



Annual Resource Plan

2014-2015 Academic Year

Information Technology

Academic Affairs

Liberal Arts and Sciences – The only new requests this year is for a scanner and noise canceling headsets. The scanner can be addressed in replacing the printer with a multifunction printer, this solution allows the user to scan the document to email or to a USB drive. Cerro Coso has been migrating away from standalone scanners and into the multifunction printers for scanning. The noise cancelling headphone request does have impact on IT as most sets are USB and the drivers need to load under each profile and the end users to not have sufficient permissions to do so. However there are sets that do connect via the headphone jack and therefor it is recommended that the purchase of the headphones be processed by IT. **Budget - \$500.00**

Library – The library has requested five iPads for students to checkout and use while in the library. There are currently 10 laptops available for students to check out in the library and these are frequently used, however I do not believe all 10 are in use. If there is a need for additional resources I recommend that we stay with using laptops. iPad's are nice for students use however still have limited functionality. The iPads will not allow students to connect to the secure wireless network and therefor students would not have access to their home folders. At this time it is recommended that this request not be funded. **Budget - \$2500.00**

KRV / East Kern – The potential Tehachapi center with ITV delivery would have a significant impact to IT in the coming year. There would need to be additional data and phone requirements along with a need for a mobile lab. Unless we can reallocate existing resources there will be significant startup costs. **Budget - \$125,000.00**

Eastern Sierra College Center Campus

A/V Classrooms – ESCC is leading the way in the number of rooms that have A/V capabilities. At Mammoth, eight of the nine classrooms currently have A/V capabilities and at Bishop, seven of the nine rooms have A/V. In comparison, at IWV, 20 of 31 rooms have AV, and at KRV, three of seven rooms have A/V. Therefore, at this time any additional resources should go to KRV and IWV to standardize the classrooms at those sites. I recommend that TRT put together a prioritized list of rooms with a projected budget for the College for implementation as funding becomes available.

Distance Education – Distance Education has two requests this year. One is for the continuation of the use of the VIMEO service. This solution is a hosted solution and has



minimal local IT staff impact. This is a subscription-based service and Distance Education has identified the cost in their budget. The second is the purchase of Adobe Captivate, I will need to check with the department as I thought they have already purchased this software and was installed this semester.

Student Services

Admissions and Records: Degree Works – A request has been made for a second monitor for one of the staff computers. IT fully supports this request as it does make it easier to multi-task and navigate between screens. However the practice has been that department's pay this cost and not a central IT cost. There is also a request for an computer with dual monitors for new staff member when hired, IT plans for 4 to 5 computers for new staff each year and therefore this cost is already budgeted for. IT request for Admissions and records 2 dual monitor setups.

Budget - \$600.00

Access and Counseling – There are several requests from this area this year; they include return to desktop printers, a scanner, work center computers, new staff computers, and SARS to Banner integration. The practice and procedure for printing is to use work group printers where ever possible and send color work to the print shop. However counseling is one area that was excluded from this practice. I will meet with the director to see who does not have an office printer. However only counseling has been excluded from this and we need to continue to move away from desktop printers wherever possible. Work center computers were installed with used computers as this request happened mid-year and it was unsure how many were needed. I think the need is still a question point as there are a couple of the computers that the last login is from the tech who installed them over a year ago. Still the computers that are there do need to be functional and to allow students to complete their task. The request for a shredder is a non IT request and is an office supply. SARS to Banner integration is a district request; however I am now be charged with SARS training and integration and therefor will explore possibilities. Scanner request, we no longer supply single function scanners, and use multi-function printers instead. I will work with the director to provide adequate scanning capabilities. Additional staff computers will be provided upon hire and are funded by central IT. **Budget \$800.00 X number of work room computers needed.**

Financial Aid – Has requested a telephone headset and the Xerox printer be replaced. IT has a headset that was returned from South Kern and will reallocate this to Financial Aid. I will work with the Financial Aid director and Business services to ensure the printer is not a contract printer and replace as appropriate.

Student Services Kiosks – A few years back Kiosks were installed in the student services areas for the purpose of allowing students to complete certain college processes such as FASFA and registration processes. These stations did not need to be full work stations as students were just filling out web based forms. The college had 30 thin client computers that were purchased as part of the college's virtual computer project. To fulfill the need of an inexpensive workstation



and not to acquire additional costs 10 of the thin clients were deployed in the student services functional areas as Kiosks. This has been a problem as virtual desktops and thin clients have not been the best solution and have not meet the needs of what the Kiosks were need to do. Over the past few months we have been testing the iPad Kiosk app, so far the results have been very promising and the student enjoy using the iPad's as Kiosks. I would like to continue these test and if at the end of the summer the result are still positive then I recommend we purchase 10 iPad's to be used as Kiosks in the student services areas. **Budget - \$6000.00**

Administrative Services

There were no new requests for technology in the Administrative Services Division plan this year.

President's Office

There were no new requests for technology in the President's Office Division plan this year.

Summary

All of the requests from either the unit plans or the division plans are in line with either goal one or goal three of the current Information Technology Plan that was developed by the TRT committee last year.