NORCO COLLEGE ANNUAL ADMINISTRATIVE PROGRAM REVIEW

Unit: Technology Support Services____

Please give the full title of your unit.

Contact Person: Shirley McGraw_____
Due: AUGUST 31, 2015

Please send an electronic copy to your area Vice President

Form Last Revised: AUGUST 2015

Norco College

Annual Administrative Program Review Update
Instructions

The Annual Administrative Program Review is conducted by each unit and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted** *or* **renewed every year** in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

The questions on the subsequent pages are intended to assist you in planning for your unit.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, Nicole C. Ramirez can adjust the document for you. Simply add responses to those questions that apply and forward the document to nicole.ramirez@norcocollege.edu with a request to format it appropriately.

If you cannot identify in which category your requests belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

The college has adopted a Total Cost of Ownership calculator for the use of determining cost of faculty, personnel and other needs related to a department or program. The calculator is located under the Office of the Vice President, Business Services, as "Total Cost of Ownership (TCO) Spreadsheet" at the following link: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

Mission

The mission of Technology Support Services is to ensure the appropriate selection, installation and maintenance of technology to support the mission of Norco College, enhance student success, and serve the technology needs of faculty, staff and students.

Vision

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

Educational Master Plan/Strategic Goals and Objectives 2013-2018

Goal 1: Increase Student Achievement and Success

Objectives:
1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

Goal 2: Improve the Quality of Student Life

Objectives:
1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

Goal 3: Increase Student Access

Objectives:
1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

Goal 4: Create Effective Community Partnerships

Objectives:
1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.

5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

Goal 5: Strengthen Student Learning

Objectives:
1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 6: Demonstrate Effective Planning Processes

Objectives:
1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

Goal 7: Strengthen Our Commitment To Our Employees

Objectives:
1. Provide professional development activities for all employees.

2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

COLLEGE ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS
DUE: AUGUST 31, 2015

Administrative Unit: Technology Support Services

Prepared by: Shirley McGraw, Technology Manager

Date: August 31, 2015

Submit only your Worksheets. **Do not alter the forms**, or eliminate pages. If a page does not apply simply mark N/A.

I. The Unit PROGRAM REVIEW

The Administrative (Unit Program Review) is meant to provide a broad understanding of the unit, current trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Norco College and the Riverside Community College District.

1. **What is the mission of your unit?**

Technology Service will be recognized as a high performance team providing technology excellence that advances learning, teaching, research, and student formation in alignment with Norco College's mission and goals.

In support of the mission, we will:
- Partner with the college community to understand the technology need of faculty, staff, and students.
- Provide leadership and planning for the effective and strategic use of emerging technologies.
- Demonstrate technical and operation excellence through a commitment to professionalism and continuous improvement.

2. **Identify or outline how your unit serves the mission of Norco College.** *Please limit to a single paragraph.*
We are dedicated to a constructive, team-oriented environment, gathering varied perspectives, sharing knowledge, and building effective partnerships with key stakeholders. We strive for operation excellence through the on-going development of the staff and the organization as a whole. We encourage creative and critical thinking in the development of technology services and solutions. We listen to, respect and care for faculty, staff, students, and one another, both professionally and personally. We strive to provide excellent service by being consistent, agile, reliable, and accessible to all. We leverage open communication and thoughtful business processes to be accountable in our interactions and our work.

3. **List the major functions of your unit**.

Function Support and Provide Norco College's Technology needs
Support and Provide Norco College's Instructional Media needs.
Coordinate with district network needs for Norco College
Coordinate with district phone and cable needs for Norco College

Coordinate with district Administration for quality and administration of information systems and service throughout Norco College.

4. **Briefly comment on the status of your 2015 goals and objectives.**

   N/A – this is the first year as a unit of the College.

5. **MAJOR Goals and Objectives 2015 – 2016 (do not include normal functions of your unit). In order from 1 – 5 is best. With 1 as the most important.**
   Before writing your goals and objectives be sure to review other Program/Unit Review documents related to your unit to discern if there are service needs you wish to address.

