2018 Norco College SSPC Annual Program Review Technology Requests Prioritization List by the Technology Committee

Dept.	Request	Justification	Instructional/ Non-Instructional	# of Items	Total Cost	Lifecycle: How old is the equipment? Provide asset tag # for verification	Is it new or a replacement?	Recommendation (High/Medium/Low)	Reviewer Comments	Recommended Action
Athletics	WIFI at Soccer Complex	For proper medical documentations and more efficient statistic reporting.	N	1	$200.00	N/A	new	Medium - 4	Per TSS, Network is already providing WIFI access across the college.	
Counseling	Lenovo Think Center All in One Computer	One of the Ed Advisor's computer is constantly shutting down, the screen turns black or blue, and pops up error messages. Several requests to fix the computer have been submitted but the computer problems keep returning	N	1	$1,368.69	Possibly 060491 - purchased in 2014. Out of warranty.	replacement	Medium - 2	Per Counseling, this may no longer be needed depending on the change/renovation of the Transfer Center. If it is needed, per TSS, if the computer is out of warranty, it is recommended to replace it.	Part of the next phase of refresh, recommend to replace with the phase.
A&R	Network Printer	Existing printer continues to malfunction and is over 5 years old.(for Operations Ass't, Specialist, and AST)	N	1	$2,880.00	Need asset tag number	replacement		Per A&R, this item is no longer needed.	
Student Employment	Electronic Time Sheets	Handling nearly 300 students time sheets on a monthly basis is extremely time consuming and archaic. Both RCC and MVC have also lobbied to get electronic time sheets. The roadblock is at the district level with Information Technology. However, we need to find a way to get them on board so we can move save time, human resources, and be more accurate in the way we operate Student Employment Services.	N	1	$30,000.00	N/A	New	Medium - 1	Per TSS, District needs to be involved to get tied in HR and Payroll. Costs is too much considering after processing time sheets in the college they still need to pass it thru HR and Payrol. With the cost everything should be automatically process to save time and manpower. This was scored low based on the statement from TSS. It sounds like we don't have the ability to do this without other dept permission.	
Student Financial Services	Default Management Services (Contract)	To track and manage the school's Cohort Default rate in order to maintain Title IV eligibility and State funded programs. The services include student loan counseling, financial planning and payment plans, consequences of default, understanding forbearance and deferments.	N	1	$3,500.00	N/A	new	Low - 2	Need more information.	
Athletics	Athletic Laptop	To more efficiently keep stats that are required by the CCCAA.	N	1	$800.00	N/A	New	Medium - 5		
Counseling	Surface Pro 4	Surface Pro tablet with VPN access needed to work with dual enrollment at ERHS. Guidance 45 is taught a ERHS an counselor needs to access students information via SARS, Colleague, and web based tools to assist outside the office. Surface Pro can also be used during counseling sessions provided at Info Tables.	N	1	$1,705.80	N/A	New		Per Counseling, this item is no longer needed.	
Athletics	PrestoSports Website Design	A better platform to publicize program and highlight the success of student-athletes.	N	1	$3,000.00	N/A	New	Low - 1	More information needed.	
Student Financial Services	OnBase (Electronic Workflow software) District Need	To eliminate overburdened processes to ease verification, package aid more efficiently and remain compliant. To improve the speed and quality of Customer Service. OnBase can assist with scanning documents, uploading student files, and indexing information to maximize staff workload and allow staff to better meet the needs of students.	N	1	$139,370.00	N/A	new	Medium - 3	Per TSS, District is already using Onbase.	