

**RCC Technology Resource Committee (TRC)**  
**October 8th, 2020**  
**1:00 pm-2:00pm**  
**Remote Zoom Meeting**

Attendees: Patrick Scullin, Terry Welker, Stephen Ashby, Jill Smithen, Jodi Mowrey, Jim Mitchell, Bill Manges, Gabriel Rivera, Yash Tyagi, Skip Berry, Lisa Contreras, Tucker Amidon

Not in attendance: N/A

- I. Approve minutes from September 10, 2020 Meeting
  - a. Approved by: Stephen Ashby
  - b. Seconded by: Jodi Mowrey
  - c. Abstention: N/A
  - d. Objection: N/A
  
- II. Faculty chair report of activity (Patrick Scullin)
  - a. RDAS Report
    - i. Subcommittee/Workgroup Membership
      1. Leadership committees are working on official guidelines for adding memberships to these subcommittees and work groups. Until these official guidelines are passed on we will continue working as constituted unless given other instructions. Tucker mentioned that the changes going forward would be that the chairs of each subcommittee is going to be a member of RDAS.
    - ii. Strategic Planning
      1. Strategic planning initiatives will be brought forward as work on guidelines will be prioritized and given feedback in the next couple of months.
  
- III. Co-Chair report of activity (Gabriel Rivera)
  - i. Bill and Gabriel are now members of the intranet committee for RCCD Technology Dept. One task that was given to us was to look at revamping the old SharePoint intranet and move it to a new SharePoint Online infrastructure. If anyone has any ideas please email Bill and Gabriel so that they can take those ideas to the committee. This will be built with the district office. Stephen mentioned that the new intranet needs to be agnostic, such as Macintosh users are able to access without any issues.
  
- IV. Committee Member Reports
  - a. RDAS, ITSC, DAST, TSS, etc.
    - i. No updates

- V. Old Business
  - a. Service Desk
    - i. No updates
  - b. RCC Website Redesign
    - i. It is now ADA Section 508 compliant, student facing and mobile friendly. We have a functioning search feature with advanced search options. More info see [Website Update Report](#)
  - c. COVID Response Assessment – Computer Lending, Distance Learning Technology, Student Access and Support, & Software Licenses
    - i. Yash brought forward information regarding a recent student survey regarding the loaner laptops given to students. Collective concerns such as laptops not being upgraded with much needed software that students need for the current course work and studying. Patrick and Stephen requested the survey results to better address these concerns and to forward them up the chain to decision makers.
    - ii. Adobe License procedures have changed for the update of student licenses. If anyone needs to know how these updates work Patrick can provide instruction on that. These updates are much easier than the previous version.

- VI. New Business
  - a. Review District Tech Plan – TRC Members Return Comments at November Meeting
    - i. Patrick forwarded a copy of the district’s Technology Plan. Leadership has asked us to review both the district plan and our plan to ensure proper alignment in all areas or if there are any missing items from either plan to double check. If you find anything we can start the discussion at our next meeting in November.
  - b. Website Update Report – Bill Manges
    - i. Next Thursday our new website will be launched, Nov. 15th. This project started in November 2018. Review groups and focus groups provided feedback, 60 responses in fact, on a few things that needed a fix. It is now ADA Section 508 compliant, student facing and mobile friendly. We have a functioning search feature with advanced search options. Primary initiative was Guided pathways so this new website was centered on Guided Pathways, from design phase to implementation phase with that in mind.
  - c. Math and Science Tech Updates – Stephen Ashby
    - i. AV took over the project due after the person who designed it retired. Math and Science received new high definition microscopes. Found some errors though, projectors not being upgraded from standard definition. Faculty requested projectable whiteboards and wireless connectivity. Gabriel is looking into interactive touch screen displays from Newline is an option. We researched and found some, had a demo back in March. Quotes received currently at \$3,800 as maintenance on these panels are reducing.

- d. Review RCC Tech Plan for AV Replacement and Technology Guidelines
  - i. Stephen stated that we need to include a scheduled replacement of audio visual equipment. The department has made the old equipment run for the past 17 years which can't be sustained for much longer. A replacement plan is much needed and a spreadsheet with the breakdown, building-by-building, has been put together but more information is needed. Some buildings require a manual inventory. The average life cycle of all our AV equipment is 5-7 years. With exception of recently built buildings on campus, we have a large amount of old technology that needs to get replaced on campus. Patrick mentioned we should work on the language to include that life cycle into the technology plan even the minimum standards. Perhaps a technology survey to see what the most requested items are for AV. Stephen also stated that we need to ensure that the technology we choose can be utilized for an English class as well as an Art class where both have different technology uses and needs that we switch back and forth to support them with. The need is there for our classrooms to be fully equipped to meet the needs of our students so we have to have good equipment in there. Due to the pandemic we don't know what we're dealing with in terms of our funding. If there are extra needs that faculty has perhaps a survey could be useful to assess.
- e. Hotspots
  - i. Gabriel wanted to mention that we received the 150 Verizon Hotspots for our students and we've begun distributing them. Would like help to spread the news. Student Services and VPN are funneling through all the requests but if you have a student in need please let them know about it.
- f. Parking Lot
  - i. At the end of the month we will have the parking lot wireless available for students. Working on having additional patrolling and security at the parking lots as well as additional grounds maintenance. An announcement will be made in the first week of November. Parking structure and some of Kane parking lot to start with during the normal campus hours of 7am-10:30pm.

## VII. 2020/2021 TRC Projects

- a. Annual Technology Plan Review
  - i. No updates
- b. RCC Website Redesign
  - i. See Website Update Report
- c. ERP Project
  - i. Gabriel informed us that the ERP Project trainings and group discussions began today. The district will be busy for the next couples of weeks working with different departments on business processes. Stephen noted that an email sent out by Christopher Blackmore containing the ERP meetings and business processes went into the junk email folder.

VIII. Assignments:

- a. District ITSC Meeting on 10/16/2020
- b. Admin Support Travis Roest

IX. Next meeting: Thursday, November 12, 2020