

Norco College
Technology Committee Meeting

12:50pm-1:50 p.m.
IT 218
February 18, 2016

MINUTES

Present	
Ruth Leal (Co-Chair)	Ladylyn Dominguez (SBS)
Damon Nance (Co-Chair)	Ana Molina (Secretary)
Cathy Brotherton (CIS/BEIT)	
Janet Frewing (Math)	Absent
Keith Coleman (DRC)	Kim K. Kamerin (AHWL)
James Finley (CIS/GAM)	Mark DeAsis (A&R)
Jefferson Tiangco (DOI)	Emile Bradshaw (Tutorial)
Deborah Tompsett-Makin (SBS)	
Christian Castillo (ASNC)	
Mitzi Sloniger (COMM)	Guest
Daniel Lambros (IMC)	Darren Koch (LRC)
Sandra Martinez (SFS)	William Diehl (A&R)
Thelma Montiel (ASNC)	

1. Call to Order 12:50 p.m.
2. Consent Calendar- Ruth Leal
 - a. Motion (Tompsett-Makin / Tiangco). Approve minutes for December 10, 2015. Approved. Three abstentions.
3. Committee Business – Damon
 - a. ITSC Update

Mr. Nance informed the committee that ITSC discussed the district wide transition to Office 365. They are planning to migrate IT and Technology Support Services e-mail accounts into the cloud in February to beta test for two weeks to work through any issues. If everything goes well they are planning to migrate the 4,000 email accounts across the district in March. Only log-ins have migrated. E-mail accounts are still on the server and not cloud based until the e-mail migration happens in March. They ask Rick Herman to send a nor-all e-mail to inform about the e-mail accounts migration status to the cloud. The district is also asking for the colleges input about the district help desk support and training. Mr. Nance indicated

that this topic was already discussed by the Technology Committee in fall, and he will report the committee feedback to ITSC in an upcoming meeting. ITSC requested that the Technology Committee appoint a representative for the Data Access and Security Task Force (DAST). The first DAST meeting took place on the first day of spring term. The Technology Committee co-chairs asked William Diehl to be the representative for the first meeting with the understanding that the committee would discuss a permanent appointment at the next meeting. The committee recommended that it would be beneficial to have someone from Institutional Effectiveness sit on DAST as well.

William reported that the first Data Reporting Workgroup of DAST meeting discussed the data security issues that we face as a district. There have been some data breaches and leaks in the past. The district wants to increase security and put a procedure in place on how data is requested, transmitted, uploaded, and generated. The task force put together an e-mail that will be going out to the district discussing how data should be requested and transferred. The e-mail was approved and will be sent out in a couple of days. The e-mail contains general guidelines on how to deal with data and how to store it. The most important part of the e-mail is the new procedures that the district is putting in place. Every request for data is supposed to go through an approval process. This will include reports for the general government agencies and/or large batches of data that contain personal identifiable information. There is going to be a work flow which includes a form that needs to be filled out. This form requires the type of data that needs to be included in the report, who is it going to, how is going to be transmitted, and it also has an approval signature line. The form will be in a PDF format. The process will be to submit the request through the help desk attaching the form. Furthermore, there is going to be a training session conducted in mid-March to early April for 40 to 50 key employees who deal with data generation. Everyone was encouraged in the meeting to identify employees who work with data generation and return a list of their names to the task force. In addition, the task force would like more participation from the colleges. The Technology Committee again expressed the recommendation of someone from institutional research to attend this task force as well.

4. Technology Plan – Ruth

a. Subcommittees Report

Ms. Leal provided an update regarding the subcommittees.

Goal #1 subcommittee sent out the Lynda.com satisfaction survey. It was discussed and recommended that the link should be resent to everyone in the committee and to extend the deadline. Faculty were asked to give the survey to students in class. Cathy Brotherton offered to send out an e-mail to faculty. There are 66 responses already. A recommendation to renew the Lynda.com contract needs to be done by

June 2016. ASNC has promoted Lynda.com with flyers at the information booths during the first week of school and displayed posters on campus. Other marketing includes a banner ad that will be posted on the Norco website, as well as social media posts and digital signage. Spring workshops will be conducted during the spring semester for Blackboard and WordPress.

Goal #2 subcommittee are revising the program review process for the technology requests. Mark is working with the Student Success Planning Council so they can incorporate the Technology Request form questions in the program review template for Student Services. This will speed up the process since the needed technology questions/information would be already answered/included. If it is approved, then the Technology Committee can check to see about possibly making the same revision on the administrative program review template. Also, the committee is looking at adjusting the timeline to get the requests earlier. A calendar is being worked on for committee items as well.

