Norco College
Technology Committee Meeting

12:50pm-1:50 p.m.
IT 218
April 28, 2016

MINUTES

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

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

2. Consent Calendar- Ruth Leal

    a. Motion (Tompsett-Makin / Castillo). Approve minutes for March 17, 2016. Approved. No abstentions.

3. Committee Business – Damon

    a. Actionable Improvement Plan IIIB.1.a

        Shirley McGraw is working on the draft and will have it for the committee to review at the next meeting.

    b. ITSC Report

        Office 365 Webmail has a new log-in screen that is required to use your email address but the old Outlook link still works. In the meeting, it was reported that IT will be migrating email accounts sometime in April but the co-chairs will confirm this at the next meeting. It was reported that the new portal will have a

soft launch at the end of spring. District personnel requested to present on the new portal at the next TC meeting.

4. Technology Plan – Ruth

a. Subcommittees Report

Ms. Leal provided an update regarding the subcommittees.

Goal #1 subcommittee will provide the Lynda Satisfaction Survey document at the next meeting, but the information is included in the Lynda Recommendation. Jefferson Tiangco reported that there were not any workshops at this time other than the Blackboard workshops that the TC is collaborating on with the Distance Education Committee.

Goal #2 subcommittee is working on updating the Technology Principles and Guidelines section entitled "Norco College Replacement of Technology Infrastructure", and Equipment Plan section II entitled "Staggered Replacement" to include a process for implementing new computers purchased from the refresh plan program review requests to include the department's input on type of computer and computer needs prior to purchasing. And section III, "Reassignment/Disposal of Technology Equipment Being Replaced" is being updated to add verbiage about the determination of computers that are being replaced and their placement within the department that purchased the computers. This section already includes language for that states if equipment is grant purchased, then that equipment must remain the property of the grant.
After discussion it was determined that the process needs to be reviewed to include input and approval from the department/discipline so that new purchases reflect the equipment needs in classrooms and office areas. The input is valuable to reflect the software and hardware demands for instructional areas. It was discussed to implement the full Technology Request Form in the program review process for high priority items that will/have been funded to record requestor approval. The subcommittee will work on the language for the approval process when replacing equipment based on the classroom or office needs. They will add a process to the Technology Principles and Guidelines document.

Goal #6 subcommittee reported that the inventory list for office computers is still not updated although the district has hired a temporary inventory person. As soon as the list gets updated it will be presented to the committee members. A suggestion was made to send an email asking employees to update their own information in regards to equipment, and if they have had any changes. Also, they would be asked to add the asset tag number(s). Committee members agree that an email should be sent out asking employees to update their equipment information

if it has been changed. The general list should be attached and a picture of an asset tag should be included as well so people can see the number they need to send.

Goal #7 subcommittee revised one question and added a comment section to the 2016 Annual Technology Survey. In the fall, when discussing the survey, the committee and subcommittee agreed that it would be beneficial to use the same survey to compare year-to-year results. The survey was launched today for faculty and staff and will be sent out shortly to students. It was shared with the student representatives, Christian and Thelma, for their assistance on sharing the link and having students being able to take the survey in the Student Activities office. Last year, with their help, over 200 students took the survey.

b. Lynda.com Evaluation & Recommendation-Jefferson Tiangco

Mr. Tiangco presented the statistics for the usage of Lynda.com. He received 70 responses compared to 75 from last year. 75% said it was a good resource. An average of two hours per user was shown. The results on the qualitative data were that faculty said it was good, and students said they love it. The cost for the renewal is $25,000. More resources will be provided to promote Lynda.com. Also Student Life will continue to assist promoting it to students. In addition, the Lynda.com vendor will provide more resources to promote the system.

Motion (James/Debbie-Making) to move the proposal forward to renew the contract for Lynda.com. Approved. No abstentions.

c. 2015 Program Review Technology Requests Update-Ruth

Ms. Leal presented the list of technology requests that was approved from program review to committee members. The president and executive cabinet approved the purchase of the listed high priority items which included the computer refresh recommendation of 77 computers, projectors for JFK, computers for the LRC Labs and Assessment Center, and AV equipment for IT. The list provides a status update. Another update will be provided at the next meeting.

d. Replacement Plan Computer Recommendation-Ruth

Ms. Leal presented the list for the next 25% of computers recommended for replacement according to the plan for staggered refresh to be placed on the 2016 program review. The recommendation includes the rotation to refresh the classroom lab computers as well. The classroom lab recommendation is a staggered refresh that it is not broken down by 25%, but by the year in which the computers will end efficiency minimum or maximum. The computers that are being replaced will be reviewed by Technology Support Services. An

inventory list will be provided to the Technology Committee to determine reassignment based on the Technology Principles and Guidelines.

Motion (Kathy/Janet). For the Computer Office Replacement Refresh and the Computer Lab Replacement Refresh Recommendations as presented to be placed on the 2016 Annual Program Review. Approved. No abstentions.

In addition, Ms. Leal informed that the Title V Grant might fund some of the equipment that can be replaced with the money they have left over for fiscal year 2015-2016.

5. Technology Projects – Shirley

a. Update

Ms. McGraw provided an update of all the equipment that will be replaced based on the resource allocation for program review. She stated that a work order will be generated and assign for computers to get replaced. Individuals will be notified when computers are ready to be installed.

b. Streaming Equipment Replacement Project-Dan Lambros

Mr. Lambros provided an update regarding streaming equipment replacement. He mentioned that the current recorder needs to be replaced. He attained pricing for the equipment: $7,950 for a 1080p high definition recorder and $2,500 for a maintenance agreement. He stated that it is a cloud-based server to stream events with 500 GB of storage. The cost for this is $6,240 for the year. Mr. Lambros will get additional quotes from other vendors. The committee will make a formal recommendation at the next meeting.

6. Open Forum

A representative from Lynda.com made a presentation to the committee members (see attached presentation) about the new partnership and benefits of Linked In, as well as marketing resources available to the committee.

Gustavo Oceguera would like to present to the committee members Grad Guru which is an application that is cloud-based, and that he is looking to purchase with Title V funding. He is requesting a sub-committee of the Technology Committee be formed to view a demo of this application.

Adjourned: 1:58 p.m.

Next meeting will be May 19, 2016 in IT218

Norco College

Computer Lab	#PC	Computer	Dept.	OS_Version
NIT121	50	Lenovo S30/S10	Reading Writing	Windows 7/32
NCACT	25	Lenovo	Manufacturing	Windows 7
NIT125	33	DELL	Engineering/CIS	Windows 7
LRC100 (GameLab)	26	DELL	Engineering/CIS	Windows 7
	9	iMac	Engineering/CIS	Windows 7
	33	Lenovo M58	CIS/Gaming	Windows 7
NIT202	35	Lenovo	Gaming/CIS	Windows 7
NIT208	33	Lenovo	Gaming/CIS	Windows 7
NAT109	35	Dell T1700	Engineering	Windows 7
NAT118	33	Lenovo M73 All-1	CIS	Windows 7
NSTEM302	56	Lenovo M73 All-1	STEM	Windows 7/32
NOC110 (Prof. Dev. (	12	Lenovo M73 All-1	STEM	Windows 7
NSTEM122	16	iMac	STEM	Windows 7
NIT106	33	iMac	Music/Gaming/CIS	Dual boot
NIT127	33	iMac	Engineering/CIS	Dual boot
NIT124	26	Lenovo M73 All-1	Manufacturing	Windows7/32

