Norco College
Technology Committee Meeting
12:50pm-1:50 p.m.
IT 218
Nov. 12, 2015

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Mark DeAsis (A&R)
Damon Nance (Co-Chair)	Elan Santana (ASNC)
Cathy Brotherton (CIS/BEIT)	Janet Frewing (Math)
Kim K. Kamerin (AHWL)	Emile Bradshaw (Tutorial)
Keith Coleman (DRC)	Jefferson Tiangco (DOI)
Daniel Lambros (IMC)	
Sheri Cologgi (SFS)	
James Finley (CIS/GAM)	Guest
Ladylyn Dominguez (SBS)	Dean Hines, BEIT
Deborah Tompsett-Makin (SBS)	
Christian Castillo (ASNC)	
Mitzi Sloniger (COMM)	
Ana Molina (Secretary)	

1.   Call to Order 12:50 p.m.

2.   Consent Calendar- Ruth Leal

    a. Minutes for October 15, 2015 will be approved at the next meeting.

3.   **Committee Business: Damon Nance**

        a. Member Role & Responsibilities
            Mr. Nance informed the committee that we will be working on updating the
            Roles and Responsibilities to add more of the committee's procedures. The
            Chairs welcome any input into this process via e-mail before the next meeting.
        b. ITSC Update
            Mr. Nance provided an update regarding the Office-365 migration. He
            informed the committee that Ms. Leal, on behalf of the Technology
            Committee, and as liaison of ITSC, has made presentations to different

committees (ISPC, Senate, Student Services Planning Council, and APC) for feedback. Any additional information should come from the District and they will keep us updated.

District asked the Technology Committee to prioritize the District Technology Requests for 16/17 in consideration for program review. These will go into the District's program review document for next year's budget. Ms. Leal discussed everything that has been prioritized. The report has three categories: infrastructure, training, and support. Ms. Leal discussed the prioritization list and asked the committee for feedback and/or to make any changes to the ranking.

The committee discussed the needs as pertains to Norco College and its students; how it aligns with the technology plan; and technology survey results. It was determined after much discussion that the specific requests need to include a brief descriptions, as well as estimated costs. Motion to approve the District Technology Requests for 16/17 Consideration as presented with the requirement that a description and justification, along with the dollar amount for the item "Student Support" be provided to the committee, and that this become part of the standard format in the future as a requirement for approval.

Motion (Kamerin/Sloniger): To approve the District Technology Requests for 16/17 Consideration prioritized by the Norco College Technology Committee. Approved. No abstentions.

4. **Technology Plan- Ruth Leal**
   a. Subcommittees Report
   Ms. Leal provided an update regarding the following subcommittees:

   Goal # 1 subcommittee compiled statistics regarding Lynda.com usage. Ms. Leal presented and discussed the Lynda.com usage statistics (see attached document). Marketing for Lynda.com includes a banner ad on the website, social media posts, and posters/slides on campus. Next workshop is Learn with Lynda on November 23rd at 1pm. Ms. Leal requested for the committee members to encourage faculty, staff and students to attend the Lynda.com workshops. The workshops have not been well attended so far this semester. A suggestion was made to add a Learn with Lynda workshop to the beginning of the term Flex Days. The strategic plan and technology surveys call for having not only online, but face to face workshops.

Goal #3 subcommittee continues to follow-up with the technology request from Melissa Bader. An iMac computer has been approved for Melissa Bader (funded by Business Services), but not ordered as of last Thursday. The subcommittee will continue to follow-up to ensure that this Tech Request is completed.

Goal #6 - The Technology Committee will receive an updated inventory report in the beginning of spring by Technology Support Services that will combine the computer/equipment inventory list to include labs (which include the faculty lectern computers) and conference rooms.