Major Goal and/or Objective	Start Date	Status: ongoing, completed, or date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP GOALS
1. Increase inventory data technology recourses for available to faculty, staff and students.	7/1/2015	Ongoing	Resources dedicated to inventory turnover and acquiring new technology	1,2,3,5,6,7
2. Incrise prompt response time for technology	7/1/2015	Ongoing	Train staff to utilize work order systems Monitor process	1,2,3,5,6,7
3. Increase expertise and knowledge of current technology need in Higher Education	7/1/2015	Ongoing	Resources for training needs.	1,2,3,5,6,7

Previous Year's Assessment

SAO Assessed:	Assessment method used:	What was your target or benchmark?	What were the results?	How do you anticipate using these results?
This is the first year of program review. Technology Support Services became a college function on 7/1/15.				

- **Reflective Question: What did you learn that will impact your unit for the future?**

    N/A

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Directions: The primary purpose of this update is to provide an overview of your unit's assessment activities (plans, data, responses to data, etc.) for the previous academic year as well as your plans for assessment in the upcoming academic year. If you have any questions regarding the assessment process on this aspect of the report, please contact your vice president, or the Assessment Co-chairs, Sarah Burnett at sarah.burnett@norcocollege.edu or Greg Aycock at greg.aycock@norcocollege.edu. See Appendix 1 for more information about assessment.

Current year's assessment plan

SAO to be assessed:	What assessment methods do you plan to use?	When Will Assessment Be Conducted and Reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	EMP GOALS
In support of student learning, faculty and staff will effectively utilize computing resources, telecommunication systems, web-based applications, and audiovisual systems provided by TTS department.	Use existing computing equipment on campus. Increase training workshops and staff development training	Ongoing – Anticipated completion Summer 2016	Better support for student learning, faculty and staff with technology to be more supportive with computing resources.	Identify which learning environment if not all need more support because of growing and increasing need.	1,2,3,5,7

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					1,2,3,5,7
In support of the student learning , the IMC unit will provide training on A/V equipment; in addition equipment will be maintained on a regular basis	Using existing training method and new ones to reflect new technology	Ongoing – Anticipated completion Summer 2016	Establish a clear support system for student learning and faculty	Identify the unique technology and location for proper usage for the student, faculty and staff.	

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Provide the official Organizational Chart of your unit which includes all levels of services and positions. *If necessary, provide very brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page. The official chart can be obtained from Human Resources.*

If you wish make this an appendix item.

Norco College
Business Services

- Vice President
  Beth Gomez
  - Administrative Assistant IV
    Denise Terrazas

- Sergeant Safety & Police
  Richard Henry
  - Senior Officer
    Jim Beckham
  - Officer
    Steve Valpulu
  - Officer
    Jason Johnston
  - Officer
    Richard Goldstein
  - Community Service Aide I (PT)
    Vacant
  - Community Service Aide I (PT)
    Joyce Johnson

- Accounting Services Clerk
  Diann Thursby

- Financial & Technical Analyst (PT)
  Erin Power

- Custodial Manager
  Deon Stowers
  - Custodian
    Randy Burroughs
  - Custodian
    Malia Lilly
  - Custodian
    Martin Villa
  - Custodian
    Judith Rubi
  - Custodian
    Mason Bratton
  - Custodian
    William Brown
  - Custodian
    Howard Tomita
  - Custodian
    Simon Wright
  - Custodian
    Manuel Moreno
  - Custodian (PT, Corona)
    Edwin Villalobos

- Director, Facilities
  Steve Monsanto
  - Administrative Assistant II
    Ana Molina
  - Maintenance Mechanic
    Jeff Buch
  - Maintenance Mechanic/HVAC
    George Salas
  - Maintenance Mechanic/HVAC
    Victor Goldbaum
  - Maintenance Helper
    Andy Aldesoro
  - Groundsperson
    Hector Ramirez
  - Groundsperson
    Victor Chavira-Mendoza
  - Athletic Field Caretaker
    Jim McMahon
  - Warehouse Assistant
    Art Yelong