*Work in progress for new computers via program review for Fall 2017

Efficiency is based on manufacturers recommendation: Windows PCs = 3-4 years/ iMacs = 4-5

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Computer Lab Inventory

CPU	Memory	HD Space	Installed	Efficiency
Dual 3.00 Ghz Intel Core2 Duo E8400	4Gb	1 Tb	Fall 09	Fall 2012
Intel I-7 Xeon	4 GB	500 GB	Spring 2013	Spring 2016
I-7 3770 3.40 Ghz	12 GB	2 TB	Fall 2013	Fall 2016
I-7 3770 3.40 Ghz	12 GB	2 TB	Fall 2013	Fall 2016
2.9 Ghz Intel Core i-5	8 Gb	1 TB	Spring 2014	Spring 2018
I-5	8Gb	2 TB	Fall 2013	Fall 2016
3.4 Ghz Intel core i-7	16 GB	2 TB	Fall2014	Fall2017
3.4 Ghz Intel core i-7	16 GB	2 TB	Fall2014	Fall2017
Intel Xeon E-3-1270 Quad Core, 3.5 Ghz	16GB	2TB	Winter 2014	Winter 2017
Intel Core i-7 4770, 3.10 Ghz	8 GB	1TB	Spring 2015	Spring 2018
Intel Core i-7 4770, 3.10 Ghz	8 GB	1TB	Spring 2015	Spring 2018
Intel Core i-7 4770, 3.10 Ghz	8 GB	1TB	Spring 2015	Spring 2018
2.9 Ghz Intel Core i-5	8 Gb	1 TB	Spring 2014	Spring 2018
3.5 Ghz Quad Core i-7	16 GB	1 Tb	Fall2014	Fall2018
2.9 Ghz Intel core i-5	8 GB	1 TB	Fall 2013	Fall2018
Intel Core i-7 4770, 3.10 Ghz	8GB	1TB	Winter15	Winter2018

5 years

Min/Max
Fall 2013
Spring 2017
Fall 2017
Fall 2017
Spring 2019
Fall 2017
Fall2018
Fall2018
Winter 2018
Spring 2019
Spring 2019
Spring 2019
Spring 2019
Fall2019
Fall2019
Winter2019

Date: April 6, 2016

To: Technology Committee

RE: Rationale for requesting for 49 new computers in the writing lab, IT 121.

The problems are as follows:

*Slow processing
*Frequent crashing/loss of data
*Inability to access internet or extremely slow internet
*Frequent error messages (sometimes false virus messages)
*Will not hold time since daylight savings due to dying batteries, all of which will need to be replaced soon, which would be a temporary solution. This particular problem has caused a hardship on lab instructors, aides, and students at the 8am labs because they have to manually update the time on most of the computers every morning so that students are able to log in. Many students have lost lab time as a result, and lab time is part of their grade.

All of these problems have been slowly increasing, and this semester they are significantly worse to the point of impacting student work.

There are 49 computers in the room, and they are all the same computers that were in the LRC years ago. The helpdesk technicians who worked on the work orders told me these computers are old and need to be replaced soon.

These issues are affecting students' ability to do their work in the time allotted. Sometimes they finish and the computer crashes, so they lose everything. Students only have 50 minutes in the lab before they are logged out, and they cannot log in at any time other than the lab time for which they are registered, so no make-up sessions are available.

It is estimated that each unit would cost approximately $1200-$1500.

Thank you for your consideration!

Nikki

Nikki Capps
Associate Professor, English
Writing Lab Coordinator
PTK Honor Society Advisor
NORCO COLLEGE
Riverside Community College District

NC
CO

108 Computers Replac

Computer Lab	#PC	Computer	Dept.	OS_Version
NIT121	50	Lenovo S30/S10	Reading Writing	Windows 7/32
NCACT	25	Lenovo	Manufacturing	Windows 7
NIT125	33	DELL	Engineering/CIS	Windows 7

Efficiency is based on manufacturers recommendation: Windows PCs = 3-4 years/ iMacs =

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ement Refresh 2016/2017 - $162,000

CPU	Memory	HD Space	Installed	Efficiency
Dual 3.00 Ghz Intel Core2 Duo E8400	4Gb	1 Tb	Fall 09	Fall 2012
Intel I-7 Xeon	4 GB	500 GB	Spring 2013	Spring 2016
I-7 3770 3.40 Ghz	12 GB	2 TB	Fall 2013	Fall 2016

= *4-5 years*

Min/Max
Fall 2013
Spring 2017
Fall 2017

NORCO COLLEGE

46 Printers Replacement Refresh 2016/2017 - $32,200

Code	Equipment Type	Asset Tag No.	Purchase Da	Location
P	HP Printer P4014N	037887	11/11/08	IT 128-A
P	HP PRINTER P4515X	38074	01/07/09	CSS 205-A
P	Brother Printer 210C	38237	01/23/09	WEQ 9C
P	Printer C7250	038134	01/23/09	Tutorial Desk
P	HP Printer 3380	038139	01/23/09	SSV212 Lobby
P	HP Printer 550	38241	01/23/09	G125
P	Printer Epson R340	38317	01/23/09	OC 101
P	Printer HP D4160	38354	01/23/09	Port B 209
P	HP Printer D4160	38355	01/23/09	IT 200-L
P	HP Printer D4160	38235	01/23/09	WEQ 9B
P	Fax/Copier/Printer *(HP)*	38699	04/27/09	SSV #221
P	HP Printer CP4005N	38735	04/29/09	SSV220
P	HP Printer P2035N	39928	05/04/09	Library 218
P	HP Printer P2035N	39927	05/04/09	Portable B 202
P	HP Printer P2035N	39999	05/04/09	B203
P	Printer HP P2035N	40878	05/04/09	ATEC 216
P	HP COLOR LJ PRO MFP M177FW	60586	06/16/09	STEM 102
P	HP Color Laserjet CP1518ni	40366	06/16/09	STEM 105
P	HP Printer CP2025	40921	08/26/09	OC 110
P	HP Printer CP1518	41079	12/10/09	IT 200-A
P	HP Printer P2005DN	41146	01/18/10	ATEC 213
P	HP Printer 2145KJ	041537	04/20/10	CSS 208
P	Printer Samsung CLP315	41536	04/20/10	Theater 206
P	Lenovo Printer S20	42845	05/27/10	IT 200
P	HP Printer P2055DN	42600	06/22/10	OC 110
P	HP Printer CP3525N	42604	06/22/10	OC 110
P	HP PRINTER P2055DN	42611	06/22/10	CSS 203
P	HP Printer P2055DN	42610	06/22/10	SSV107
P	Printer P2055DN	42599	06/22/10	css 106
P	Printer HP CP3525N	42607	06/22/10	Transfer Ctr
P	HP Printer P2055DN	42612	06/22/10	CSS 211
P	Printer	42608	06/22/10	CSS 212
P	Printer *(HP) CP3525N*	42605	06/22/10	SSV #219
P	HP Printer CP3525N	42606	06/22/10	IT 200-K
P	Lenovo Printer L2250	48493	10/04/10	Norte Vista HS
P	HP Printer M2727NF	43066	01/30/11	CACT-11
P	HP Printer M1536DNF	43786	06/28/11	CJPC
P	Printer *(two parts) HP CE530A*	49764 & 49762	08/03/11	Assessment Ctr
P	HP Printer M2727NF	47970	02/14/12	CACT-10
P	HP Printer P2035N	48324	05/18/12	Library 217

