



# Technology Refresh Update

Planning and Budgeting Council Meeting

March 1, 2023

*Presented by Ludmila Prisecar*

# Technology Refresh Process

## Technology Refresh Process-established Fall 2020

Link to the document:

[https://canadacollege.edu/technologycommittee/docs/2020-2021/TechnologyRefreshProcess\\_Fall2020.pdf](https://canadacollege.edu/technologycommittee/docs/2020-2021/TechnologyRefreshProcess_Fall2020.pdf)

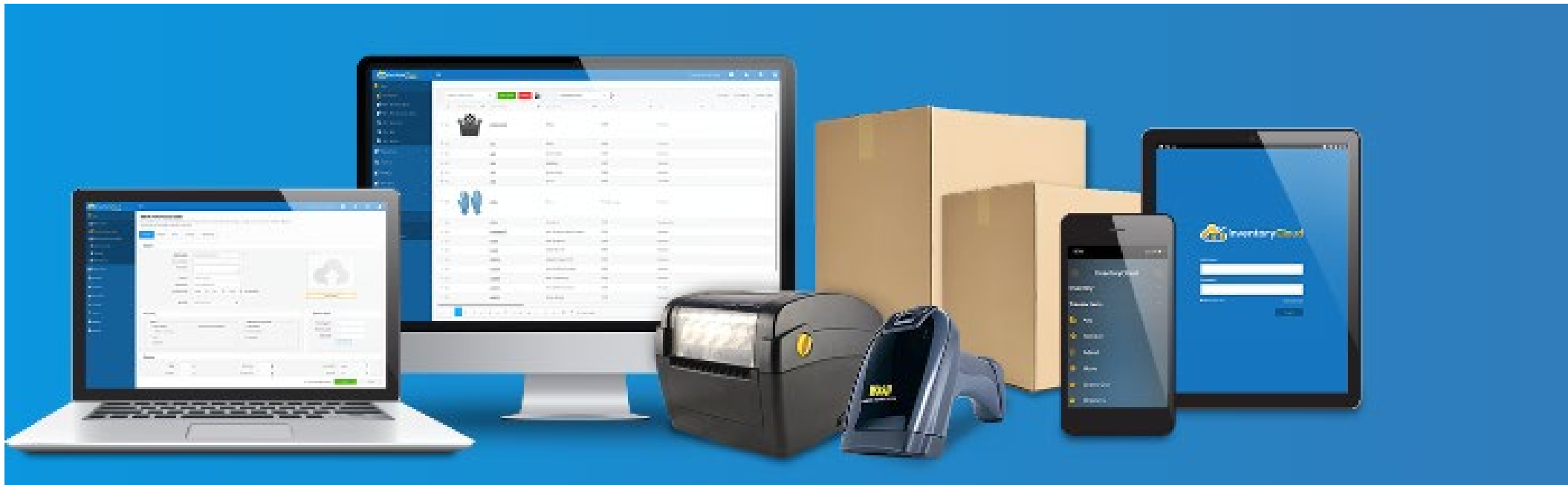
### Overview

The purpose of this policy is to help address the technology life-cycle maintenance needs of the College in a systematic, predictable and cost-effective manner. Also, we want to keep in mind that all users are unique, so a clear set of criteria will be in place to set the standards required to replace and/or refresh equipment.

# Technology Refresh Process-Inventory

## ITS Annual Inventory Report-estimated completion date Summer 2023

Each year, ITS will ensure that an accurate inventory of all computer systems within each Department of the College has been conducted.



# Technology Refresh Process-Types of Technology

## Types of Technology

- **Academic Computer Labs:**
  - **Type A Labs:** Type A Labs run discipline-specific software that requires moderate to higher-end hardware. These labs may be on a 4-5 year refresh cycle and evaluated appropriately to determine whether a refresh should be initiated
  - **Type B Labs:** Type B Labs run basic to low-level applications and non-discipline-specific software or hardware. Replacement evaluation for these labs may be on a 4-6 year refresh cycle.
- **Standard Office Technology:** includes all faculty laptops and staff workstations
  - Laptops, keyboards, monitors, docking stations, mice, tablets, and scanners
- **Special Use Items:** Large-screen multimedia computers, facility sound systems, or other unique hardware.
- **Copiers and Printers:** Canada College uses regional/shared printers and single/local printers in offices to meet faculty and staff printing needs. Regional/shared printers have proven to be the best economical printing option.

# Technology Refresh Process-Types of Technology Update

## Academic Computer Labs:

### Refresh Timeline:

- April 2023-ITS will provide an assessment to VPAS
- May 2023: VPAS will review the assessment list
- June 2023: VPAS notifies ITS of allocated funding and refresh decisions



# Technology Refresh Process- Faculty and Staff Office Technology

## Standard Office Technology:

- Refresh Timeline:
  - April 2021-ITS provided an assessment to VPAS
  - ~~May 2021~~ October 2021: VPAS reviewed the list
  - ~~June 2021~~ October 2021: VPAS notifies ITS of allocated funding and refresh decisions
  
- December 2022 Update:
  - 135 units have been identified
  - 90 units have been replaced ~67%
  - 45 units will be replaced by the end of Spring 2023 (refresh/ new hire estimate) ~33%