The committee discussed computer support. Suggestions were to have a maintenance schedule when computers would be cleaned and updated and it was noted that this would need to be provided to the committee by Technology Support Services. The Co-chairs will request this and follow-up with the committee. Discussion was entertained on a software update schedule and Darren Dong informed the group that this would be a district function, and best requested at ITSC. The Co-Chairs will request a software update schedule for Norco College.

The committee discussed recommending tablets for student use in the Library. Currently, there are two laptops available for students to check out. Mr. Nance indicated that the library is promoting the availability of these items to students so they can utilize them when there are no computers stations available in the library. Mr. Nance will get more information on the viability and costs of tablets for students in the library.

The committee discussed a troubleshooting help desk as mentioned in the 2015 Technology Survey. The group discussed recommending Apple/Mac support being needed as there are several Mac labs and Mac users on campus. The discussion included the need for live person support as a District resource, additional people resources, and whether the recommendation should include offering help desk service for students. In addition, Ms. Leal informed the committee that ITSC discussed the help desk position. They are aware that an additional person is needed. As an option for help desk assistance, Mr. Finley suggested an online chat option for people who need technical help. This idea will be taken to the ITSC. Ms. Leal will write something to present to the ITSC and bring it back to the committee.

The committee discussed general use classrooms and what technology should be in there. Mr. Lambros provided information about bring your own device technology (BYOD). This system allows all laptops, tablets and IPads to connect and automatically display the content on the

classroom TV screens. The Manufacturer for BYOD is Christie Brio. This topic will be further discussed in future meetings.

b. 2015 Program Review Technology Requests

Ms. Leal discussed that it was time for the Technology Committee to review the technology requests from this year's program review documents and make a recommendation to the planning councils. Several committee members received an e-mail requesting their assistance in distributing the Technology Request Forms to the requestors. This form needs to be filled out for each item. Ms. Leal discussed the ranking criteria with the technology committee members. The following deadlines were agreed by committee members:

Time Line

- *Technology Request Form returned by November 17th 2015*
- *Committee members need to submit their ranking by December 1, 2015*
- *Voting on December 2, 2015*

5. **Accreditation Follow-Up-Ruth Leal**

a. Ms. Leal provided a follow-up report regarding accreditation. She presented a Technology Committee completion list report that includes the information submitted to meet the standards (see attached document). The Co-Chairs thanked the committee for their participation in the accreditation follow-up visit interview, and for the committee's assistance to meet the standards of accreditation.

6. **R25 Live – Carol Farrar**

a. Mr. Lambros informed the committee that trainings are being conducted for R25 live. All IMC and Facilities requests for equipment and additional resources have to be submitted through R25.

7. Open Forum

8. Next Regular Meeting- December 10, 2015

9. Adjournment 1: 50 p.m.

ALL DEPARTMENTS TECHNOLOGY & AUDIO/VISUAL REQUESTS

Department	Discipline Name	APR or CPR	Category	Needs	Reason	New or Replacement	Equip I/N	No.#	Cost Each	Total Cost	EMP GOALS	Distance Education
AHWL	Commerical Music	APR	Equipment (including technology) NOT Covered by Current Budget	Professional Video Camera	Recording of in-class and public performances is a great tool for student assessment by instructors, and for peer review. If 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).	New	Instructional	1	$2,500.00	$2,500.00	Goal 1: Increase Student Achievement and Success	N/A
AHWL	Humanities	APR	Equipment (including technology) NOT Covered by Current Budget	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	NEW	Instructional	1	Did not provide	Did not provide	5 Strengthens student learning, 7, employee relations	Did not provide
AHWL	Music	APR	Equipment (including technology) NOT Covered by Current Budget	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.	Replacement	Instructional	1	$1,800.00	$1,800.00	Goal 1: Increase Student Achievement and Success	N/A
AHWL	World Languages	APR	Equipment (including technology) NOT Covered by Current Budget	Replace student laptops in Language Lab Classroom	Current laptops are 5 years old	Replacement	Instructional	32	$400.00	$12,800.00	Goals 1, 2, 4, 5, 6	N/A
BEIT	CIS, CSC	CPR	Equipment Needs NOT covered by Current Budget	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	Replacement	Non-Instructional	5	$375.00	$1,875.00	Goal 1	Not provided
BEIT	CIS, CSC	CPR	Equipment Needs NOT covered by Current Budget	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.	NEW	Instructional	Not provided	Not provided	$3,000.00	Goal 1, 5	Not provided
BEIT	CIS, CSC	CPR	Equipment Needs NOT covered by Current Budget	Camtasia/SnagIt	Camtasia/SnagIt is a tool provided for faculty to enhance their lecture and course tool preparation.	NEW	Instructional	Not provided	Not provided	$175.00	Goal 1	Not provided
BEIT	CIS, CSC	CPR	Equipment Needs NOT covered by Current Budget	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.	NEW	Instructional	2	$2,500.00	$5,000.00	Goal 1	Not provided