P	HP Laserjet M1536DNF	49969	09/19/12	Centennial HS
P	HP Printer CF278A	52185	01/14/13	Library 114B
P	HP Printer CE461A	52193	01/23/13	HUM 202
P	HP Printer CE991A	52359	02/22/13	IT 200
P	HP Printer 4000N	14036	not listed	Portable A-106
P	Printer	25467		IT 200

Owner
C. RATNAYAKE
Dmitirios Synodinos
Beverly Wimer
Tutorial
Student Worker Desk #1
Deborah Smith
Steve Monsanto
Tami Comstock
Peggy Campo
Stephen Park
Tricia Hodawanus
Monica Green
Vivian Harris
Laura Adams
Diane Palmer
John Coverdale
Gustavo Oceguera
Lorena Patton
IMC General
Judy Perry
Brian Johnson
Daniela McCarson
Peter Boelman-Lopez
N. RAMIREZ
J. TIANGCO
J. TIANGCO
Dimitrios Synodinos
Veteran's Services
DRC
NATALIE ACEVES
Student Employee
EOPS Counselor
Koji Uesugi
Sheryl Tschetter
UB- AUSD
Kevin Fleming
Ashley Etchison
Lab
Colleen Molko
Celia Brockenbrough

Julie Mendez
Caitlin Welch
J. JULIUS
Y. STANLEY
Miriam Alonso
L. HANKINS

NORCO COLLEGE

Printer INVENTORY

P	HP Laser Jet Printer LJ5M	9281	
P	Printer LJ4000N	24206	123024
P	Printer HP LJ5P	8671	L104338
P	HP Printer- Laserjet LJ4000	10973	USEKO46973
P	HP Printer- Laserjet LJ4000TN	14053	USNC082503
P	Printer Epson Stylus 880	16625	P166A
P	HP Printer 4050N	18126	USBH029307
P	HP Printer 4050N	016003	USQX124548
P	HP Printer 4100TN	020121	USLNG41268
P	HP Printer-Laserjet 2300	023304	CNBGG04975
P	HP Printer 2300	23303	CNBGG04978
P	HP Printer 4200DTN	34898	USGNP55709
P	Printer HP 4250N	24703	CNBXC31893
P	Laserjet Printer HP 4250N	24704	CNBXC31876
P	HP Printer HPIJ1320	25452	CNFC55304L
P	HP Printer	25449	NO S/N
P	Canon Printer IP90	31422	FCPJ68718
P	HP Printer (Cubicle) 4250TN	31712	CNGXC20192
P	LEXMARK Printer 21G8686	31778	13480668247
P	LEXMARK Printer 21G8686	31785	4137001
P	LEXMARK Printer 21G8686	31774	413701
P	LEXMARK Printer 21G8686	31794	43321499086
P	Printer Lexmark 21G8686	31790	13480668253
P	Printer Lexmark 21G8686	31809	1250657107
P	Printer Lexmark 21G8686	31803	12350657101
P	Printer Lexmark 21G8686	31802	4137001
P	LEXMARK Printer 21G8686	31804	12350657141
P	HP Printer 1320	025469	CNHC6261B8
P	HP Printer 1320	025469	CNHC6261B8
P	HP PRINTER 3800	34661	CNNCH22076
P	Printer HP 2605DN	36586	
P	Printer HP 1320	36595	CNL1D39957
P	HP Printer 4250N	32846	CNGXG48090
P	HP Printer 2605DN	37123	HpLaserjet Color 2605DN
P	HP Printer 3800N	034089	CN4BF28128
P	Printer HP 3800N	034089	CN4BF28128
P	HP Printer 4250TN	34356	
P	HP Printer (Front) 4240N	32559	CNRXR42289
P	HP Printer 4250TN	36855	CNRXY21450
P	HP Printer (White) 4250TN	37311	CNRXX03162
P	HP Printer 4250TN	037310	CNRXS399904

P	Printer 4350N	37318	Q5407A
P	HP Printer 4250TN	36777	CNRXR29250
P	HP Printer P1505	36053	Q4211A
P	HP Printer 5610	39001	Q7320A
P	Printer HP 5610	39002	Q7320A
P	HP printer/Scanner C6280	37881	M-1873HH2XW
P	HP Printer P4014N	037887	CNDX307490
P	HP PRINTER P4515X	38074	CNDY-153272
P	Brother Printer 210C	38237	MFC-210CZ
P	Printer C7250	038134	MY7A52321J
P	HP Printer 3380	038139	CNBM027847
P	HP Printer 550	38241	MY29S1P2J1
P	Printer Epson R340	38317	67907
P	Printer HP D4160	38354	TH65R822C8
P	HP Printer D4160	38355	SR8225X
P	HP Printer D4160	38235	TH6SR824SX
P	Fax/Copier/Printer *(HP)*	38699	CNB9925508
P	HP Printer CP4005N	38735	JP4LD16908
P	HP Printer P2035N	39928	HpLaserjet P2035n
P	HP Printer P2035N	39927	cnb9f10740
P	HP Printer P2035N	39999	CnB9D10893
P	Printer HP P2035N	40878	CN89F10749
P	HP COLOR LJ PRO MFP M177FW	60586	CN3BP020G0
P	HP Color Laserjet CP1518ni	40366	CNBJ155481
P	HP Printer CP2025	40921	5044040
P	HP Printer CP1518	41079	CNB0602472
P	HP Printer P2005DN	41146	617EZ81
P	HP Printer 2145KJ	041537	CNB9R63248
P	Printer Samsung CLP315	41536	1432BAFZ101409B
P	Lenovo Printer S20	42845	X15-53895
P	HP Printer P2055DN	42600	JPBF929548
P	HP Printer CP3525N	42604	CNCCB4M0Y8
P	HP PRINTER P2055DN	42611	JPBF929547
P	HP Printer P2055DN	42610	JPBF929553
P	Printer P2055DN	42599	JPBF92
P	Printer HP CP3525N	42607	CNCCB5F0M5
P	HP Printer P2055DN	42612	JPBF929538
P	Printer	42608	JPBF929552
P	Printer *(HP) CP3525N*	42605	CNCCB4M0YQ
P	HP Printer CP3525N	42606	CNCCB5F0P5
P	Lenovo Printer L2250	48493	None
P	HP Printer M2727NF	43066	M2727nf
P	HP Printer M1536DNF	43786	CNC9C4WDW7
P	Printer *(two parts) HP CE530A*	49764 & 49762	VNBCC4L0TF
P	HP Printer M2727NF	47970	CNG8CCYM4B
P	HP Printer P2035N	48324	HpLaserjet P2035n
P	HP Laserjet M1536DNF	49969	*CND9D3VCKH*

