

# Technology Replacement Plan

## A. Introduction

### Accrediting Commission for Community and Junior Colleges (ACCJC) Standards

Santa Ana College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). The ACCJC Accreditation Standards 2024 document provides standards related to program review.

In accordance to ACCJC Standard 3.9, SAC continuously plans for the quality and capacity of technological infrastructure through the RSCCD Strategic Technology Plan (STP) and Santa Ana College's Technology Advisory Committee (SACTAC) annual computer replacement plans. Each year, SACTAC establishes a proposed Technology Replacement Plan (TRP) and refers the plan to the Planning & Budget Committee for funding. These plans ensure quality, capacity, and adequacy by following replacement cycles for technology inventory established in the RSCCD STP. Planning cycles incorporate an evaluation of warranty status and a comprehensive review of the inventory.

<https://accjc.org/wp-content/uploads/ACCJC-2024-Accreditation-Standards.pdf>

## B. Overview of Technology Replacement Plan

The purchase and replacement of computer and mediation equipment across Santa Ana College has been inconsistent over the years. Some departments have funded replacements through one-time dollars, some have used on-going resources and some have relied on department monies or grant dollars to update the computer equipment on campus. Regardless of the funding challenges the result has been, across the college a significant number of PC's and related technology equipment are old and in need of replacement.

The College's Technology Replacement Plan aims to ensure a timely and well-planned replacement of technology for all academic and administrative departments.

The primary objective of the plan is to make sure that essential technology is regularly and systematically available to fulfill the colleges teaching and learning goals and to efficiently run them. This plan ensures that the replacement and implementation of technology are organized, funded, and executed in an orderly manner.

## C. Operational Lifecycle

This plan sets a five-year standard replacement schedule for various desktop computers, laptops and tablets in various classrooms, conference rooms and offices. This plan also sets a seven-year standard replacement schedule for various classroom and conference room mediation equipment, including projectors, video and document cameras, microphones, speakers, lecterns, a/v components, cabling and sometimes needed infrastructure upgrades. The Director of ITS is responsible for maintaining a lifecycle schedule for technology equipment deployed throughout the college.

However, this schedule may be subject to change based on advancements in technology and the availability of technology warranties.

## D. Budget

In the past funding for technology upgrades has been inconsistent for Santa Ana College. Due to recent college growth in SCFF metrics, which has brought in additional apportionment general fund dollars, as of FY23.24 there is now a baseline ongoing budget allocation of \$500,000 for our technology refresh plan. Additional dollars needed to fund our annual plan in its entirety could include a mix of funding sources such as one time, lottery, capital improvement funds, etc.

Factors that may influence the replacement schedule include significant changes in technology and security operations, as well as competitiveness considerations. The prioritization of replacement and adherence to the process will be based on funding availability. Additionally, program changes that necessitate modifications to the equipment will impact this standard process.

E.