- Assistant Manager, Food Services
  Vacant
  - Food Service Worker IV
    Susan Bell
  - Food Service Worker III (PT)
    Norma Casas

- Technology Director
  Shirley McGrew
  - Instructional Media Broadcast Technician
    Dan Lambros
  - Instructional Production Specialist
    Ruth Leal
  - Instructional Media Assistant
    Sal Herrera
  - Information Technology Specialist
    Ricardo Aguilera
  - Information Technology Specialist
    Mike Angeles
  - Computer Technician (PT)
    Joel Youngberg

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6. **Staffing Profile (Please indicate the number in terms of FTE. In other words a full time staff person is a 1, and a half time person is a .5)**

| Position | Staffing Levels for Each of the Previous Five Years | | | | | | Anticipated total staff needed | |
	2011	2012	2013	2014	2015		2016-2017	2017-2018
Administration								
Classified Staff FT					5		10	10
Classified Staff PT					1		2	2
Confidential Staff FT								
Faculty Reassigned FTE Full time								
Faculty Reassigned FTE Part time								
Total Full Time Equivalent Staff					6		12	12

Cpmplete the Management and/or Staff request form that follow if new employees are needed.

*When filling out the form on the <u>next</u> page please **consider** the following in framing your "reason:"*

a. *Has the workload of your unit increased in recent years?*
b. *Has technology made it possible to do more work with the same staff? Or, has technology increased your work load (adding web features which need updating for example)?*
c. *Does the workload have significant peaks and valleys during the fiscal year that would be best filled by part time staff?*

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7. **Staff Needs**

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)[1]

List Staff Positions Needed for Academic Year_____2016/2017_____ Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Annual TCO***	**EMP GOALS**
1. Information Technology Analyst Reason: Need more support at Norco	N	54,444	1,2,3,4,5,6,7
2. Computer Technician Reason: Need more college support at Norco	N	37,542	1,2,3,4,5,6,7
3. Network & Communications Specialist Reason: Need college network support	N	67,736	1,2,3,4,5,6,7
4. Telephone System Account Specialist Reason: Need college phone support	N	54,444	1,2,3,4,5,6,7
5. Administrative Assistant II Reason: Need full-time Administrative Assistant	N	41,052	1,2,3,4,5,6,7
6. Instructional Production Specialist Reason: Replace position that went to the Academic department (for committees and public photo)	R	54,444	1,2,3,4,5,6,7

* TCO = "Total Cost of Ownership" for one year is the cost of an average salary plus benefits for an individual. Use space for language or linking resources to assessment.

TCO: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

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[1] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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8. Equipment (including technology) Needs <u>Not</u> Covered by Current Budget[2]

List Equipment or Equipment Repair & Technology Needed for **Academic Year <u>2016/2017</u>** Please be as specific and as brief as possible. Place items on list in order (rank) or importance.	Annual TCO**			
	Cost per item	Number Requested	Total Cost of Ownership	EMP GOALS
1. Technology recommendation Refresh	**See attached list**		**$140,000**	**1,2,3,5**
2. Microsoft Surface Pro 3 <u>Reason:</u>	**$600**	**4**	**$2,400**	**1,2,3,5**
3. Lenovo Thinkpad X1 <u>Reason:</u>	**$1,500**	**1**	**$1,500**	**1,2,3,5**
4. 15" Macbook Pro <u>Reason:</u>	**$2,100**	**1**	**$2,100**	**1,2,3,5**
5. Golf Cart Carry all 6 <u>Reason:</u>	**$17,000**	**1**	**$17,000**	**2,7**
6. 3TB External Hard Drives <u>Reason:</u>	**$200**	**4**	**$800**	**1,2,3,5**
7. Dell Precision Workstation <u>Reason:</u>	**$2,000**	**6**	**$12,000**	**1,2,3,5**