P	HP Printer CF278A	52185	JPBDY05595
P	HP Printer CE461A	52193	VNB73B77579
P	HP Printer CE991A	52359	CNCCDCH1X5
P	HP Printer 4000N	14036	none
P	Printer	25467	CNDXDO4051
P	Printer	25759	3MC92540
P	Printer	48821	CNDF312681
P	Printer	49126	VNB3268513
P	Printer	none	VNB3V65811
P	Printer	none	CNB9007273
P	Printer	48262	CNB9R94168
P	Printer		No Printer
P	Canon MX860 Printer		CE0560
P	Printer	48323	HPLaserjet CP1525NW
P	HP Printer BOIAB-0801	49765	CNB9785711
P	Printer	None	CNB9F10738
P	Printer	52450	CN2BM9SJ8P
P	Network Printer	044693	15091881
P	Printer	51651	58364001
P	HP COLOR LJ PRO MFP M177FW	60587	CN3AP020C6
P	HP COLOR LJ PRO MFP M177FW	60588	CN3AP020CH
P	Sharp MX4140 Copier	60584	45103271
P	Sharp MX4140 Copier	60585	45103401
P	HP laser printer	40330	CNB9L42350
P	Printer	44801	CNCCB240DQ
P	Copier/Printer	34483	76001546
P	Printer	49766	CNB9T85725
P	Printer	49776	CNB9T85742
P	Printer	No Asset tag	USN131987
P	Main Printer	34592	5000004X
P	Printer (Cubicle)	44559	CNBJ195650
P	Printer	48687	CND8F8PMGX
P	Printer	37590	CNDY104952
P	Printer	043320	CNG8BD7SKV
P	Printer	051671	VNB3223571
P	Copier	044818	15105558
P	Printer	043319	CNB9747709
P	Network Printer	044693	15091881
P	Copier (front counter)	034486	KLW43527
P	Printer	48559	U62511G3J433203
P	PRINTER	41543	500133
P	Printer	49872	VNB4M05446
P	Printer	49884	CNJ6D65QL4
P	Printer	48551	VNB3N19809
P	Printer	48556	VNG3513318
P	Printer	48543	CND8F2PCPT
P	Office Printer	49777	25030556

P	Printer/Fax	44558	CNG8BD6TCV
P	Printer	49127	VNB3268404
P	Copier	41538	5075912
P	Copier	41988	507087600
P	Printer	41990	JPBF929550
P	Printer	60482	VND3Q15984
P	Copier	42521	5012156
P	Printer	NO TAG	CNB9R63247
P	PRINTER	NO TAG	CNB9R63246
P	PRINTER	43248	VNB3H16740
P	PRINTER	43246	VNB3H16728
P	PRINTER	39000	CNB9M21374
P	PRINTER	60486	VND3Q15987
P	SHARP COPIER	44956	45133488
P	Printer *(HP)*	49082	CNCCG360N8
P	Printer		CNGCDGM8K
P	Printer	48267	JFBF972233
P	Printer	48688	CN3ABC5GN6
P	Printer	60481	VND3Q15988
P	Printer	44139	E423
P	Printer		VNB3J87
P	Printer	51652	VMB3245007
P	Printer		J311A
P	Printer	39691	C6414A
P	Printer		CH3938002
P	Printer	44140	VNB4G14985
P	Printer		DDF25P
P	Printer		CE461A
P	Printer		VND3Q04281
P	Printer	49124	CN41JDR
P	Printer		CN4182P880
P	Printer	49282	1A3LRP003T
P	Printer	49129	60100
P	Printer	60577	VNB3284174
P	Printer		STEZ51
P	Printer		119315CLP
P	Printer	49128	VNB3268221
P	Printer		CND52F02M
P	Printer		640D1
P	Printer	48668	CNDF22806Q
P	Printer		50A011C
P	Printer		CN19M32K7D
P	Printer		CNV23E290FC
P	Printer		C83711267Q6
P	Printer	44746	V9640
P	Printer	no tag	VNB3J20630
P	Printer	393813	743G4HD7

P	Printer	051152	CNCCF4C05R
P	Copier (front counter)	034486	KLW43527

01/01/97	IT-200-O	Janet Frewing
01/01/98	ATEC 104	Gail Zwart
01/01/98	HUM 106 A	Khalil Andacheh
01/01/00	IT 200-D	Carol Farrar
01/01/00	IT 200	E. McDONALD
10/20/00	G127	Carol Miter
01/19/01	Library 220	Library
03/12/01	SSV212B	Susanna Galvez
11/08/02	SSV212C	Sandra Buenrostro
04/01/04	CSS 207	Student Computer #2
04/01/04	Library 114A	Greg Aycock
12/09/04	Circ Desk	Library
03/02/05	IT 200	S. LAFFERTY
03/02/05	IT 200	W. ALCAZAR
06/09/05	IT 200-M	Melissa Bader
06/09/05	CSS 205-C	Carmen Parra
01/11/06	IT 200-H	Lisa Nelson
01/23/06	SSV 116	Alice Montemayor
03/17/06	G130	Sharon Crasnow
03/17/06	ATEC 106	Gerald Cordier
03/17/06	ATEC 102	Paul VanHulle
03/17/06	ATEC 108	Carlos Garcia
03/17/06	Port B 206	Stan Tyler
03/17/06	ST 201E	Phu Tran
03/17/06	ST 201 D	Monica Gutierrez
03/17/06	ST 201 A	Teresa Finnern
03/17/06	IT 200-F	Ana-Marie Olaerts
03/22/06	SFS	Leticia Martinez
03/22/06	SFS	Leticia Martinez
05/22/06	CSS 202	John Moore
09/02/06	OC 112A	Denise Terrazas
09/02/06	OC 103	Beth Gomez
10/16/06	SSV 127	Ruth Smith
03/19/07	Tech Room	Library
04/25/07	SFS	Sandra Martinez
04/25/07	SFS	Sandra Martinez
06/18/07	CSS 205-C	Carmen Parra
07/15/07	SSV 116	Jennifer Valencia
01/22/08	Library 220	Library
03/04/08	SSV First Floor	Mark DeAsis
03/04/08	Emile Bradshaw	Emile Bradshaw

03/07/08	TRANSFER CN	NATALIE ACEVES
03/24/08	SSV First Floor	Jackie Warren
04/25/08	OC 120	Daniel Lambros
05/29/08	IT-200-O	Janet Frewing
05/29/08	IT 200-Q	Jason Parks
11/11/08	ST 210	G. TSUBOTA
11/11/08	IT 128-A	C. RATNAYAKE
01/07/09	CSS 205-A	Dmitirios Synodinos
01/23/09	WEQ 9C	Beverly Wimer
01/23/09	Tutorial Desk	Tutorial
01/23/09	SSV212 Lobby	Student Worker Desk #1
01/23/09	G125	Deborah Smith
01/23/09	OC 101	Steve Monsanto
01/23/09	Port B 209	Tami Comstock
01/23/09	IT 200-L	Peggy Campo
01/23/09	WEQ 9B	Stephen Park
04/27/09	SSV #221	Tricia Hodawanus
04/29/09	SSV220	Monica Green
05/04/09	Library 218	Vivian Harris
05/04/09	Portable B 202	Laura Adams
05/04/09	B203	Diane Palmer
05/04/09	ATEC 216	John Coverdale
06/16/09	STEM 102	Gustavo Oceguera
06/16/09	STEM 105	Lorena Patton
08/26/09	OC 110	IMC General
12/10/09	IT 200-A	Judy Perry
01/18/10	ATEC 213	Brian Johnson
04/20/10	CSS 208	Daniela McCarson
04/20/10	Theater 206	Peter Boelman-Lopez
05/27/10	IT 200	N. RAMIREZ
06/22/10	OC 110	J. TIANGCO
06/22/10	OC 110	J. TIANGCO
06/22/10	CSS 203	Dimitrios Synodinos
06/22/10	SSV107	Veteran's Services
06/22/10	css 106	DRC
06/22/10	TRANSFER CN	NATALIE ACEVES
06/22/10	CSS 211	Student Employee
06/22/10	CSS 212	EOPS Counselor
06/22/10	SSV #219	Koji Uesugi
06/22/10	IT 200-K	Sheryl Tschetter
10/04/10	Norte Vista HS	UB- AUSD
01/30/11	CACT-11	Kevin Fleming
06/28/11	CJPC	Ashley Etchison
08/03/11	Assessment Cer	Lab
02/14/12	CACT-10	Colleen Molko
05/18/12	Library 217	Celia Brockenbrough
09/19/12	Centennial HS	Julie Mendez

