

Information Technology Services Department

ASP for Academic Year 2025-2026

November 2024

Description Of Section

Connection to College Mission

The department of Information Technology's (IT) mission is to provide a reliable technological environment that allows students, faculty, and staff to efficiently carry out the mission of the college. Our goal is to be a leader in Customer Service and establish systems, processes, and solutions based on best practices and industry standards. IT provides leadership for effective strategic and tactical planning in the use of technology at the college and facilitates the effective integration of technology throughout the college through planning, programming, training, and other support activities. Finally, it is the mission of IT to promote new uses of information technology through the support for exploratory and innovative applications.

Review And Planning

Performance and Equity Gaps Still to be Addressed

There is still a need for student laptops. Since last year we have provided laptops for checkout and will continue to do so. These devices are critical to assist student success. Laptops were provided for labs in Bishop, Mammoth, Tehachapi and IWV. In the upcoming year with a new campus on the horizon in Tehachapi we will continue providing devices to those who need them most.

Last Year's Initiatives

No prior year initiatives to report on.

Initiatives for Next Academic Year

EW Classroom Upgrade

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

This is an IT request to upgrade EW 208 and 204 from VGA technology to HDMI. This upgrade will include adding a camera, microphone and projector to support both zoom and lecture capture. The estimated cost for both of these two rooms is **\$20,000.00.**

Early Observational Data, or "Lead" Measure(s):

The current classrooms no longer support the standard desktops and laptops due to the discontinuation of VGA. The current setup does not support lecture capture.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

To have the classrooms support displayport, HDMI and USB-C graphics. Faculty will have the ability to record lectures from the classroom without requesting a special setup.

Person Responsible:

IT Department

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy

ESCC Classroom Upgrade**Is this part of a multiyear initiative?**

Yes

Specific Action Steps to be Taken:

ESCC is requesting that classroom AV be upgraded in Mammoth 217, 218 & Bishop 120, 126, from VGA technology to HDMI. This upgrade will include adding camera, microphone and hardware to support both zoom and lecture capture. The estimated cost to have these rooms done is **\$40,000.00**.

Early Observational Data, or "Lead" Measure(s):

The current classrooms no longer support modern computers or laptops due to the discontinuance of VGA graphics. The current classrooms do not support lecture capture recording

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

To have the classrooms support display port, HDMI, and USB-C graphics. Faculty will have the ability to record lectures from the classroom without requesting a special setup.

Person Responsible:

IT Department

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy

Tehachapi Campus Classroom Upgrades**Is this part of a multiyear initiative?**

Yes

Specific Action Steps to be Taken:

This is a request from IT to purchase the necessary equipment to support the new Tehachapi campus. Would like to add microphone, camera and new digital displays in all of the classrooms as well as an additional zoom room for that site. The cost is estimated at around **\$90,000**.

Early Observational Data, or "Lead" Measure(s):

The current classrooms are makeshift using one rolling tv per room. I would like to add to each room including a new instructor station in each. There is a need for a more efficient environment for both staff and students.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

To have zoom capability in each classroom and build a room to connect our 5 campuses.

Person Responsible:

IT Department

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right)

Tehachapi Network Infrastructure

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

This is a request from IT to purchase the necessary equipment and services to supply the new Tehachapi campus with network infrastructure. We need new cat6 cabling, racks, fiber, network switches, UPS's, AP's, and cameras to support this site. We are also requesting a contractor to run all of the fiber, cabling, access points and camera installation. These are critical components for campus production. The cost is estimated at **\$150,000**.

Early Observational Data, or "Lead" Measure(s):

After viewing the old Porterville modulars, The network cabling needs to be redone and patch panels need to be swapped. There is currently no connection in both of those areas. With new infrastructure in place, it will make it easy for IT staffing to do their job.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Improved design and ease of use of the facilities make it easy for instruction and staff to have access to network ports and wireless access.