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[2] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

8. Projectors for JFK	1,570	7	11,000	1,2,3,4,5
9. Cordless Microphones	2,500	4	$10,000	1,2,3,5,6
10. Upgrade AV Equipment in AT109	25,000	1	25,000	1,2,3,5
11. Upgrade AV Equipment in AT114	$80,000	1	80,000	1,2,3,5
12. Upgrade AV Equipment in AT118	25,000	1	25,000	1,2,3,5
13. Upgrade AV Equipment in AT119	25,000	1	25,000	1,2,3,5
14. Upgrade all Projectors in IT Building	4,000	22	88,000	1,2,3,5
15. Upgrade Projector in CSS Building	20,000	1	20,000	1,2,3,5
16. BYOD Hardware in all Conference Rooms	2,000	6	12,000	1,2,3,5

** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year.

   TCO: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

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9. **Space Needs Not Covered by Current Building or Remodeling Projects*[3]**

List Space Needs for Academic Year_____2015/2016_____ **(Office space, storage, etc.,)** Place items on list in order (rank) or importance.	**Annual TCO*** Total Cost of Ownership
1. TSS need staffing located in one location Reason: team building, better communication,	**Estimate $10,000**
2. Reason:	
3. Reason:	
4. Reason:	
5. Reason:	

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[3] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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6. Reason:	

*Please contact your campus VP of Business or your Director of Facilities, Operations and Maintenance to obtain an accurate cost estimate and to learn if the facilities you need are already in the planning stages.

TCO: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

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Unit Name: _____

10. **Professional or Organizational Development Needs*[4]**

List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Annual TCO		
	Cost per item	Number Requested	Total Cost of Ownership
1. Team Building Reason: team building is the use of different types of interventions that are aimed at enhancing social relations and clarifying **team** member's roles	$200`	5	$1,000
2. Customer Service Reason: to provide service to user college community before, during and after a purchase or uses of technology.	$200	5	$1,000
3. Technology Training Reason: Provide technical training to ensure everyone uses the technology effectively. Develop higher skill levels and perform at a higher standard.	$5,000	2	$10,000
4. Problem-solving training Reason: Offer creative solutions to problems and to collaborate within the college on problem solving to avert disasters.	$200	5	$1,000
5. Network, Wireless and Cloud Training Reason: To start building a foundation of networking knowledge in a real-world, multivendor environment, and focus on specialized disciplines to enhance experience.	$5,000	3	$15,000
6. Information Security for Norco College Reason: To keep college information secure to guarding against data theft and attacks by being responsible through knowledge, training, and security procedures.	$10,000	2	$10,000

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[4] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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TCO: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

Unit Name: _____

11. OTHER NEEDS[5]

List Other Needs that you are certain do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	**Annual TCO***		
	Cost per item	Number Requested	Total Cost of Ownership
1. Reason:			
2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

TCO: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

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[5] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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12. **Long Term Planning Needs**[6]

If your unit anticipates significant additional needs for personnel, equipment or facilities will occur two to five years from now please list those here*	Fiscal Year Needed	Number Requested	Total Cost of Ownership
1. Reason:			
2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

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[6] If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

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TCO: http://www.norcocollege.edu/about/business-services/Pages/index.aspx

Significant needs are generally those with annual costs over $20,000. They may be the result, for example, of institutionalizing a grant, anticipated growth, or major equipment coming to the end of its life.

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Assessment

Why Administrative Units Conduct Assessments: Research indicates that collecting and analyzing evidence leads to improvement of institutional or unit level effectiveness. In addition it:

- Ensures units are examining their services and programs
- Documents outcomes assessment and internal improvement efforts
- Allows each unit to demonstrate how well it is performing
- Allows for requesting resources
- Relies on fact, not perception
- Allows unit staff to prioritize improvements.