ALL DEPARTMENTS TECHNOLOGY & AUDIO/VISUAL REQUESTS

Department	Discipline Name	APR or CPR	Category	Needs	Reason	New or Replacement	Equip I/N	No.#	Cost Each	Total Cost	EMP GOALS	Distance Education
BEIT	CIS, CSC	CPR	Equipment Needs NOT covered by Current Budget	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 forward would enable the LRC to be more responsive to student requests and needs, and the existing computers could be used to provide instructional or staff upgrades in environments where Microsoft Office is the primary requirement.	NEW	Instructional	32	$2,500.00	$80,000.00	Goal 1, 2, 3, 5	Not provided

Year
2015-2016
2015-2016
2015-2016
2015-2016
2015-2016
2015-2016
2015-2016
2015-2016

Year
2015-2016

Norco College FY 2015-201
Technology Equipment Requests - Busines

Department	Description
Maintenance and Operations	Tablet
Technology Support Services	Technology recommendation Refresh
Technology Support Services	Microsoft Surface Pro 3 (4 qty)
Technology Support Services	Lenovo Thinkpad X1
Technology Support Services	15" Macbook Pro
Technology Support Services	3TB External Hard Drives (4 qty)
Technology Support Services	Dell Precision Workstation (6 qty)
Technology Support Services	Projectors for JFK (7 qty)
Technology Support Services	Cordless Microphones (4 qty)
Technology Support Services	Upgrade AV Equipment in AT109
Technology Support Services	Upgrade AV Equipment in AT114
Technology Support Services	Upgrade AV Equipment in AT118
Technology Support Services	Upgrade AV Equipment in AT119
Technology Support Services	Upgrade all Projectors in IT Building (22 qty)
Technology Support Services	Upgrade Projector in CSS Building
Technology Support Services	BYOD Hardware in all Conference Rooms (6 qty)

s Services Division

Amount requested	Justification/Comments
$ 1,100	To use for meeting minutes and to work on off-site locations.
$ 140,000	Recommendations from the Technology Committee
$ 2,400	submit and close workoders
$ 1,500	for faculty user
$ 2,100	for faculty user
$ 800	up server
$ 12,000	upgrade TSS equipment
$ 11,000	replace old equipment
$ 10,000	replace old equipment
$ 25,000	replace old equipment
$ 80,000	replace old equipment
$ 25,000	replace old equipment
$ 25,000	replace old equipment
$ 88,000	replace old equipment
$ 20,000	replace old equipment
$ 12,000	upgrade technology

District Technology Requests for 16/17 Consideration
Prioritized by the Norco College Technology Committee

Infrastructure	Location	Estimated Cost		Prioritized 1-8
Fire Suppression System	RCC NOC	$80,000		7
Disk Storage Expansion	District-wide	$90,000		6
Server Expansion	District-wide	$50,000		4
Wireless Upgrades	District-wide	$250,000		5
Email archiving	District-wide	$80,000		8
Training				
Galaxy, CI-Track, Footprints, R25, Web UI, WebAdvisor, Portal, O365		$10,000		2
Support				
HelpDesk Support Technician	District-wide	$60,000		1
Student Support	District-wide	$xx,xxx		3

Norco College Follow-Up Report

November 2015

College Recommendation 4

In order to meet the Standards, the team recommends that the College systematically plan for the replacement of technology infrastructure and equipment, reflect projections of total cost of ownership for new equipment, systematically assess the effective use of technology resources, and use the results of evaluation as the basis for improvement.