01/14/13	Library 114B	Caitlin Welch
01/23/13	HUM 202	J. JULIUS
02/22/13	IT 200	Y. STANLEY
not listed	Portable A-106	Miriam Alonso
	IT 200	L. HANKINS
	WQ 9E	Ruth Leal
	Library 223	Damon Nance
	IT 200G	Sarah Burnett
	ST 210	G. TSUBOTA
	IT 128-A	P. JOHNSON
	SSV 100	D. DERY
		B. KERR
	Library 220	Miguel Castro
	Admin Desk	Judy Alvord
not listed	SSV First Floor	Vanessa Acosta
	HUM 120	vacant
	Library 114C	Jan Muto
	SSV 104	Staff
	Library 129	Arend Flick
	STEM Reception	Patrcia Gill
	STEM 106	STEM Counselor
	STEM 117	STEM Center Student Copier
	STEM 103	STEM Center Staff Copier
	theatre 202	Stephany Kyriakos
	SSV222	Tanya Wilson
	SSV222	VPSS Office
	SSV First Floor	Shazna Uduman
	SSV First Floor	Shadon Sanders
	SSV First Floor	Lauren Agamaite
	SSV First Floor	A&R
	SSV 116	Jennifer Valencia
	SSV 117	Pamela Kollar
	SSV117	Jeanne Darnell-wallace
	CSS 207	Gabriela Lemus
	CSS 207	Student Computer #1
	CSS 207	Daniela McCarson
	CSS 204	Bonnie Langley
	SSV 104	Staff
	SFS	Staff
	Health Services	Lisa McAllister
	CSS 205-A	Dimitrios Synodinos
	Portable A - 107	Anthony Muniz
	Portable A - 108	Julie Mendez
	Portable A104	Bernice Delgado
	Portable A-103	Miriam Alonso
	Corona HS	UB-Corona
	Portable A	UB office

	SSV107	Veteran's Services
	SSV107	Veteran's Services
	CACT 9	Elena Santa Cruz
	css 106	DRC
	css 107	Kimberly Bell
	TRANSFER CN	NATALIE ACEVES
	CSS 211	EOPS Office
	SSV200	CYNTHIA ACOSTA
	SSV200	RITA PEREZ
	SSV200	TABITHA MONTOYA
	SSV200	STEVEN GONZALEZ
	SSV200	SAHIB SATTAR
	SSV200	PATTI BRUSCA
	SSV200	COUNSELING STAFF
	SSV #221	Tricia Hodawanus
	LOBBY. 2nd floo	STUDENT SERVICES
	SSV128	Diane Dieckmeyer
	IT 200-J	Margarita Shirinian
	SSV 206	MARISSA ILISCUPIDEZ
	G131	Mitzi Sloniger
	G126	David Mills
	ATEC 103	Quinton Bemiller
	ATEC 221	Joseph DeGuzman
	ATEC 212	Bob Prior
	ATEC 218	Cathy Brotherton
	Theater 207	Dominque Hitchcock
	Theater 201	Siobhan Frietas
	OC 105	Deon Stowers
	OC 107	Hetel Patel
	Port B 207	Kris Anderson
	ST 201 B	Charles Sternburg
	ST 201 C	Barbara Moore
	HUM 106 B	Walter Stevens
	HUM 119	Deborah Makin
	HUM 120	Vacant
	HUM 107	Alexis Gray
	IT 200-R	Nikki Capps
	IT 200-Q	Jason Parks
	IT 200-P	Andy Robles
	IT 200-N	Patricia Worsham
	IT 200-I	Jim Thomas
	IT 200-C	Andres Elizalde
	IT 200-B	Mark Lewis
	WEQ 9A	Tim Wallstrom
	WQ 9E	Ruth Leal
	OC 120	Salvador Herrera
	OC 115	Card Access

	SSV 105	Maria Gonzalez
	SFS	Staff

Recommendation to Renew Norco College's Subscription to lynda.com through lyndaCampus

Submitted by the Technology Committee - April 28, 2016

Background

For the academic year 2014-2015, Norco College purchased a lyndaCampus subscription to provide the entire campus community with 24/7 access to lynda.com, an online technology and business skills training resource used by many other educational institutions and businesses for employee professional development. Prior to the campus-wide subscription, the Business, Engineering, and Information Technology (BEIT) academic department has been the sole subscriber to lynda.com providing access to its department faculty and students through stand-alone licenses and lab kiosks. The college purchased the subscription in response to the college's goals of making technology a priority through training and support for faculty, staff, and students (Technology Plan Goal No. 1), strengthening student learning (Strategic Planning Goal No. 5), and strengthening its commitment to its employees (Strategic Planning Goal No. 7). Since then, lynda.com courses and videos have been used for various purposes such as employee professional development and course supplemental content and instructional lab activities for various academic disciplines.

Following a positive recommendation from the Technology Committee, Norco College renewed its subscription to lyndaCampus for the school year 2015-2016.

Committee Evaluation

In 2015, a total of 4,743 hours of lynda.com videos were viewed by users. On average, two hours of videos were watched per user last year wherein each user spends about 15 minutes per login. Over 1,400 courses were viewed by Norco College users such as Microsoft Office (Access, Excel, Word), Adobe Creative Suite (Photoshop, Illustrator, InDesign), Blackboard, AutoCAD, Java, Programming, Windows 7 & 8, and more. Table 1 shows the top five courses viewed last year.