Goal #6 subcommittee is working on getting an updated inventory list for the Refresh Plan recommendation that needs to be completed by the end of spring.

Goal #7 subcommittee will start reviewing the technology survey for any recommended changes and prepare to launch it right after spring break. Emile is creating a list with the items mentioned on the surveys that are pending for continued discussion and prioritization.

b. 2015 Program Review Technology Requests

Ms. Leal provided an update regarding the program review requests. The list was submitted to all three planning councils. There were some items left out from the APC list. Ms. Leal stated that we will gather the information on those items from the department chairs in Math & Science and Communications. Once received, she will send the list of the items to committee members to provide input on high/medium/low and any comments. Then the committee will vote via email. The technology recommendations for APC (not final list), BFPC, and SSPC were approved by BFPC on February 16th. Once all three lists are completed, we will submit to ISPC.

5. 25 Live-Jefferson Tiangco

Mr. Tiangco mentioned that the 25 Live system is up and running. This system is used to reserve events after they have been approved and the events are automatically posted into the public calendar. He presented the different event calendars to the committee members.

6. Streaming Equipment Replacement Project-Dan Lambros

It was reported in ITSC that RCC will be upgrading their streaming system and then will no longer carry the other two colleges. Mr. Lambros explained that we have a streaming system in CSS 217. The server that is handling our system is at RCC. He explained that the streaming system is used mainly for events. Mr. Lambros is currently getting quotes for the streaming system to explore staying with the same system, or seeking other options. He is requesting input from the committee if we should only have one streaming system at the college, or if we need to add more. He will be obtaining two to three quotes for the streaming system.

7. Open forum

8. Next regular meeting on March 17, 2016

9. Adjourned at 1:50 p.m.

2015 Norco College APC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/Non-Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
AHWL	Professional Video Camera	Recording of in-class and public performances is a great tool for student assessment by instructors, and for peer review. It would also be a great tool for posting to our social media outlets: YouTube and Facebook. It would be specifically useful for MUC 1ABC, MUC 10, MUC 11, (and several MUC classes as well).	I	1	\$2,500.00	Low	IMC recommends purchase of small video camera for \$1k or checking out the video camera (2 available) IMC has for faculty use. IMC now has 2 checkout video cameras. Need criteria information.	Contact IMC to checkout video camera.
AHWL	Better computer connection to projector in ATEC 211	Unreliability of connection hampers effective teaching/learning, and is a safety hazard due to cords in teacher's area	I	1	Did not provide	IMC Repair Issue. IMC will follow-up on this request.		
AHWL	Computer in HUM 101	Computer currently in HUM 101 is incredibly slow and can't be practically used for instruction because of the time needed to load and display content.	I	1	\$1,800.00	Medium	Needs to be replaced, computer 5 yrs old per Micro.	
AHWL	Replace student laptops in Language Lab Classroom	Current laptops are 5 years old	I	32	\$12,800.00	Medium	Needs to be replaced, computer 5 yrs old per Micro.	
BEIT	Lynda.com subscription is an essential tool used for keeping up-to-date for training of staff.	This cost has been covered for both CIS and GAM through Perkins grant funds and this last year was covered by Norco College. During 2014/2015 Norco College provided this tool for all staff and students. There is no assurance it will be covered next year. This tool is a must-have for faculty to need to stay abreast of changes that are on-going in software.	N	5	\$1,875.00	Medium	Lynda.com already in place and used by 2477 users. Recommended by Technology Committee at \$25k. Funded only through June 30, 2016.	
BEIT	SchoolVue	SchoolVue is an essential tool used for used in our Learning Lab and classrooms. It allows us to direct and monitor student terminals in both lecture and lab environment.	I	Not provided	\$3,000.00	Medium	Instructional need per Micro. Should already be covered by existing budget. This is not new. It is currently used and a very important aspect of teaching with computer skills.	
BEIT	Camtasia/Snagit	Camtasia/Snagit is a tool provided for faculty to enhance their lecture and course tool preparation.	I	Not provided	\$175.00	Medium	Instructional need per Micro. Should already be covered by existing budget. Not a new purchase. It is a renewing of existing license.	
BEIT	Two Desktop computers for CIS faculty offices in ATEC building	Computers in the offices of Cathy Brotherton and John Coverdale are older than, and significantly below the performance of, computers in the CIS labs and LRC. Lack of hard drive space and power make these computers ineffective for the combined use of Microsoft Office and Adobe Creative Cloud applications. Possibly more recent computers may be available in current inventory as a result of upgrades to the LRC and ATEC 118.	I	2	\$5,000.00	High	Needs to be replaced, computer 5 yrs old per Micro. We teach software that demands newer computers. Computers part of 25% oldest computers in inventory.	High Priority Recommendation. Replace as part of 25% of oldest computers on campus.
BEIT	Upgrades to computers in LRC	In the meeting of the LRC Transition Task Force, it was agreed that with reduced lab hours, it would be desirable to maximize the use of the LRC for independent student work, peer tutoring and group activities. To most effectively use this space, the 32 computers on the CIS side of the lab will need to be upgraded to parity with the newer computers in the GAM lab. Notwithstanding the LRC transition this upgrade that would need to happen in the not-distant future during the ordinary technology replacement cycle. Moving this upgrade	I	32	\$80,000.00	High	Needs to be replaced, computer 5 yrs old per Micro.	High Priority Recommendation.
BEIT	Replace computers in IT 208	Due to the growth in both MUC and GAM, additional classroom space is required to serve students pursuing certificates and degrees in the 6 new game development programs. These are high end computers to be used for industry quality 3D modeling, animation and rendering. The cost is estimated. We are in the process of obtaining quotes.	I	30	\$60,000.00	Medium	Computers are 2 yrs old. NIT 202 needs to be replaced too... Same age with IT 208. Per Grants, there is not additional funding for replacement computers.	
BEIT	Computer and Phone for new Game Art Faculty	A new Full-Time Game Art Faculty will need a computer and phone for the faculty office. The estimate was provided by Beth Gomez.	N	1	\$1,500.00	Low	Faculty is low on list to be hired.	
BEIT	Replace 30 Computers in the LRC	Because the LRC now requires greater flexibility due to the recent changes in lab structure, existing computers that were previously only suited for handling CIS department related tasks will need to be upgraded to accommodate the higher technical demands of the games development classes. The current lab environment is divided into two nearly equal parts between CIS and GAM disciplines. These lab computers are scheduled as attached to courses, but neither side has enough machines individually to handle an entire class of students. This is not a much of a problem for CIS students, but since GAM	I	30	\$60,000.00	High	Needs to be replaced, computer 5 yrs old per Micro. High student usage area.	High Priority Recommendation.