Technology Committee Completion List

1. Norco College systematically plans for the replacement of technology infrastructure and equipment.
    a. In 2013-2014, the Technology Committee developed the **Norco College Replacement of Technology Infrastructure and Equipment Plan**. It was approved by BFPC, ISPC, and COTW. The plan outlines the replacement and refresh of all technology equipment at the college. The plan also mandates an annual inventory be maintained, reviewed, and evaluated by the Technology Committee.
    b. Recommendation of 25% of computer inventory (computers/printers/monitors & scanners), as designated by the annual inventory based on age, per the replacement plan was placed on the 2015 Technology Support Services Program Review and brought forward to the BFPC and ISPC in September 2015 as an information item. (Goal 6)
    c. In the winter of 2015, the Technology Committee conducted a physical inventory of all office computers college-wide and used this as a basis for the refresh plan 25% computer inventory replacement recommendation. It will be continuously updated and reported to the Technology Committee at the beginning of fall and spring semesters for review. (Goal 6)

2. Norco College projects total cost of ownership for new equipment.
    a. In fall 2014, the Technology Committee approved the **Norco College Technology Principles and Guidelines**, which defines the technology total cost of ownership and the process for technology requests.
    b. In spring 2015, the Technology Committee documented the process of technology requests from program review to the Committee and its

evaluation/recommendation to BFPC in *Technology Principles and Guidelines.* (Goal 2)

c. The Technology Committee reviewed the **Technology Request Form** in spring 2015 and adapted it into a streamlined format for program review and presented it to the Program Review Committee and Academic Planning Council for input. Based on those meetings, the Technology Request Forms, both for purchases and program review, have been placed on the Technology Committee webpage for user access.   The Technology Request Forms allow the user to be provided the technology total cost of ownership information by the technology departments. (Goal 6 and 2)

d. The Technology Committee created the Technology Total Cost of Ownership document and it is posted on the Technology Committee webpage for user access as well as the TCO Spreadsheet in the program review section of the college website.

e. As part of the 2014 program review process, the Technology Committee obtained a report from Microcomputer Support Services of the computer equipment in inventory and their recommendation to reassign equipment. This was used as a basis for the Committee for recommendations of technology program review requests in the program review process. The Committee made recommendations to BFPC for SSPC, APC, and BFPC technology requests as high, medium, and low as well as replacements in inventory recommendations. The recommendations were approved by BFPC and ISPC and the high priority and inventory replacement recommendations were approved for funding/replacement. (Goal 3)

3. Norco College assesses the effective use of technology resources.

a. In spring 2015, the Technology Committee conducted its annual survey, **Technology Survey 2015**, which was completed by over 300 respondents (204 students, 48 staff, and 50 faculty). Although it was an overall positive survey, the Technology Committee reviewed it in fall 2015 and indicated areas for improvement in satisfaction with the user's college computer, troubleshooting help desk, technology standards in the general use classroom, computer access for students, etc. (Goal 7 and 6)

b. **Technology Survey 2014** had 147 responses. Utilizing the survey, which showed that 24% of students used library computers as main access, the Technology Committee set the program review request for 11 additional computer workstations in the library as a medium priority and recommended that computers from inventory be installed to meet student needs. See *2014 Norco College BFPC Annual Program Review Technology Requests Recommendation*.