# Technology Refresh Process-Special Use Items

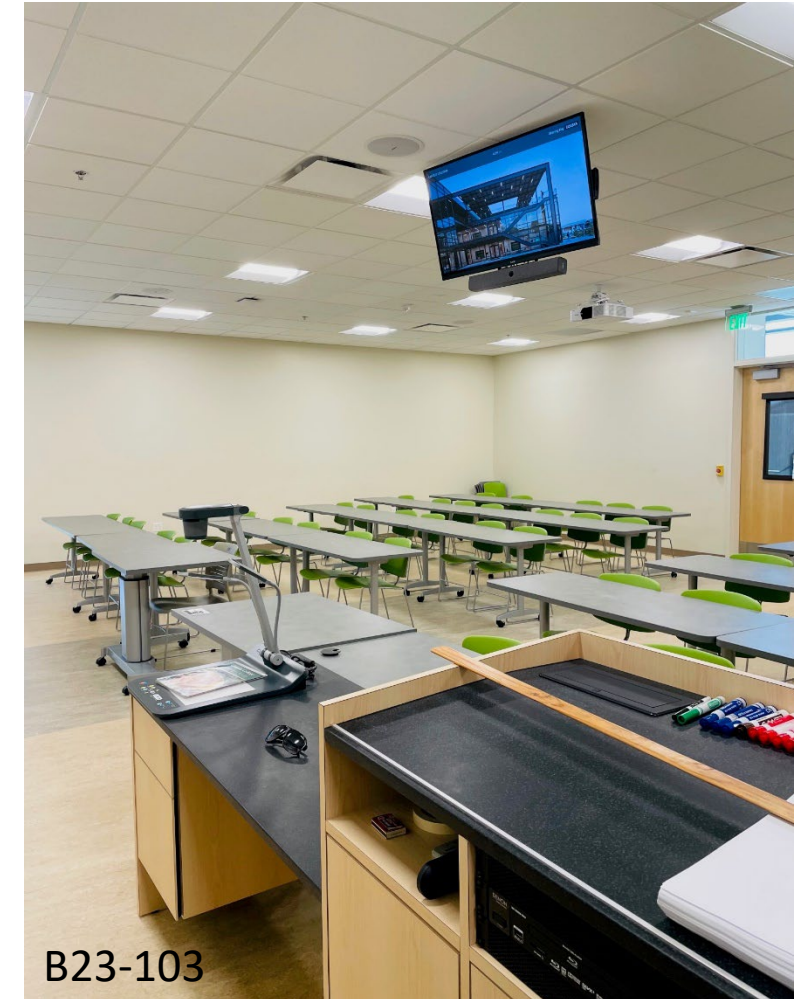
## Special Use Items:

- Refresh Timeline:
  - April 2021-ITS provided an assessment to VPAS
  - ~~May 2021~~ October 2021: VPAS reviewed the list
  - ~~June 2021~~ October 2021: VPAS notifies ITS of allocated funding and refresh decisions
- December 2022 update:
  - The following spaces have been identified to be converted to multimodality spaces

# Cañada College-Multimodality Spaces Completed

## Converted Multimodality Spaces-(18 spaces)

Building	Room	Type	Completion Date
1	214	Classroom	03/04/2022
3	Theater	Large Space	07/01/2022
5	223	Classroom	03/11/2022
6	103	Classroom	03/04/2022
9	206	Classroom	07/01/2022
9	257A	Classroom	07/01/2022
9	312	Classroom	07/01/2022
18	305	Lab	05/02/2022
22	137	Classroom	03/04/2022
23	103	Classroom	07/01/2021
23	105	Classroom	12/08/2021
23	203	Classroom	12/20/2021
23	205	Classroom	12/09/2021



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# Cañada College-Multimodality Spaces Completed

## Converted Multimodality Spaces-(continuation)

Building	Room	Type	Completion Date
2	10	Classroom	12/31/2022
3	104	Classroom	12/31/2022
3	254	Classroom	12/31/2022
23	Patio	Large Space	12/31/2022
5	Grove	Large Space	01/31/2023

# Technology Refresh Process-Copiers and Printers

## Copiers and Printers (PaperCut-new printing software):

- Implementation timeline:
  - Current-Spring 2023

### Why PaperCut?

As the District continues its commitment to sustainability and works to reduce our carbon footprint, a new print management program, PaperCut, was added to multi-functional printers across all SMCCCD campuses. [Papercut](#) allows users to print securely on a shared device such as our Xerox, Sharp or HP printers. No pages are left on the printer for anyone to take or use and your pages will only print when you scan your ID on the physical device.

For questions or assistance, please contact the [ITS Helpdesk](#) and/or ITS Team.



# Technology Refresh Process-Out-of-Cycle Refreshment Process

## Out-of-Cycle Refreshment Process

Faculty and staff can request an out-of-cycle refreshment by following the steps below:

1. Confirm that at least one of the following conditions are met:
  - a. The workstation is out of warranty and repair is not feasible, or
  - b. There is adequate justification that the workstation does not meet the requirements for the user's job.
2. Put in a work order with ITS to have the equipment evaluated.
3. ITS will notify you and your supervisor of their recommendation.

# Technology Refresh Communication

## Refresh Timeline:

**April:** ITS provides Annual Inventory List to the VPAS.

**May:** VPAS reviews Annual Inventory List and the upcoming year's budget. Discusses refreshments of the highest need with supervisors and in consultation with ITS. Refreshment decisions are made based on the Evaluation Criteria for Refreshment.

**June:** VPAS notifies ITS of allocated funding and refreshment decisions.

**September:** ITS presents recommended installation cycle, with the least programmatic impact cycle, for the upcoming academic year.

## Refresh Communication:

A summary of proposed technology replacements included an overview of the technology that needed replacing vs. technology that was funded for replacement, which will be prepared each spring semester, approved by the Technology Committee, and presented to the planning councils and PBC. This summary will be available on the Technology Committee website for review by the campus community.



# Cañada College

**Thank you!**