532,542  
Instructional Laptops – 95 \$136,515  
Instructional Desktops – 325 \$41,673  
Non-instructional Laptops – 29 \$41,598  
Non-instructional Desktops – 36 \$212,073

End of 2024 – 612 desktops/laptops - \$765,457  
Instructional Laptops – 59 \$84,783  
Instructional Desktops – 320 \$454,221  
Non-instructional Laptops – 10 \$14,380  
Non-instructional Desktops – 223 \$212,073

End of 2025 – 882 desktops/laptops - \$1,157,442  
Instructional Laptops – 566 \$813,342  
Instructional Desktops – 222 \$237,078  
Non-instructional Laptops – 35 \$50,295  
Non-instructional Desktops – 59 \$56,727

It was moved by Cherylee Kushida and seconded by Jose Lopez Mercedes to send proposal for a baseline funding of \$1,034,000.00 to Planning and Budget for consideration. The motion carried unanimously.

5. Old Business

- a. SAC Integrated Technology Plan – Susan Hoang/John Steffens (45 mins.)  
[Information]

Susan Hoang and John Steffens have been working on adding additional information to the 2021-2025 Integrated Technology Plan Draft. All of the goals that were reviewed and agreed upon at the last meeting have been aligned to the District's counterparts.

The Committee continued working on updating the plan.

Everybody in this committee has access to the document in Teams and is welcome to edit it or comment on the document.

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6. Reports [information]

a. ASG Student Technology – (5 mins.)

There was no ASG report.

b. Student Information Support – John Steffens (5 mins.)

Starfish – implementation is at about 80% completion. Phase 1 (Early Alert, Basic referrals, Success team support) is done. Phase 2 (Canvas integration, Predictive analytics, Reports) is in progress. Phase 3 (System alerts, Scheduling/Appointments/Queuing, Students success plans) preparation is going to be done over the summer.

Web Redesign – will meet with vendor to review pending updates for the web redesign.

c. Information Technology Services – Michael Hoang (5 mins.)

ITS received 186 desktops and 24 laptops for the Johnson Student Center and currently in the process of imaging them. On May 3<sup>rd</sup> ITS will gain access to the building for installation. The first phase of people moving into the building begins on May 26. They also received 287 monitors, which are still stored at the warehouse.

d. Accessibility Workgroup – Mark Turner (10 mins.)

The Accessibility workgroup's primary focus for a while will be to work on an Accessibility Web Portal project. The Needs Assessment survey concluded that there is knowledge about accessibility but this information is either archived or not easily accessible. Also, accessibility information may vary from one department to the next. We need to start by aggregating information with the guidance, resources and tools that we already have. The institution should be liable for providing leadership, accountability and funding. The Accessibility Web Portal project will be included into the SAC Integrated Technology Plan.