4. Norco College uses the results of evaluation as the basis for improvement.
    a. In spring 2015, the Technology Committee put forth a recommendation to continue the subscription to **Lynda.com** that was based on assessments/surveys (user report – including # of registered users/active users in first year of Lynda.com 2014/2015, satisfaction survey conducted in winter 2015, and the 2014 Technology Survey), the Technology Strategic Plan, and discussion by the Technology Committee on the benefits of continuing Lynda.com as a technology training tool. It was approved by the president and funded for 2015/2016. (Goal 1)
    b. The Technology Committee conducted face-to-face **technology workshops** in fall and spring semesters and debuted workshops in summer 2015 to maximize Lynda.com usage called "Learn with Lynda." These workshops continued in fall 2015 and will be held throughout this academic year. (Goal 1)
    c. In spring 2015, the Technology Committee discussed the assessment findings from the planning assumptions in the Technology Strategic Plan. During the discussion, the Committee identified three areas for further discussion such as a technology help desk for students, technology in the general use classroom and printing for students. These discussion items were placed on the agenda in September 2015 and were identified to coincide with discussion items from the 2015 Technology Survey. See *September 17, 2015* minutes. (Goal 6 and 7)

Norco College

Lynda.com Usage Statistics

July 2014- June 2015

Month/Year	Active Users	Total users who logged in	Distinct courses viewed	Distinct videos viewed	Hours viewed
07/14	98	98	43	340	24.9
08/14	884	800	131	1120	116.4
09/14	1392	636	278	2311	372.1
10/14	1631	392	260	2504	309.1
11/14	1649	121	170	1649	252.5
12/14	1663	109	172	1668	183.7
01/15	1731	158	211	2682	786.0
02/15	1769	157	210	3242	615.2
03/15	1885	227	228	2204	269.6
04/15	1941	153	199	2243	243.0
05/15	1954	111	210	2564	264.6
06/15	2163	309	271	4109	479.8
Ave/Mo	1563	273	199	2220	326.4

Top 15 Courses

Rank	Course	Total views	Unique users	Hours viewed	# users completed
1	Excel 2013 Tips and Tricks	2945	57	186.76	24
2	Excel 2013 Essential Training	2575	70	186.06	10
3	Photoshop CC Essential Training	2562	60	228.86	1
4	PowerPoint 2013 Essential Training	2458	58	130.98	26
5	Windows 7 Tips and Tricks	2242	42	71.98	28
6	Word 2013 Essential Training	2152	66	149.24	13
7	Access 2013 Essential Training	2107	41	123.49	26
8	Access 2013 Essential Training	1801	31	107.35	26
9	Office 2013 New Features	1761	49	100.22	33
10	Windows 7 Essential Training	1239	32	112.94	7
11	Word 2013 Power Shortcuts	1103	38	107.95	21
12	Photoshop CC Essential Training	778	41	68.78	1
13	Photoshop for Designers: Type Effects	761	34	73.21	1
14	Foundations of Layout and Composition	715	42	29.01	0
15	PowerPoint 2013 Power Shortcuts	632	18	38.06	9

- **Distinct Courses Viewed** - Number of individual courses viewed within the date range chosen. If the same course is viewed twice, the number of distinct courses viewed is one.
- **Distinct Videos Viewed** - Number of individual videos viewed by a user within the date range chosen. If the same video is viewed twice by a user, the number of distinct videos viewed is one.
- **Hours Viewed** - Sum of video durations viewed in hours; duplicate viewings are counted. Whether the entire course was watched is not distinguished.
- **Unique Users** - Number of individuals who viewed the course. Multiple viewings by the same individual are counted as one viewing.