Table 1
Top 5 lynda.com Courses in 2015

Rank	Course Name	Hours Viewed	Number of users who completed the course
1	Access 2013 Essential Training	409.43	44
2	Excel 2013 Essential Training	321.80	15
3	Excel 2013 Tips and Tricks	270.12	34
4	PowerPoint 2013 Essential Training	185.90	43
5	Windows 7 Tips and Tricks	104.95	42

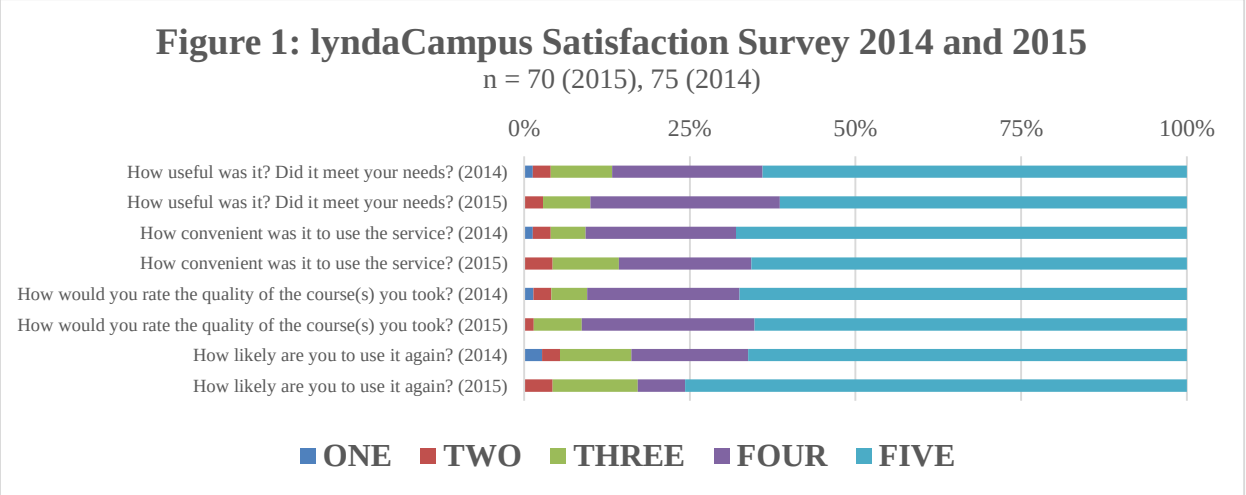
Based on data from the 2015 Annual Technology Survey, faculty, staff, and students were interested in tutorials that would assist them professionally and in their academic careers. This is important in the college's mission of providing an innovative approach to learning and the creative application of emerging technologies for our students and workforce. With the release of newer editions of Microsoft Office, it called for the need for such technology training.

At the end of the Fall 2015 semester, the Technology Committee conducted a survey to evaluate user satisfaction. A total of 70 valid responses[1] were received (faculty = 16, staff = 28, students = 26). Results continue to show high satisfaction rates on the usefulness, convenience, and quality of the courses in lynda.com with at least over 75% of respondents selecting 4 or 5 on a five-point scale in each question. The complete quantitative results of the survey are shown in Table 2.

Table 2
lynda.com User Satisfaction Survey 2015 (in percentages)

Question	**1**	**2**	**3**	**4**	**5**
On a scale of one to five, …					
How useful was it? Did it meet your needs?	0	2.9	7.1	28.6	61.4
How convenient was it to use the service?	0	4.3	10.0	20.0	65.7
How would you rate the quality of the course(s) you took?	0	1.5	7.2	26.1	65.2
How likely are you to use it again?	0	4.3	12.9	7.1	75.7

Figure 1 compares the 2015 satisfaction survey results with the 2014 numbers. Overall, users continue to have a good experience (4-5 rating) with the provided technology resource.



A sampling of qualitative comments from users (see Table 3) demonstrates positive experiences from faculty, staff, and student users. They particularly note the content quality and the

[1] Survey respondents who answered "Yes" to question #1, Did you watch any videos on lynda.com since January 1, 2015.

convenience factor as a basis for their calls to renew the college's subscription. A closer look also exemplifies how the resource is being used for professional development and supplemental instruction.

Table 3
Additional Comments from User Satisfaction Survey 2015

The wealth of content in Lynda.com is terrific. Faculty should really try to explore whats [sic] available and incorporate it in their class to promote self learning to their students. <***faculty respondent***>
I use this every week and almost every day. I love the availability and the amount and variety of videos Lynda provides. <***faculty respondent***>
Love all the videos to learn even more without having to leave my house. <***student respondent***>
It is part of my 2016 performance goals given to me by my manager and I will certainly be watching some videos. <***staff respondent***>
It was useful but I ran out of free time in which to use it. I really don't want to lose it before I finally get a chance to really explore it. <***faculty respondent***>
I love this program. I use it almost daily. I would not be as comfortable with the software I teach if I didn't have access to it. I also find it a wonderful tool to use in and for my classes. <***faculty respondent***>
I love being able to refer students to this awesome service. They seem to really enjoy using it. <***staff respondent***>
Lynda.com is an amazing program! It's very convenient, informative and simply helpful. I use this program quite often and have recommended it to friends and colleagues. Please keep this program here at Norco! <***staff respondent***>

In the summer of 2015, the Technology Committee conducted "Learn with Lynda" workshops with 34 attendees on subjects such as Word 2013, Communication, and Organizing Your Office. In spring 2016, the committee launched "Lynda Video Series of the Week" and is rotating sending them to faculty and staff. The technology committee agrees that our subscription to lyndaCampus needs more than one year for the institution to develop a culture of using the application as a resource. Aside from being a technology and business skills resource, the committee sees potential in using lynda.com as an exploration tool where students can take control of their own learning and apply the skills they learned in their classes beyond the classroom. Similarly, Norco employees can use lynda.com as a reliable lifelong learning resource where they can continuously update their technological proficiency in various applications and learn other skills in the process. Finally, lynda.com helps the college lead the way in addressing the Student Success Initiative's recommendation of revitalizing and re-envisioning professional development in California community colleges (Student Success Task Force Recommendation No. 6) by providing enhanced professional development opportunities for all faculty, staff, and administrators.

Related Costs

The subscription fee for lyndaCampus is based on college FTE of faculty, staff, and students. At our current FTE level, the standard price is $25,000 per year.

Recommendation

The committee recommends that the college continue to fund lynda.com and institutionalize the resource by providing a recurring budget for the annual renewal cost. The committee recommends that the Professional Development Center provide a permanent home/support for Lynda.com as it coincides with professional development and that the PDC can work in collaboration with Student Life to engage students in utilizing this resource. The technology committee will continue to evaluate the effectiveness of the resource as it helps the college fulfill its mission and achieve its goals.

Norco College
Technology Principles and Guidelines

I. Principle Statement

Norco College is committed to managing its technology resources in an organized, deliberative, and cost-effective manner.

II. Technology Guidelines

Technology hardware and software are essential to the delivery of information in today's colleges and to the efficient management of those institutions. The Technology Strategic Plan calls for a systematic plan to maintain, upgrade, or replace technology or equipment to meet institutional needs. This process attaches funding to the planning of technology needs towards a Total Cost of Ownership model that includes redundancy and replacement funding.

Technology Total Cost of Ownership (TCO) is a structured approach to calculating the full costs associated with buying and using a technology asset or acquisition over its entire life cycle. Technology TCO takes the purchase cost of an item into account, hardware and software, but also considers infrastructure, installation, maintenance, repairs, training, and support as well as the future replacement of the item.

Typically, the term "technology" implies any device containing or operated by a computer chip. It is equipment, both hardware and software, targeted at directly or indirectly facilitating academic purposes and whose primary action is powered by electronic means or whose function is to assist or complement devices that can be described in the aforementioned fashion. This guideline applies to the following resources of the College, but is not necessarily limited to:

- Computers and computer peripherals (i.e. printers, scanners, docking stations)
- Mobile phones
- Video Screens and Displays
- Digital Video Players
- Computer Software and Applications
- Video Conferencing
- Fax Machines
- Internet, Wi-Fi, Servers, and Cloud Computing
- Mobile Applications
- Mobile Devices (i.e. tablets)
- Audio/Visual Equipment (i.e. projectors, sound system, public address system)

- Smart-boards
- Digital Cameras and Camcorders
- Website and Social Media
- Video
- Emergency Alert & Mass Notification System

III. Ownership

All technology equipment purchased by Norco College is owned by Norco College and RCCD. Technology purchased with grant funds is owned by Norco College unless specifically stated otherwise by the granting agency. Technology equipment may be assigned to a department, faculty, or staff member while he/she is employed by the College. Technology equipment must be returned to the issuing department upon end or termination of employment with the college or district.