BEIT	Computers for IT 124	The computers in IT 124 are now seven years old and are obsolete. They really need to be replaced and are very slow. Kevin Fleming and I have been talking about adding larger tables into IT 124 which would allow for more students to work in the middle of the classroom.	I	30	\$60,000.00			Request reviewed and approved by Technology Committee in spring 2015 and fulfilled by inventory in December 2015.
COMM	New Computer or Laptop for Discipline.	The sole full-time discipline member at Norco College is also the District Discipline Facilitator. The current college-provided computer is both out-of-date, and plagued with viruses. Most of the files were corrupted. While the Help Desk has been very supportive in trying to solve the problems, the discipline member/District Facilitator cannot adequately perform the duties of the job without current technology.	I	1	Unknown. Depends on the college district/vendor			Request fulfilled by inventory in 2014 Program Review Cycle.
COMM	Computer	Replacement/upgrade of faculty office computer - memory and speed - for instructional technology demands of course content.	I	1	1,000			
M&S	Addition of wireless printer for ST 207 lab	Did Not Provide	I	1	\$300.00			
M&S	Six additional laptop computers to replace missing laptops in ST 207.	Did Not Provide	N	6	\$4,800.00			
M&S	Annual site license for Wavefunction, Inc. chemical modeling software program called SPARTAN Student Model. This is being listed as technology because it is neither a consumable material or supply good nor capital equipment.	We currently have a one-year site license for this program. It is a valuable addition to laboratory organic chemistry and contrasts chemical modeling (calculations of energy states, stability, physical traits, reactivity, etc.) for virtually any compound as opposed to more traditional chem lab experiment that are performed to learn about handling equipment, chemicals, understand basic reactions and syntheses while working with real chemicals. By having some lab sessions be about chemical modeling, the cost of chemicals can be held down some with no loss in the students' learning opportunities.	I	1	\$2,250.00			
M&S	The printer, photocopier in ATEC 219 are very old. The laser printer needs to be replaced. The copier needs to be replaced.	Did Not Provide	I	Did not provide	Did not provide			
M&S	Faculty Computers – All 9/8 faculty members	All computers are very old, many approaching 10 years old. The department lacks the funds to replace computer equipment on a regular basis and some faculty members have	N	Did Not Provide	See technology plan			
M&S	Classroom projectors	Current classroom projectors are not well suited for mathematics instruction, placing the projection in the center of the board and leaving small areas on either side of the	I	Did Not Provide	Detailed Prices available on			
SBS	Office equipment for new hire: Computer desk bookcase phone	New Hire requires these things to fulfill contract	N	1	\$4,000.00	Low	Need criteria information. Committee reviewed the computer only.	
SBS	Camtasia Software	To enhance online class "lecture" and develop slides/presentation for various Counseling topics.	I	1	\$ 161.69	Low	License if for PCs only. Reserve Professional Development Center instead which is equipped with Camtasia software.	Reserve PDC for Camtasia use.
SBS	Computer, Desk, Bookcase & Phone for new faculty	Did not list	N	1	\$4,000.00	Low	Need criteria information. Committee reviewed the computer only.	
SBS	Desktop computer with Office 2010. Much older computer	Older Computer, slower.	N	1	\$1,200.00	Low	Few details provided. Computer purchased on 5/30/10.	
SBS	Replacement of lectern computer in IT 122	The computer frequently will not access the internet sites and it is very slow. Almost all political science courses are held in this room so the computer has a high usage.	I	1	\$1,200.00	High		High Priority Recommendation.
SBS	Replacement for overhead projector device for PowerPoints in IT 122	Continuous flickering of light even with bulb change is distracting to students and decreases learning.	I	1	\$4,500.00	Medium	Need quote and installation required per IMC.	
SBS	New Full-Time Faculty Equipment (computer, desk, bookcase, phone)	All newly hired full-time faculty need equipment to fulfill work responsibilities.	I	1 set	\$4,000	Low	Need criteria information. Committee reviewed the computer only.	
SBS	Six lab top for student use (rank1)	Did not provide	I	6	\$6,000.00	Low	Need criteria information.	
SBS	Statistics program	Students will research practically (Rank1)	I	1	\$15,000.00	Low	Need criteria information.	