Steps to Developing Assessment Plans & Reports

1. **Unit develops measurable Service Area Outcomes (SAO).** An SAO is a "specific statement that describes the benefit that a [unit] hopes to achieve or the impact [. . .] that is a result of the work that your unit performs. Outcomes should be:
   - Challenging but attainable"
   - Articulate what the unit wants to achieve
   - Indicate end results for the unit rather than actions
   - Relate to the unit's mission and vision
   - Focus on the benefit to the recipient of the service
   - Be stable over a number of years. If it is time dependent, it is most likely a goal not an outcome; and
   - Be measurable and directly related to the work of your unit.[7]

   Stems for writing outcomes can include:
   - "In support of student learning, staff will _____"
   - "Students are aware of _____"

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[7] Source: The American University in Cairo. "A guide to developing and implementing effective outcomes assessment: Academic support and administrative units." December 1, 2007. Retrieved on the internet at http://ipart.aucegypt.edu

- "Administrators (or staff) have the _____"

2. **Unit defines how it will assess progress (non-evaluative) towards the outcomes.** The unit might consider taking an inventory of current tools being used. For example:
   - What information is being collected already?
   - What assessment are you already using?

   Methods that can be used to measure progress include, for example:
   - Student satisfaction surveys
   - Number and type of complaints
   - Growth in a specific function
   - Comparisons to professional organizations' best practices
   - Focus groups
   - Opinion surveys
   - Time to complete a task

3. **Unit completes the assessment plan and carries out the assessment**. In order to ensure the plan is completed:
   - Designate a coordinator for the assessment project and/or assign responsibility for individual components.
   - Develop a timeline indicating when work will be collected, results tabulated, analysis completed, and subsequent dialogues.

   Unit gathers information, analyzes results, communicates findings, and takes action. This step is important as it is used to identify changes needed to improve efficiency, effectiveness, and unit performance. It should also be applied to for planning and budgeting and resource allocation requests (short term and long term). Ultimately it may be tied to the institution's ability to achieve its mission.

NORCO
COLLEGE

77 COMPUTERs Replacement Refresh 2015/2016 - $92,400*

Code	Equipment Type	Purchase Date	Location
C	Computer tower	06/16/03	SSV First Floor
C	Computer	01/11/06	Ref Desk
C	Apple Computer G5	01/11/06	ATEC 212
C	GATEWAY Laptop M460E	01/11/06	IT 200-E
C	Gateway Laptop M460E	01/11/06	IT 200-B
C	Dell Computer DCCY	04/07/06	Tech Room
C	Gateway Computer E6610D	02/21/07	ATEC 221
C	Computer	03/02/07	Tech Room
C	Dell Computer OPTIPLEX 745	04/05/07	Library 220
C	Dell Computer OPTIPLEX 745	04/05/07	Library 220
C	Gateway Computer E6610D	06/18/07	Portable A
C	Dell Tower 755	07/31/08	SSV212 Lobby
C	Dell Computer DCD0	09/11/08	OC 110A
C	Apple a1224 Computer	09/25/08	IT 200-M
C	Computer Apple A1224	09/25/08	IT 200-Q
C	Computer Apple A1224	09/25/08	IT 200-P
C	Apple a1224 Computer	09/25/08	IT 200-H
C	Computer Lenovo 6075CTO	10/14/08	HUM 106 B
C	Lenovo 6075ct0 Computer	10/14/08	IT 200-R
C	Lenovo Computer 9088CT0	11/11/08	CACT 9
C	Lenovo Computer 9088CT0	11/11/08	Portable B 202
C	Computer Lenovo 9088CTO	11/11/08	Theater 207
C	Lenovo Computer 6075CTO	12/02/08	IT 200
C	Lenovo Computer 6075CTO	12/02/08	IT 200
C	Lenovo Computer 6075CTO	12/02/08	IT 200
C	Lenovo Computer 6075CTO	12/02/08	IT 200
C	Lenovo Computer 6075CTO	12/02/08	IT 128-A
C	Lenovo CPU PC 6075CTO	12/02/08	Tutorial Desk
C	Lenovo CPU 6075CTO	12/12/08	Assistant Desk (By Emile)
C	Lenovo Computer 6075CTO	12/12/08	ATEC 104
C	Computer Lenovo 6075CTO	12/12/08	ST 201 D
C	Computer Lenovo 6075CTO	12/12/08	HUM 106 A
C	Computer Lenovo 6075CTO	12/12/08	HUM 107
C	Lenovo Computer 6075CT0	01/09/09	IT 200G
C	Apple CPU PC G5	01/09/09	THTR 203
C	Lenovo computer 6075CT0	01/09/09	theatre 202
C	Lenovo Computer 6075CT0	01/09/09	ATEC 213
C	Lenovo 6075ct0 Computer	01/09/09	Port B 209
C	Lenovo 6075ct0 Computer	01/09/09	Port B 207
C	Lenovo Computer 6075CT0	01/09/09	G130
C	Lenovo Computer 6075CT0	01/09/09	G125
C	Lenovo Laptop 7450W6Q	01/23/09	ATEC 213
C	Laptop Lenovo 7450W6Q	01/23/09	IT 200-Q
C	Lenovo CPU PC 7373CT0	05/04/09	LRC Tutorial