IV. Standardization of Technology

Norco College current standardization of computer hardware purchases consists of a hardware platform for Macintosh and one for Windows systems. The College has standardized on Dell and Lenovo computers for the Windows platform and Apple computers for the Mac OS platform.

Audio Visual and other technology vary based on need, manufacturer availability and pricing, and infrastructure.

V. Technology Lifecycle

The college lifecycle for faculty and staff desktop workstations is four to five years. Student-facing academic use areas such as classrooms and lab computer/workstations are three to four years. Areas that require more contemporary technology may receive new computers more often than every three to four years. These locations are to be established in consultation with Micro Computer Support and identified on the inventory/replacement schedule. Unique situations may be accommodated but require approval from the department chair/dean and vice president.

Audio Visual technology lifecycles vary depending on type of equipment. Classroom projectors have an average lifecycle of five years whereas digital signage, video displays, and sound systems to name a few have varying lifecycles.

VI. Technology Request Form

Requests for technology equipment, both hardware and software, may be submitted utilizing the Technology Request Form. The Technology Request Form must be sent to Norco College's

technology departments (Micro Computer Support/Instructional Media Center/Software) for evaluation/review of technical specifications and costs associated with the equipment` in order to be completed. The form will then be forwarded by the technology departments to the Technology Committee for review and comments as well as inventory purposes.

Initial costs should take into consideration of components, additional software/hardware in order for the item to work properly, potential installation (if necessary), and training.

Replacement funding for this technology equipment and/or recurring maintenance costs (if necessary) should be planned at the time of procurement. Costs for upgrades and training associated with upgrades should also be considered.

This process provides a path for the cyclical refurbishment of technology on campus. The Technology Request Form encompasses the initial as well as operating cost and determines if the technology fits the needs of the department as well as the institution in regards to industry standards and competition in the educational marketplace. This is the technology Total Cost of Ownership model.

The Technology Request Form will be reviewed annually by the Technology Committee with input from the technology departments for user satisfaction and effectiveness.

VII. TECHNOLOGY-RELATED DECISIONS IN THE STRATEGIC PLANNING PROCESS

The Technology Committee is a standing Strategic Planning committee that provides recommendations for the strategic direction, implementation and sustainability of technology resources throughout the College used to support student learning programs and services and improve institutional effectiveness consistent with the College's mission. As such, all issues involving technology planning and resources are discussed and vetted by the Technology Committee membership during monthly meetings that are announced college wide and open to all college personnel, students and interested community members. All attendees are encouraged to offer input and participate in the discussion. Any Strategic Planning committee, including standing committees of the Academic Senate, can submit an item that is technology related to the Technology Committee for review. Certain Technology Committee decisions that are approved and/or forwarded are agendized as informational or action items, as deemed necessary, by one of the three Prioritization Planning Councils: Academic Planning Council; Business and Facilities Planning Council; or Student Services Planning Council. If deemed necessary, the item(s) will continue through the process to be agendized by the Institutional Strategic Planning Council, the Committee of the Whole, and finally continue on as a recommendation to the College President.

Norco College Replacement of Technology Infrastructure and Equipment Plan

As part of the Norco College Technology Principles and Guidelines, Norco College systematically plans for the replacement of technology infrastructure and equipment utilizing the strategic planning process. The Technology Committee coordinates with the District's Micro Computer Support Staff and the College's Instructional Media Center to plan for the replacement, reassignment, and evaluation of technology resources.

Mapping Technology Goals to the Strategic Plan:

The table below shows the alignment of the Technology Strategic Goals with the Strategic Goals of Norco College. The technology goals and strategies can be found in their entirety in the Implementation Grid within the Technology Strategic Plan.

Norco College Technology Goals	Increase student achievement and success	Improve the quality of student life	Increase student access	Create effective community partnerships	Strengthen student learning	Demonstrate effective planning processes	Strengthen our commitment to our employees
Make technology a priority at Norco College through training & support for faculty, staff, & students	X		X		X		X
Develop and continue to update a technology strategic plan for a college-based model		X	X		X	X	
Identify external and internal funding sources and maximize District IT funds for technology	X	X	X	X	X	X	
Provide tools for online students about effective use of the learning management system and online resources	X		X	X	X		
Provide tools for online faculty about online pedagogy and effective use of the learning management system	X		X		X		X
Create technology use and structure models and incorporate best practices in our use of technology college-wide	X	X		X	X	X	
Respond to the technology needs of the Norco College community	X		X	X	X		X

VIII. TECHNOLOGY REPLACEMENT PLAN

Technology plays a critical role in the College's educational mission and to sustain it the following replacement plan is recommended to ensure that computers and other technology on campus remain up-to-date.

a. *Standard Office Technology*: This category includes all faculty and staff workstations, laptops, and tablets as well as computer peripheral devices, such as a keyboard, mouse, scanner, printer, etc. The computers in this category will generally be configured to run office software, such as word processing and spreadsheets. It is recommended that all standard office technology be replaced every four (4) years.

b. *Special Use Items*: Items in this category would include specialized equipment, such as large screen multimedia computers, internet servers and switches, projectors, digital signage, video displays, automation servers, or other unique configurations. The replacement cycle for these items will be evaluated on a case-by-case basis, with no standard replacement period, although a life-cycle of between 3-5 years is expected.

c. *Replacements Out of Cycle*: Faculty and staff workstation replacements before this four-year period are permissible, if either of the following conditions is met:
    i. The workstation is *out of warranty and repair is not feasible*; or
    ii. There is *adequate justification* that the workstation does not meet the requirements for the user's job.

d. *Requests for Replacements Out of Cycle*: Requests for workstation replacements outside of the four-year refresh cycle must be submitted in writing utilizing the Technology Request Form. These requests should identify the workstation user, as well as the justification for the replacement.

IX. STAGGERED REPLACEMENT

To ensure equitable balance between all areas of the College, allocation of technology resources is a representative and participatory process linked to the College's planning and budgeting process. Norco College maximizes grants and Perkins funding as well as the college budget to fund technology resources.

In order to control costs and minimize disruption to the College's operations, only a portion (approximately 25%) of the computer inventory is recommended to be refreshed every year. Equipment will be replaced based on age and program needs. As a result, the need to request new computer equipment will decrease unless there are programmatic or personnel changes.

a. Age of the Equipment. The first criteria that will be considered are the age of the equipment. Under this criterion, replacement equipment is determined as a result of the annual inventory that identifies the oldest equipment on campus.

b. Programmatic Needs. With regard to this criterion, technology resources, including technology refresh resources, are allocated based on priority needs. Needs are determined through the College's prioritization and ranking process which is part of the program review process, based on the programs, projects or initiatives correlation to the Technology Strategic Plan which is directly linked with the College's Strategic Plan, and classified as high, medium, or low priority.
    i. *High Priority*. High priority initiatives are typically mission critical, required by code or law, essential to insure privacy, security and safety, or are driven by economic factors.
    ii. *Medium or Low Priority*. Medium or low priority initiatives and programs are prompted by the need to stay competitive, improve efficiency, add value, create opportunities, improve services, and respond to the demand for more services.