Norco College
Lynda.com Usage Statistics

July 2015- Present (Nov 2015)

Month/Year	Active Users	Total users who logged in	Distinct courses viewed	Distinct videos viewed	Hours viewed
07/15	2191	164	265	3253	1012.2
08/15	2197	95	154	1172	86.2
09/15	2239	131	184	1329	125.0
10/15	2475	350	250	2034	195.6
11/5/15	2477	40	55	326	23.0
Ave/Mo	**2316**	**156**	**182**	**1623**	**288.4**

Top 15 Courses

Rank	Course	Total views	Unique users	Hours viewed	# users completed
1	Access 2013 Essential Training	2707	44	160.71	18
2	PowerPoint 2013 Essential Training	1751	35	93.11	20
3	Word 2013 Essential Training	1430	24	98.64	10
4	Excel 2013 Tips and Tricks	1359	27	87.44	11
5	Excel 2013 Essential Training	1159	28	87.18	6
6	Word 2013 Power Shortcuts	749	29	74.21	14
7	PowerPoint 2013 Power Shortcuts	696	16	43.33	12
8	Excel 2013: Charts in Depth	653	13	41.83	9
9	Using Office 2013 Themes and Templates for Branding	649	15	46.67	9
10	Up and Running with LinkedIn	491	17	24.45	6
11	Photoshop CC One-on-One: Fundamentals	343	24	24.91	0
12	Windows 7 Essential Training	294	8	25.66	1
13	Office 2013 New Features	211	12	11.5	3
14	Illustrator CC Essential Training (2015)	210	22	14.34	0
15	Ruby on Rails 4 Essential Training	191	2	20.32	0

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- **Unique Users** - Number of individuals who viewed the course. Multiple viewings by the same individual are counted as one viewing.

NORCO COLLEGE FY 2015-2016 Budget Development
Technology Equipment Requests
Student Services Planning Council

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	Priority
					Scoring					
Assessment	New computer works stations (27)		$17,549.73	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.						
SSS	Bluemen 10.0 Technical Support Software		$1,890.00	None						
SSS RISE	Bluemen 10.0 Technical Support Software		$300.00	None						
T3P	desk top computers (5)		$ 10,000.00	None						
T3P	printer		$ 400.00	None						

NORCO COLLEGE FY 2015-2016 Budget Development
Equipment Requests
Student Services Planning Council

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score
A&R	Secondary Monitors and Articulating Arms (3)		$ 1,200.00	To provide an efficient means of reviewing documents in areas of duplicate file merge, research, and statistical analysis.					
A&R	Large Copy Machine		$ 9,000.00	Current copy machine is approximately (10) years old. It requires constant repairs and malfunctions frequently.					
CalWORKs	Lenovo Desktop Computer		$ 1,600.00	Replace the All-in-One for the Asst. Dean. Current all-in-one is not functioning properly					
Counseling	Web Cams w/ Mic (3)		$ 150.00	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 Counselor so three Web Cams with Mic are requested					
Counseling	Camtasia Software		$ 161.69	To enhance online class "lecture" and develop slides/presentation for various Counseling topics					

Counseling	SARs TRAK		$ 9,520.00	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 card reader or wand. Since students are prompted by on-screen instructions, no training is needed. Because it is integrated with SARS·GRID, students may use the system to self-register for walk-in visits and check in for appointments, at which time the advisor will be notified of the student's arrival and the student's attendance will be recorded, as well as to book same day and future appointments. Students can select from a list of reasons when checking in for a service.					
DRC	Desktop workstations for staff (8)		$ 10,056.00	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 workstations includes those for future staff (director, counselor, staff).					

EOPS	Desktop workstations (5)		$ 6,285.00	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 and counselor).					
EOPS	iPad and appropriate accessories		$ 892.00	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).					
JFK	Laptop		$ 2,600.00	To provide access for onsite counseling, advising, and enrollment follow up at the JFK Middle College High School location.					
Outreach	Surface Pro 3 Laptop Computer		$ 1,835.99	Utilize it to conduct off-site outreach presentations, College/Job Fairs and special events. This would help us go prepared as needed for presentations.					
Outreach	bem wireless – Kickstand Mini Portable Projector		$ 594.00	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.					
Outreach	New Lenovo Desktop Computer		$ 1,600.00	The computer assigned to this position/office is the old computer from the Asst. Dean of CalWORKs. It is outdated.					
Puente	Laptop for hourly worker		$ 1,000.00	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.					