C	Lenovo Computer MTM7484	05/22/09	Library 218
C	Lenovo Computer 7484W7J	05/22/09	STEM 106
C	Lenovo Computer 7484W7J	05/22/09	LRC Assessment Counter
C	Lenovo 7484W7J Computer	05/22/09	G126
C	Computer Lenovo 7484W7J	05/22/09	Theater 206
C	Computer Lenovo 6483	06/16/09	Admin Desk
C	Lenovo Computer 6483	06/16/09	SSV107
C	Lenovo Computer 6483	06/16/09	SSV107
C	Lenovo Computer 6483	06/16/09	SSV107
C	Lenovo Computer 6483	06/16/09	CJPC
C	Lenovo 6483 Computer	06/16/09	G127
C	Computer Lenovo 6483	06/16/09	ATEC 216
C	Lenovo Computer 6483	06/16/09	IT 200-I
C	LENOVO Computer 6483	06/16/09	IT 200-A
C	Lenovo Computer 7484W5A	09/24/09	IT 128-A
C	Laptop Macintosh A1286	10/05/09	IT 200-Q
C	Computer Lenovo 4157	11/13/09	ATEC 218
C	Lenovo Compter MTM7484CTO	12/01/09	ATEC 103
C	Lenovo CPU PC 7298CB	12/10/09	Tutorial Desk
C	Lenovo CPU PC MTM7484CTO	02/22/10	Library 220
C	Computer Lenovo MTM7484CTO	02/22/10	Port B 206
C	Computer Lenovo MTM7484CTO	02/22/10	WEQ 9B
C	Lenovo Computer 7484CT0	04/12/10	ATEC 221
C	HP laptop 311	05/03/10	IT 200
C	Lenovo Computer MTM7484WUT	05/30/10	HUM 202
C	Lenovo Computer MTM7484WUT	05/30/10	Library 220
C	Lenovo CPU PC MTM7484WUT	05/30/10	Circ Desk
C	Lenovo Computer MTM7484WUT	05/30/10	Circ Desk
C	Lenovo CPU PC MTM7484WUT	05/30/10	Circ Desk
C	Lenovo CPU PC MTM7484WUT	05/30/10	Circ Desk
C	Lenovo Computer MTM7484WUT	05/30/10	Ref Desk
C	Computer Lenovo MTM7484WUT	05/30/10	HUM 120
C	Computer Lenovo MTM7484WUT	05/30/10	Library 114C
C	Lenovo Computer MTM7484WUT	05/30/10	Library 129