X. Reassignment/Disposal of Technology Equipment Being Replaced

When technology equipment is scheduled to be replaced or reassigned, the equipment in question must be returned to the District Micro Computer Support staff located at Norco College. The equipment cannot be passed from one user to the next without being formally reassigned.

Micro Computer Support staff will evaluate returned technology equipment to determine its remaining life and appropriateness to be reassigned on campus. Technology equipment that does not meet reassignment standards will be disposed of in compliance with the RCCD Board Policy 6550 Disposal of Surplus Personal Property and federal grant regulations.

Technology equipment that is deemed appropriate for reassignment may be reassigned as requested on the Technology Request Form or based on the areas in need designated by the annual inventory list and lifecycles. Equipment in good working condition purchased with federal grant funds must first be offered to another federally funded grant program at the home campus, or the district. If the receiving department has no use for the equipment, then it can be reassigned to any department or staff member.

XI. Annual Inventory

Campus technology services, such as Micro Computer Support and the Instructional Media Center, are responsible for maintaining custodial records of all inventoried technology equipment and related peripheral equipment on campus, including the person/department to which the equipment has been assigned. Departments responsible for managing grant funds must also maintain a separate equipment inventory list and it must be updated on an annual basis. Campus technology services shall assist these departments with maintaining an inventory list for federal compliance purposes. Only staff from these departments may transfer technology equipment from one office to another. Technology equipment purchased with grant funds shall

not be transferred to other locations without first notifying the grant director. All inventory information will be kept up-to-date and provided to the Technology Committee on an annual basis. This inventory is vital information for the Technology Use Model which helps plan for consistent updates, maintenance, replacement and purchases of all technology.

Norco College Program Review Technology Requests Process

The Technology Committee systematically plans for the replacement of technology and equipment. As part of this process, the Committee coordinates with Microcomputer Support and Instructional Media Center staff to plan for replacement, reassignment, and evaluation of technology resources and the Grants Department for possible funding.

XII. Technology Request Form Program Review

As part of program review, the requestor completes the *Technology Request Form Program Review*, which provides data such as the asset tag number to determine age and lifecycle, if there is a budget to fund the purchase as well as replacement/maintenance/repairs, and total cost of ownership (which can be obtained by utilizing the *Technology Total Cost of Ownership Form* located on the Technology Committee webpage or the *Total Cost of Ownership Spreadsheet* on the Business & Facilities Planning Council webpage) as well programmatic needs information.

XIII. Program Review Process

All technology requests from program review are gathered by the Business & Facilities Planning Council and forwarded to the Technology Committee for recommendations. After review and the recommendations approved by the Committee, it is submitted to the Business & Facilities Planning Council for consideration in the program review ranking process. Upon approval from the President's Cabinet, the Technology Committee works with Business Services to notify the requestors of their approved program review technology requests.

In submitting its annual program review, the requestor may use the *Technology Total Cost of Ownership Form* to provide specific TCO data in the section of the program review that lists resource requests. The form contains sections detailing the initial cost of the resource as well as the total operating costs for the item. This enables the College to make informed decisions about whether or not to grant particular requests.

The process provides a path for the cyclical refurbishment of technology on campus. The technology requests for resource allocation are evaluated based on the initial as well as the operating costs of a technology item, how well the item fits the needs of the unit and the College, how fully it meets industry standards, and how competitive it is in the educational marketplace. This is the technology Total Cost of Ownership model.

XIV. Purchases

Technology equipment purchases may be made using the Technology Request Form and submitted to the College's technology department (computer / instructional media / software) for evaluation/review of technical specifications and costs associated with the equipment. The completed request form is then forwarded to the Technology Committee for review and comments as well as inventory purposes. The total cost of ownership for the item is calculated on the basis of the information provided in the form, which is returned to the requesting unit.

XV. Determining Priority Level (High/Medium/Low)

Based on the information received from the *Technology Request Form Program Review* for each technology request, the Technology Committee uses the criteria stated in the *Replacement of Technology Infrastructure and Equipment Plan* to evaluate the requests and determine priority level (high, medium, low) and recommended action, such as replacing with an item in inventory or notification of grant funding to meet a particular need.

The criteria are Age/Lifecycle, Programmatic Needs, Funding, Total Cost of Ownership, and Evaluation Report by the Technology Department(s).

XVI. Evaluation of Process

This process was implemented in the fall 2014 program review process. It is designed to facilitate sound resource allocation decisions and will be evaluated annually by the Technology Committee and modified as necessary. The Request Forms will also be reviewed annually with input from the College's technology department regarding user satisfaction and effectiveness.

Technology Support Services Update for Technology Committee

April 2016

Update – Technology Projects in progress

Deliveries:

1. Assessment computers – being configured (purchased on a grant)
2. CIS Gaming computer – Delivered 4/25/16
3. JFK Projectors – being installed
4. 15 Flex Arms (in the warehouse)
5. 77 new computer have been sent to Purchasing for PO's

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

Dept.	Request	Justification	Equip Instructional/ Non-Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)
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	I	32	$80,000.00	High
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	I	30	$60,000.00	High
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
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
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
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
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

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
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
TSS	Technology Recommendation Refresh Plan for 77 Computers, 46 Printers, 64 Monitors	Per the Technology Strategic Plan and Replacement of Technology Insfrastructure & 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
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
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
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

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Recommendation Comments	Recommendation Action	Status
Needs to be replaced, computer 5 yrs old per Micro.	High Priority Recommendation	Purchased 32 PCs; Delivered 4/25/16; Combined LRC cost $83,234.90
Needs to be replaced, computer 5 yrs old per Micro. High student usage area.	High Priority Recommendation	Purchased 30 PCs; Delivered 4/25/16; Combined LRC cost see above
	High Priority Recommendation	Purchased 1 PC; Cost $1313.49
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	High Priority Recommendation	Purchased 7 PCs; Cost $7880.94
Recommend replacement per Micro. Asset Tag #031408; purchased 1/11/06 *Part of 25% Oldest Computers	High Priority Recommendation	Purchased 1 PC; Cost $1313.49
Need to provide a quote and installation is required. 7 years old per IMC	High Priority Recommendation	Purchased 1 Projector; Cost $3717.79
Need to provide a quote and installation is required. 7 years old per IMC	High Priority Recommendation	Purchased 2 Projectors

Need to provide a quote and installation is required. 7 years old per IMC	High Priority Recommendation	Purchased 1 Projector; Cost $13,429.17
Need to provide a quote and installation is required. 7 years old per IMC	High Priority Recommendation	Purchased 1 Projector; Cost $8692.55
Recommend replacement per Micro. Oldest computer items in inventory. Replace oldest computers based on staggered refresh plan per strategic plan and accreditation.	High Priority Recommendation	Purchased 72 PCs and 5 Apple Computers (cost $7359.60)
9 years old per IMC.	High Priority Recommendation	Purchased 7 Projectors; being installed; Cost $5806.08
Need to provide a quote and installation is required. 6 years old per IMC.	High Priority Recommendation	Purchased 18 Projectors; Cost $29,532.45
Recommend replacement - computer age 4 yrs old per Micro.	High Priority Recommendation	27 PCs purchased; being configured