2015 Norco College BFPC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non- Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
Library	Replacement Computers for Library Staff/Reference Desk	Computers for the Circulation desk staff, Library Technical Assistants, and Library Reference Desk are at end of life and beginning to fail.	N	8	\$ 9,500.00	High	Recommend replacement per Micro. 041928, 041941, 041945, 041949 (Circulation desk); 041929 (Reference desk) purchased 5/30/10; 041233 (Miguel Castro) purchased 2/22/10; 041920 (Chris Poole) purchased 5/30/10; 033866 (Library Print Server) purchased 4/5/07 *Part of 25% Oldest Computers	5th High Priority Recommendation. Part of 25% oldest computers on campus.
Library	Replacement Computer for Library Student/Public Catalog Station	Computer for locating books in the Library Catalog is old (Gateway) and beginning to fail.	N	1	\$ 1,200.00	High	Recommend replacement per Micro. Asset Tag #031408; purchased 1/11/06 *Part of 25% Oldest Computers	6th High Priority Recommendation. Part of 25% oldest computers on campus.
CTE	Instructional software required for classes: Unity, Fusion 5, Game Maker, Unity Pro, Z-Brush, Adobe Suite, and Quia	Our Title V "Portal to the Future" grant is ending 15Fall and much of our industry-grade gaming software is categorically supported. It needs to be institutionalized to support our 7 Game Development certificates and degrees. Software includes: Unity, Fusion 5, Game Maker, Unity Pro, Z-Brush, Adobe Suite, and Quia.	I		\$ 45,597.00	Medium	Instructional need per Micro.	
DOI	Color Copier/Scanner	The five members of the unit require the ability to scan documents. Seven members require the ability to print in color. The existing printer is at end of life.	N	1	\$ 8,500.00	Low	Recommend replacement per Micro. Asset Tag#020873; not in inventory; old asset tag number	
STEM	Server for Copy Machine	We need a server for the copy machine in STEM 117. This is the copier for the students and it is currently on the server located in the NOC. Due to its location we may experience problems when students try to print.	N	1	\$ 12,000.00	Low	Micro has questions on this request.	
TSS	Upgrade AV Equipment in ATEC 109	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 20,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Upgrade AV Equipment in ATEC 114	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 60,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Upgrade AV Equipment in ATEC 118	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 20,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Upgrade AV Equipment in ATEC 119	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 20,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Technology Recommendation Refresh Plan for 77 Computers, 46 Printers, 64 Monitors	Per the Technology Strategic Plan and Replacement of Technology Infrastructure & Equipment Refresh Plan, 25% of the computer inventory is recommended to be replaced based on age and programmatic needs. This is the 25% recommendation made by the Technology Committee	N		\$ 139,850.00	High	Recommend replacement per Micro. Oldest computer items in inventory. Replace oldest computers based on staggered refresh plan per strategic plan and accreditation.	1st High Priority Recommendation. Oldest Computers on campus (25% per the Refresh Plan)
TSS	Projectors for JFK	Replace old projectors in media carts for JFK/Norco College evening instructional use. Projectors have already reached their end of life.	I	7	2000 per unit	High	9 years old per IMC. Instructional Need.	2nd High Priority Recommendation.
Facilities	Tablet	To use for meeting minutes and to work on off-site locations.	N	1		Low	Few details provided.	
TSS	Upgrade all Projectors in IT Building	Replace End of Life Projection systems for all classrooms. Current projectors are losing color quality and brightness rapidly. \$1,000 per year for lamps.	I	22	3000 per unit	High	Need to provide a quote and installation is required. 6 years old per IMC. Instructional Need.	3rd High Priority Recommendation.
TSS	Purchase new projector for CSS 217 Board Room	Purchase new projector for CSS 217 Board Room. Current system is approaching end of life.	N	1	\$ 6,000.00	Medium	Need to provide a quote and installation is required. 5 years old per IMC.	
TSS	Cordless Microphones	Purchase new wireless microphone systems for IMC, AV Norco College events.	N	4	2500 per unit	Medium		

