

# Technology Advisory Committee (SACTAC)

## Minutes

Feb. 25, 2026, 3:00pm-4:30pm

<https://rscdd-edu.zoom.us/j/82790049509>

**In Attendance:** John Steffens, Alexander Natale, Kelly Nguyen, Mark Turner, Luis Pedroza, Ron Gonzalves, Mary Steckler, Jose Lopez Mercedes, Marvin Gabut, Jimmy Nguyen, Adam Morgan, Christina Kim Wagner, Lupo Lozano (ASG)

**Absent for agenda and minutes approval, but present for later items:** Jennifer Hoeger

**Guests:** Gilberto Cardenas, Ethereal Reyes, B. Dane Clacken, Kimberly Perna, Parisa Samaie, Mark DeAsis

1. Approval of the agenda [action]
  - a. Moved by: Adam Morgan
  - b. Seconded by: Mark Turner
  - c. Approved unanimously
2. Approval of the [minutes from Nov. 19](#) [action]
  - a. Moved by: Luis Pedroza
  - b. Seconded by: Christina Kim Wagner
  - c. Approved unanimously
3. Public comment
  - a. Adam Morgan: Microsoft Office student download link has changed; old link returns 404. New link: [https://sac.edu/division/de/student\\_software\\_instructions/microsoft\\_instructions](https://sac.edu/division/de/student_software_instructions/microsoft_instructions)
  - b. Dr. Lopez Mercedes requested the link be distributed to all students and employees.
  - c. Kimberly Perna: 404 redirects can be submitted via help desk ticket or Jackie King; processed same-day.
  - d. Dane Clacken: ITS can communicate to staff/faculty directly; student communications go through the PIO.
  - e. Lupo Lozano (ASG) suggested a Canvas announcement. Ethereal Reyes and Marvin Gabut to coordinate.
4. Accessibility Improvements to Brand Standards [action]
  - a. Ethereal Reyes presented updated branding and visual identity guidelines focused on accessibility.
  - b. Updates: 14 pt minimum font, ADA-compliant contrast examples, closed captioning standards, darkened SAC red for contrast compliance, standardized graph color palette.
  - c. Mark Turner feedback:
    - i. Require human-edited captions for production content, not solely auto-generated.
    - ii. Replace "click here" with descriptive link text.

iii. Change "incorporate keyboard navigation" to "validate keyboard navigation" (audience is content creators, not developers).

iv. Address use of highly stylized/decorative fonts in email signatures.

d. Ethereal asked for additional feedback within one week.

e. Motion to recommend adoption (with feedback incorporated):

Moved: Luis Pedroza | Seconded: Jose Lopez Mercedes | Approved unanimously

#### 5. AI Agents in Meetings [action]

a. Concern raised by faculty: AI agents attending district meetings without participant consent.

b. Only district-approved AI meeting tool is Zoom AI Companion (confirmed by Dane Clacken).

c. Discussion:

i. Jennifer Hoeger: what about external meetings? Recommendation applies to tools brought in by district employees.

ii. Ron Gonzalves: need guardrails around data privacy and compliance.

iii. Dr. Lopez Mercedes: district AI Task Force is discussing broader policy.

iv. Mark Turner: scope should extend beyond AI agents to all unapproved third-party plugins capturing data.

v. Alexander Natale: AI agents have unique security risks (e.g., prompt injection) but agreed broader concern is valid.

vi. Dane Clacken: attendees can typically opt out; TAG recently recommended data classification systems.

d. Committee agreed more time needed to draft appropriate language.

e. Motion to table:

Moved: Luis Pedroza | Seconded: Jose Lopez Mercedes | Approved unanimously

#### 6. Integrated Resource Allocation Requests [action]

a. Ron Gonzalves presented 4 requests, primarily from Continuing Education:

i. Classroom technology (hybrid teaching kits, microphones, audio, computers) — \$8,200

ii. Classroom technology with hotspots and interactive boards — \$20,000

iii. Classroom technology (microphones, audio systems) — additional request

iv. Laptops for classified staff remote work — \$100,000 (Dr. Kennedy)

b. Items in IRAR may overlap with existing CEC classroom technology upgrade already approved by this committee.

c. Dr. Lopez Mercedes: verify locations (may be Remington/Bristol, not CEC). Also raised need for faculty laptop replacement for remote workers.

d. Ron to follow up with requesters on locations and cost estimates.

e. Motion to table and bring back with additional information:

Moved: Luis Pedroza | Seconded: Mark Turner | Approved unanimously

#### 7. Technology Refresh Plan [action] (10 mins.)

- a. Ron presented FY 2026-27 computer replacement plan. Includes new AI-supporting hardware standards approved by TAG in February:
    - i. Desktop (HP Elite 8): dedicated GPU/NPU, replacing older G5 desktops
    - ii. Staff/Faculty Laptop: 48 TOPS, up to 20 cores, 32 GB RAM, up to 2 TB storage
    - iii. Classroom Laptop: 10 TOPS, non-touchscreen baseline
  - b. 1,095 computers to replace: 250 instructional desktops, 523 instructional laptops, ~300 staff desktops, 25 staff laptops.
  - c. Estimated cost: \$1.61M. Average desktop cost up from ~\$1,000 to ~\$1,300 (AI chip demand/price volatility).
  - d. Kelly Nguyen: touchscreens for math? Ron: baseline models aren't touchscreen; individual needs accommodated.
  - e. Mark Turner: desktop TOPS figure (25) likely incorrect; Intel site shows high 40s. Ron to verify.
  - f. Mediation/AV plan deferred due to time.
  - g. Motion to table (delays Planning & Budget recommendation to April):

Moved: Christina Kim Wagner | Seconded: Mary Steckler | Approved unanimously
8. Reports [information]
- a. ASG (5 mins.)
    - i. Lupo Lozano experienced audio issues; submitted website/broken link concerns via chat.
  - b. Student Services (10 mins.)
    - i. [ProcessMaker](#)
      - i. Mark DeAsis presented ProcessMaker, an AI-powered transfer credit evaluation tool (will be presented for Board approval March 9).
      - ii. Automates intake of ~15,000 annual transcripts; supports AB 789 compliance for financial aid; maintains faculty-driven equivalency review.
      - iii. Demos/technical meetings held Nov–Dec; counseling consulted Jan; Academic Senate briefed prior day.
      - iv. Jennifer Hoeger asked about noncredit applicability. Mark said the license would cover noncredit.
  - c. Technology Plan Taskforce (10 mins.)
    - i. Draft plan available in Strategic Planning channel. Poll on draft initiatives due Saturday at midnight.