Person Responsible:

IT Department

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right)

Resource Needs

Facilities

None needed.

Information Technology

The IT needs are included in the section plan

Marketing

None needed.

Professional Development

None needed.

Other Needs

None needed.

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

IT

Location:

Justification:

2000 Category - Classified Staff

Systems Support Specialist 1

Location:

EKC Tehachapi

Salary Grade:

46.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$68,472.60

Justification:

1. I am requesting a new Systems Support Specialist 1 position for the new Tehachapi campus. This position is a needed spot for this campus location. With the new campus, we will have 4+ new buildings requiring service and support. There is a plan for 8 classrooms currently, 1 of which will be a zoom room and will require more on-site support to manage and maintain. Building the new site is going to require IT personnel to move all of the equipment and switching to the new buildings. We will need someone to be able to hang all of the TV's, run cables, etc. for each classroom and office. The goal for more IT personnel is to have concrete support to readily assist staff and students at Tehachapi, KRV and Edwards. With IT personnel on-board in Tehachapi, we will have coverage available to Edwards and KRV without sacrificing time from IWW employees to travel to each of the respective sites. Considering the continuum of phishing and theft we are pursuing MFA (Okta) for all students. It would be invaluable to have IT support on-site in Tehachapi to help reset and set up Okta for students and staff. As the college continues to push new technologies in the classroom, having at least one on-site technician would be appropriate for classroom support. Tehachapi staff currently have to assist in any way they can without any formal training for zoom setup and classroom operation. Our current staff have too many other projects and items to handle at the main site to continually sacrifice time to drive out to Tehachapi.

2. IT will be short staffed any time there is an issue or need for support at Tehachapi. This impacts the daily needs of the IWW site.

3. No temporary employee is currently filling the spot. This is a new request.

4. When issues arise in Tehachapi we have to send one of the IWW System Support Specialist 1's to fix the issue. Usually, we wait until there are multiple needs unless it is an emergency.