TSS	BYOD Hardware in all Conference Rooms	Upgrade Technology for non-instructional spaces in conferences rooms. This system is to keep current with new technology systems that will allow all mobile and desktop systems to connect and present on the A/V systems.	N	6	2500 per unit	Medium	Need to provide a quote and installation is required.
TSS	Microsoft Surface Pro 3		N	4		Low	TCO not provided.
TSS	Lenovo Thinkpad X1		N	1		Low	Need criteria information. TCO not provided.
TSS	Dell Precision Workstations	Upgrade TSS equipment	N	6		Low	Asset tag numbers 52402; 52401; 52404; 52403; Newer tag numbers; purchase date not in inventory but purchased with Operations Center in 2013; TCO not provided.
TSS	3TB External Hard Drives		N	4		Low	TCO not provided. Need criteria information.

2015 Norco College SSPC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non-Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
Assessment	New Computer workstations (27)	Currently, the Assessment Center is administering the web-based placement test on computers that are at least 4 years old. It is highly recommended by the manufacture to replace computers when they have reached the maximum efficiency which is about 3-4 years.	N	25	\$30,093.12	High	Recommend replacement - computer age 4 yrs old per Micro.	High Priority Recommendation.
SSS	Blumen 10.0 Technical Support Software		N		\$1,890.00	Low	Need criteria information.	
SSS Rise	Blumen 10.0 Technical Support Software		N		\$300.00	Low	Need criteria information.	
T3P	Desktop Computers		N	5	\$10,000.00	Low	Micro has questions on this request. Need criteria information.	
T3P	Printer		N	1	\$400.00	Low	Micro has questions on this request. Need criteria information.	
A&R	Secondary Monitors and Articulating Arms (3)	To provide an efficient means of reviewing documents in areas of duplicate file merge, research, and statistical analysis.	N	3	\$1200.00	Low		
A&R	Large Copy Machine	Current copy machine is approximately (10) years old. It requires constant repairs and malfunctions frequently.	N	1	\$9,000.00	Medium		
CaIWORKs	Lenovo Desktop Computer	Replace the All-in-One for the Asst. Dean. Current all-in-one is not functioning properly	N	1	\$1600.00	Medium	Recommend replacement - computer age 4 yrs old per Micro.	
Counseling	Web Cams w/ Mic (3) w/3year onsite warranty	Web Cams w/ Mic are needed for all Full-time Counselors in order to facilitate online counseling appointments. Currently 2 full-time counselors do not have a Web Cam with Mic. We are hiring an additional SSSP	N	3	\$150.00	Low	Need quote from IMC.	
Counseling	Camtasia Software	To enhance online class "lecture" and develop slides/presentation for various Counseling topics	I	1	\$161.69	Low	Use Camtasia in Professional Development Center.	Reserve PDC to use Camtasia.
Counseling	SARS TRAK	As the Counseling Dept increases outreach and provides counseling services at other locations on the Norco College campus, SARS TRAK will allow for accurate data collection regarding student's use of counseling services. SARS•TRAK is a student self-serve check-in/check-out system for measuring students' use of college services, such as advising and counseling services. A PC at each site prompts students to record their arrivals, reasons for their visits, and departures. Students can enter their ID numbers using a keyboard, touch screen, or scanning device, such as a	N	1	\$9,520.00	Medium		
DRC	Desktop workstations for staff (8)	The DRC staff are currently utilizing desktops and accompanying monitors that are over five years old. The staff are reporting that the machines are slowing down and need to be replaced during the 2015-16 academic year to reduce the possibility of a hard drive crash. The estimated number of	N	8	\$10056.00	Medium	Recommend replacement - computer age 4 yrs old per Micro.	
EOPS	Desktop workstations with Printers	The EOPS/CARE staff are currently utilizing desktops and accompanying monitors that are over five years old. The staff are reporting that the machines are slowing down and need to be replaced during the 2015-16 academic year to reduce the possibility of a hard drive crash. The estimated number of workstations includes those for future staff (director	N	2	\$3443.64	Medium		