Student Employment	Electronic Timesheets		$ 10,000.00	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).					
Student Employment	Fax Machine		$ 400.00	This area deals with high volume of very confidential faxes that come through for payroll, hiring purposes, employment verifications.					
Student Employment	Lenovo 3554-CTO M72h All-In-One w/3year onsite warranty		$ 1,000.00	Current computer keeps crashing. It's 4 years old.					
SFS	COMPUTERS (5)		$ 5,500.00	These computers are needed for staff to work efficiently. Our current computers are approximately 5 years old.					
Transfer	iPad Air 2		$ 499.99	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.					

Veterans	Secondary Monitors and Articulating Arms		$1,500.00	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.					
Veterans	IPAD		$ 700.00	The use of a mobile device is needed for taking notes while attending VA workshops/meetings. To assisting veterans/dependents.					

Technology Committee - Criteria for Technology Needs

Category	Points Allowed	Points Assigned	Description
Equipment:			
Lifecycle: What is the Lifecycle of the equipment?	20		20 = More than 10 years out of Lifecycle; 15=More th Technology - 4 years; Special Use - 3 to 5 years; Out of justification)
Is it new or a replacement/upgrade?	10		10=Replacement; 5=Upgrade; 0 = New
Programmatic Needs:			
How is this item necessary to address the department's mission and goals?	20		20 = Mission critical or required by code or law, essen 15 = Needed to affect student learning, success, or ac
What percentage of departments/staff/students will benefit from this technology?	10		10=100-60%; 5=59-20%; 0= Less than 20%
Does this technology item assist Norco College in remaining competitive with comparable institutions?	10		10 = It is prompted to stay competitive, improve effici Adds value, creates opportunities
Funding Source:			
Is there a budget to fund the purchase?	5		5=Already in budget; 3 = Prospective funding; 1
Is there a budget to fund replacement/maintenance/repairs?	5		5=Already in budget; 3 = Prospective funding; 1
Total Cost of Ownership:			
Is there information on TCO?	10		10=information provided on TCO; 2=some inforn
Technology Dept Comments			
Are there noted impediments?	5		5=no impediments or equipment in inventory that car impediments
Is the infrastructed needed in place?	5		5= infrastructure in place; 2=need additional items bu

Total		100		High: 100-80; Medium: 79-60; Low 59-0

Recommendation (High/Medium/Low):

Comments:

ian 4 years out of lifecycle; 10=Out of lifecycle (Standard Office f cycle - out of warranty/repair is not feasible or other adequate
tial to ensure privacy, security and safety or driven by economic factors; cess; 10 = improve quality of student life
ency, improve services, or respond to the demand for more services. 5 =
= not stated or no funding
= not stated or no funding
nation on TCO
n be reassigned; 2=need additional items but can be done; 0 =
t can be done; 0=infrastructure needed

Technology Request Form

For Program Review Only

Norco College Technology Committee

Program Review: [▼]   **Department/Discipline:** [   ]

Contact: [   ]   **Phone:** [   ]   **E-mail:** [   ]

Equipment

( ) New   ( ) Replacement   **Asset Tag # (if replacement):** [   ]

Equipment listed on Program Review: [   ]

Funding

Is there a Budget to fund the purchase? [▼]   Is there a Budget to fund replacement/maintenance/repairs? [▼]   **TCO:** [   ]

Programmatic Needs

Explain how this item is necessary to address the department's mission and goals?
[   ]

Where does Norco College stand in comparison with other comparable institutions in regards to this technology item?
[   ]

How many departments/staff/students will *directly* benefit from this technology? [   ]

[Print Form]   [Submit by Email]

*TCO information can obtained by contacting a technology department (Micro/IMC/Software), which includes initial and operating cost estimates .