Section Plan Budget Worksheet for IT - FY25

F		A		L		2024		2024		2025		2025		If requesting increase of %5 or more			
Fund	Org Description	Account Description	Program Title	Activity	Location	Adopted Budget	Actual Expenses	Adopted Budget	Request	Notes	Increase?	In planning document	Data?	Relevance?	Operational Efficiency?		
GU001	Information Technology	Acad Emp - Non-Inst Non Cont	Management Information Systems	CI		\$ -	\$ 720.00		\$ 750.00								
GU001	Information Technology	Non-Inst Students	Management Information Systems	CI		\$ 6,400.00	\$ 10,538.00		\$ 12,500.00								
GU001	Information Technology	Class Non-Inst Overtime	Management Information Systems	CI		\$ -	\$ 1,033.10		\$ 5,000.00								
GU001	Information Technology	Non-Inst Supplies & Materials	Management Information Systems	CI		\$ 26,523.63	\$ 15,689.55	\$ 45,000.00	\$ 45,000.00								
GU001	Information Technology	Non-Inst Supplies & Materials	Management Information Systems	CI		\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00								
GU001	Information Technology	Non-Inst Supplies & Materials	Management Information Systems	CB		\$ 2,000.00	\$ 775.15	\$ 2,000.00	\$ 2,000.00								
GU001	Information Technology	Non-Inst Supplies & Materials	Management Information Systems	CM		\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00								
GU001	Information Technology	Employee Travel	Management Information Systems	CI		\$ 600.00	\$ -	\$ 600.00	\$ 600.00								
GU001	Information Technology	Employee Travel	Management Information Systems	CI		\$ -	\$ 466.29		\$ 750.00								
GU001	Information Technology	Employee Travel	Management Information Systems	CK		\$ 100.00	\$ -	\$ 100.00	\$ 100.00								
GU001	Information Technology	Employee Travel	Management Information Systems	CB		\$ 300.00	\$ -	\$ 300.00	\$ 750.00								
GU001	Information Technology	Employee Travel DO	Management Information Systems	CK		\$ -	\$ 165.52		\$ 150.00								
GU001	Information Technology	Employee Travel DO	Management Information Systems	CI		\$ 300.00	\$ 21.58	\$ 300.00	\$ 500.00								
GU001	Information Technology	Employee Travel DO	Management Information Systems	CM		\$ 600.00	\$ 892.18		\$ 1,000.00								
GU001	Information Technology	Employee Travel DO	Management Information Systems	CI		\$ -	\$ 682.84		\$ 700.00								
GU001	Information Technology	Employee Travel DO	Management Information Systems	CB		\$ 1,400.00	\$ 3,074.82	\$ -	\$ 3,100.00								
GU001	Information Technology	Software Licensing/Maintenance Svcs	Management Information Systems	CI		\$ 19,628.17	\$ 800.00	\$ 1,000.00	\$ 20,000.00								
GU001	Information Technology	Computer Hardware Maint Agreements	Management Information Systems	CI		\$ 20,000.00	\$ 14,512.80	\$ 20,000.00	\$ 20,000.00								
GU001	Information Technology	Other Maintenance/Repairs	Management Information Systems	CI		\$ -	\$ 1,657.65										
GU001	Information Technology	Other Services & Expenses	Management Information Systems	CI		\$ 1,350.00	\$ 1,410.72										
GU001	Information Technology	Buildings Construction - C	Management Information Systems	CI		\$ -	\$ 2,308.75										
GU001	Information Technology	Computer/Technology Equipment	Management Information Systems	CI		\$ 7,000.00	\$ 29,891.39	\$ 45,000.00	\$ 45,000.00								
GU001	Information Technology	Computer/Technology Equipment	Management Information Systems			\$ 7,000.00	\$ 5,943.69										
GU001	Information Technology	Computer/Technology Equipment	Management Information Systems	CCITRN		\$ 28,750.00	\$ 28,750.00										
GU001	Information Technology	Computer/Tech Equipment	Management Information Systems	CI		\$ -	\$ 14,580.62										
LR001	Information Technology	Inst Supplies & Materials	Other Education	CCITRI		\$ 21,750.00	\$ 18,517.25										
LR001	Information Technology	Inst Supplies & Materials	Other Education	CCITRI		\$ 63,500.00	\$ 43,487.29										
LR001	Information Technology	Software Licensing/Maintenance Svcs	Other Education	CI		\$ -	\$ 20,224.79	\$ 21,176.17	\$ 21,676.17	IT portion of Adobe \$7,256.50 Turnitin License \$10,739.67, Zoom Rooms \$2500.00, Jamf Pro \$1800.00							
LR001	Information Technology	Software Licensing/Maintenance Svcs	Other Education	CM		\$ -	\$ 523.97	\$ -									
LR001	Information Technology	Software Licensing/Maintenance Svcs	Other Education	CB		\$ -	\$ 523.97	\$ -									
LR001	Information Technology	Computer/Technology Equipment	Other Education	CI		\$ -	\$ 154,000.00	\$ -									

Resource Requests							
Type of request	1 time or ongoing?	Requested amount	description/explanation	In planning document	Data?	Relevance?	Operational Efficiency?
IT	1 time	\$240,000.00	New Tehachapi campus requiring new technology and networking equipment. More details in the 25/26 Section plan.	Section		This will be used to build the new Tehachapi Campus	
IT	1 time	\$40,000.00	Classroom upgrades for both Bishop and Mammoth classrooms. Specified in 25/26 Section plan.	Section		The classrooms in Bishop & Mammoth still need to be upgraded from old vwa hardware	
IT	1 time	\$20,000.00	East Wing class upgrades for the IWW campus. In 25/26 Section Plan.	Section		This is a part of the 3-5 year ongoing plan to upgrade hardware in classrooms	