EOPS	iPad and appropriate accessories	The EOPS/CARE office is in need of an upgraded tablet for staff use for taking meeting minutes at EOPS/CARE staff meetings and advisory committee meetings, store program related documents, and for providing program related presentations (power points).	N	1	\$ 892.00	Low	Need criteria information.
JFK	Laptop	To provide access for onsite counseling, advising, and enrollment follow up at the JFK Middle College High School location.	N	1	\$ 2,600.00	Being purchased with Middle College Grant.	
Outreach	Surface Pro 3 Laptop Computer	Utilize it to conduct off-site outreach presentations, College/Job Fairs and special events. This would help us go prepared as needed for presentations.	N	1	\$ 1,835.99	Low	
Outreach	BEM Wireless Kickstand Mini Portable Projector	Utilize it with the laptop during off site Outreach presentations. When invited to events, schools struggle to provide equipment for presentations. This would help us go prepared as needed for presentations.	N	1	\$ 594.00	Low	
Outreach	Lenovo Desktop Computer	The computer assigned to this position/office is the old computer from the Asst. Dean of CalWORKs. It is outdated.	N	1	\$ 1,600.00	Low	
Puente	Laptop for hourly worker	The hourly worker does not have a workstation nor a computer so the laptop would be vital since this position requires use of a computer.	N	1	\$ 1,000.00	Low	Need criteria information.
Student Employment	Electronic Timesheets	This area processes over 6000 paper timesheets each year. It is costly because departments also have to keep a copy and the number of timesheets printed doubles. The margin of error increases with manual timesheets. With the increasing number of student employees hired at Norco, it makes sense to infuse technology. Electronic timesheets can deliver improved accuracy of payroll data, simplify data entry, electronic signatures would also save time for supervisors that have to sign dozens of timesheets for their area. It would save money, time, efficiency, and benefit all departments. (One time purchase cost).	N	1	\$ 10,000.00	Low	Need criteria information to evaluate.
Student Employment	Fax Machine	This area deals with high volume of very confidential faxes that come through for payroll, hiring purposes, employment verifications.	N	1	\$ 400.00	Low	Need criteria information. Recommend using scanning/email instead of outdated technology.
Student Employment	Lenovo 3554-CTO M72h All-In-One w/3year onsite warranty	Current computer keeps crashing. It's 4 years old.	N	1	\$ 1,000.00	Low	Need criteria information.
SFS	Computers (5)	These computers are needed for staff to work efficiently. Our current computers are approximately 5 years old.	N	5	\$ 5,000.00	Medium	Asset Tag#044629, 44617, 44630, 44616, 44628: all purchased 6/10/11
Transfer	iPad Air 2	Utilize for digital sign-in at workshops and transfer fairs. For Transfer Center staff to utilize at conferences, meetings. To send text updates to students, and appointment reminders to student, and used to conduct student surveys. Department student employees are utilizing current mobile device (iPad mini) at on campus information tables for appointment registration.	N	1	\$ 500.00	Low	
Veterans	Secondary Monitors and Articulating Arms	To provide an efficient means of processing VA certifications as I currently have to switch from Norco College's UIWEB software to the Department of Veterans Affairs VAONCE software.	N		\$ 1,500.00	Low	
Veterans	iPad	The use of a mobile device is needed for taking notes while attending VA workshops/meetings. To assisting veterans/dependents.	N	1	\$ 700.00	Low	Need criteria information.