*Estimate only provided by Micro Computer Support

NORCO COLLEGE

64 Monitors & Scanners Replacement Refresh 2015/2016 - $15,250*

Code	Equipment Type	Purchase Date	Location
O	NEC Monitor 1850E	05/10/02	WEQ 9B
O	VIEWSONIC Monitor VLCDS22494	12/23/04	ATEC 106
O	Gateway Monitor FPD2185W	01/11/06	G126
O	Gateway Monitor FPD2185W	01/11/06	ATEC 108
O	Gateway Monitor FPD2185W	01/11/06	ATEC 214
O	Monitor	01/11/06	ATEC 216
O	Monitor Gateway FPD2185W	01/11/06	ATEC 218
O	Monitor Gateway FPD2185W	01/11/06	Theater 201
O	Monitor Gateway FPD2185W	01/11/06	Port B 206
O	Monitor Gateway FPD2185W	01/11/06	ST 201E
O	Monitor Gateway FPD2185W	01/11/06	ST 201 B
O	Monitor Gateway FPD2185W	01/11/06	HUM 119
O	Monitor Gateway FPD2185W	01/11/06	IT 200-N
O	Gateway Monitor FPD2185W	01/11/06	IT 200-I
O	Dell Monitor 1905FP	01/27/06	Library 220
O	Monitor Gateway FPD2185W	02/15/06	ST 201 D
O	Dell Monitor 1706FPVT	04/07/06	Tech Room
O	Gateway Monitor FPD1965	06/07/06	SSV 100
O	Monitor Gateway FPD2185WTFT	08/28/06	ST 201 A
O	Gateway Monitor FPD1985	02/21/07	ATEC 221
O	Gateway Monitor E6610	03/02/07	Ref Desk
O	Gateway Monitor FPD1965	03/07/07	Tech Room
O	Monitor Viewsonic VS10866	03/28/07	Port B 209
O	Dell Monitor 1907FPF	04/05/07	Library 220
O	Dell Monitor 1907FPF	04/05/07	OC 120
O	Gateway Monitor FPD1985	06/18/07	Portable A
O	Dell Monitor AS501	07/31/08	SSV212 Lobby
O	Gateway Ext. Monitor TFT1980PS	08/28/08	OC 110
O	DELL Monitor 2208WFP	09/11/08	OC 110A
O	Dell Monitor 2208WFP	09/11/08	OC 110A
O	Lenovo Monitor L197WA	10/14/08	IT 200-C
O	Scanner Benchmark 3000	11/11/08	Admin Desk
O	Lenovo Monitor L197WA	12/02/08	IT 200

O	Lenovo Monitor L197WA	12/02/08	ST 210
O	Monitor Lenovo L197WA	12/02/08	Port B 207
O	Lenovo Monitor L197WA	12/03/08	IT 128-A
O	Lenovo Monitor 6622HB1	12/12/08	Library 220
O	Lenovo Monitor 6622HB1	12/12/08	Library 220
O	Lenovo Monitor 6622HB1	12/12/08	Library 220
O	Lenovo Monitor 6622HB1	12/12/08	STEM 106
O	Apple Monitor	01/09/09	THTR 203
O	ONETOUCH Scanner 7400	01/23/09	Circ Desk
O	SAMSUNG Monitor 2243BWX	01/23/09	IT 200-A
O	Scanner (Canon) DR2010C	05/04/09	IT 200
O	Lenovo Monitor L1940P	05/04/09	Library 218
O	Monitor Lenovo L1940P	05/04/09	HUM 120
O	Lenovo Monitor L1940P	05/04/09	Tutorial Desk
O	Monitor Lenovo L1940P	05/04/09	HUM 120
O	Lenovo Monitor L2240P	06/10/09	CACT 9
O	Lenovo Monitor L1940P	06/16/09	Library 129
O	Lenovo monitor L1940P	06/16/09	theatre 202
O	Lenovo Monitor L1940P	06/16/09	SSV107
O	Lenovo Monitor L1940P	06/16/09	SSV107
O	Lenovo Monitor L1940P	06/16/09	SSV107
O	Lenovo Monitor L1940P	06/16/09	Portable B 202
O	Lenovo Monitor L1940P	06/16/09	css 106
O	Lenovo Monitor L1940P	06/16/09	css 106
O	Lenovo Monitor L1940P	06/16/09	Assessment lab proctor desk
O	Lenovo L1940P Monitor	06/16/09	IT-200-O
O	Lenovo Monitor L1940P	06/16/09	G130
O	Lenovo Monitor L1940P	06/16/09	G125
O	Lenovo Monitor L1940P	06/16/09	ATEC 221
O	Lenovo Monitor L1940P	06/16/09	ATEC 213
O	Monitor Lenovo L1940P	06/16/09	Theater 206
O	Monitor Lenovo L1940P	06/16/09	OC 112A

*Estimate only provided by Micro Computer Support

NORCO COLLEGE

46 Printers Replacement Refresh 2015/2016 - $32,200*

Code	Equipment Type	Purchase Date	Location
P	HP Laser Jet Printer LJ5M	01/01/97	IT-200-O
P	Printer LJ4000N	01/01/98	ATEC 104
P	Printer HP LJ5P	01/01/98	HUM 106 A
P	HP Printer- Laserjet LJ4000	01/01/00	IT 200-D
P	HP Printer- Laserjet LJ4000TN	01/01/00	IT 200
P	Printer Epson Stylus 880	10/20/00	G127
P	HP Printer 4050N	01/19/01	Library 220
P	HP Printer 4050N	03/12/01	SSV212B
P	HP Printer 4100TN	11/08/02	SSV212C
P	HP Printer-Laserjet 2300	04/01/04	CSS 207
P	HP Printer 2300	04/01/04	Library 114A
P	HP Printer 4200DTN	12/09/04	Circ Desk
P	Printer HP 4250N	03/02/05	IT 200
P	Laserjet Printer HP 4250N	03/02/05	IT 200
P	HP Printer HPIJ1320	06/09/05	IT 200-M
P	HP Printer	06/09/05	CSS 205-C
P	Canon Printer IP90	01/11/06	IT 200-H
P	HP Printer (Cubicle) 4250TN	01/23/06	SSV 116
P	LEXMARK Printer 21G8686	03/17/06	G130
P	LEXMARK Printer 21G8686	03/17/06	ATEC 106
P	LEXMARK Printer 21G8686	03/17/06	ATEC 102
P	LEXMARK Printer 21G8686	03/17/06	ATEC 108
P	Printer Lexmark 21G8686	03/17/06	Port B 206
P	Printer Lexmark 21G8686	03/17/06	ST 201E
P	Printer Lexmark 21G8686	03/17/06	ST 201 D
P	Printer Lexmark 21G8686	03/17/06	ST 201 A
P	LEXMARK Printer 21G8686	03/17/06	IT 200-F
P	HP Printer 1320	03/22/06	SFS
P	HP Printer 1320	03/22/06	SFS
P	HP PRINTER 3800	05/22/06	CSS 202
P	Printer HP 2605DN	09/02/06	OC 112A
P	Printer HP 1320	09/02/06	OC 103
P	HP Printer 4250N	10/16/06	SSV 127
P	HP Printer 2605DN	03/19/07	Tech Room
P	HP Printer 3800N	04/25/07	SFS
P	Printer HP 3800N	04/25/07	SFS
P	HP Printer 4250TN	06/18/07	CSS 205-C
P	HP Printer (Front) 4240N	07/15/07	SSV 116
P	HP Printer 4250TN	01/22/08	Library 220
P	HP Printer (White) 4250TN	03/04/08	SSV First Floor
P	HP Printer 4250TN	03/04/08	LRC Tutorial
P	Printer 4350N	03/07/08	TRANSFER CNTR.
P	HP Printer 4250TN	03/24/08	SSV First Floor
P	HP Printer P1505	04/25/08	OC 120
P	HP Printer 5610	05/29/08	IT-200-O
P	Printer HP 5610	05/29/08	IT 200-Q
P	HP printer/Scanner C6280	11/11/08	ST 210

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