**Technology Timeline**

<p><b>November - January</b></p>	<p>ITS will begin to develop TRP for next FY</p> <p>Program reviews and resource requests (in particular new technology requests) are due in November.</p> <p>Once new technology resource requests are submitted through the Program Review/RAR annual process, the Budget Office will isolate these requests and forward to Director of ITS. The Director of ITS will then review to determine if any requests are part of the upcoming TRP or if they are truly a new request.</p>
<p><b>February - March</b></p>	<p><b>SACTAC</b></p> <p>1. Technology Replacement Plan (TRP) for next fiscal year is presented to SACTAC by Director of ITS, for recommendations.</p> <p>2. All <b>new</b> technology resource requests from November program review submissions will be reviewed by the Director of ITS and presented to SACTAC for additional notes and recommendations.</p> <p>TRP is then moved to Planning &amp; Budget Committee.</p> <p>New technology requests are then moved to Presidents Cabinet for final review and approval.</p>
<p><b>April - May</b></p>	<p><b>Planning and Budget Committee</b></p> <p><b>TRP</b> for the next fiscal year is presented to Planning and Budget by Director of ITS, for funding approval. This presentation also includes proposed classroom mediation upgrades, which could (depending on the nature of the upgrade) turn into Facility Modification Request.</p> <p>If next fiscal years funding is known and available during the building of the Tentative Budget, Budget Office will allocate available funding for approved TRP. If funding is not yet known, budgets will be set up during the Adopted Budget in August.</p>
<p><b>June</b></p>	<p>Purchased technology equipment for current year TRP are to be received by <b>June 30th</b>.</p> <p>Once equipment is received by ITS, ITS will log serial #'s, account number used &amp; location/staff member who will be receiving new equipment.</p> <p>Documenting account numbers used for the purchase is an important piece of this process, in particular if grant funds were used. If grant funds were used for original purchase, inquiry will be made (by director of ITS) to see if grant funds are available for replacement of equipment once equipment is out of warranty.</p>
<p><b>September - October</b></p>	<p>After the Adopted Budget is board approved in September, Facility Modification Requests (FMRs) are submitted by Director of ITS for approved mediation upgrades.</p> <p>Once FMR is approved by District Facilities (Form 2) the Budget Office will set up funding. Typically funding is set up using capital improvement funds, which has no fiscal year-end date.</p> <p>Presidents Cabinet will meet to review and approve <b>new</b> technology resource requests (documented through the program review/ RAR process).</p> <p>Budget Office will fund approved resource request's</p>
<p><b>October - December</b></p>	<p>Quotes for current year TRP are sent by Director of ITS to the Budget Office. Budget Office will then fund &amp; submit purchase requisitions on behalf of the college.</p>

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**Technology Procedures**

<b>1</b>	<b>Out of warranty technology:</b> Contingent on available funding, technology equipment reaching its end of year lifecycle will be replaced via annual TRP.
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<b>2</b>	<b>Out of warranty technology - Grant funded:</b> Grants can purchase new computers as documented/allowed by the grant application. Prior to warranty ending, Director of ITS will notify departments who's computers will be out of warranty soon. If department would like to replace computers and <b>no funding is available</b> with grant dollars, department <b>must</b> document the need for funding in an annual <b>program review and resource request</b> . If the grant will fund the replacement of computers, Director of ITS will provide quotes and department will follow normal district procurement process.
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<b>3</b>	<b>New computer requests - no funding source:</b> For planning purposes and to ensure technology purchases are reviewed accordingly, all new computer purchases (increases to current inventory) must be documented and approved in an <b>annual program review and resource request</b> .
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<b>4</b>	<b>New computer requests - funding available:</b> Departments with available funds can purchase new computers by requesting a quote through the Director of ITS. New computer requests not currently covered by the TRP will need to be approved by Area VP (please CC Area VP in your work order quote request).
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<b>5</b>	<b>Existing (in warranty) computers that break or stop functioning:</b> ITS will provide a loaner if available and then fix/replace via warranty plan or spare parts.
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<b>6</b>	<b>Technology requests - new employee:</b>  If position is funded with General Fund dollars, General Fund will fund new equipment. If position is grant funded, review of grant application is needed to confirm if grant will be able to cover equipment cost. Computer equipment must be purchased before new employees start date.  New staff member may be able to be receive a temporary loaner computer, only if a loaner/spare computer is available, and 14-day advance notice is provided to ITS. The department will need to immediately purchase a new computer for the new employee as loaner computers will only be provided for a few short weeks. Please note - loaners are not part of TRP.
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<b>7</b>	<b>Loaner Laptop Programs (Digital Don's, CEC, etc.):</b>  Please contact Director of ITS for latest technology input on purchase. Please note, ITS is not responsible for the management and the support of student loaner laptops, this is the sole responsibility of loaner laptop department administration and support staff.  If grant dollars will fund the replacement of these computers, please follow #2 above. If no funding is available for replacement, please follow #2 above.  Reconfiguring of loaner laptops at the end of each semester should be managed by loaner program.
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## **Participants & Review Process of SOP**

### **Technology Replacement Plan**

Technology Replacement Plan workgroup was made up of Ron Gonzalves, John Steffens, Eden Andom and Mark Reynoso.

Once completed, SOP was reviewed & approved by SACTAC (2.26.25), President's Cabinet (3.4.25) and Management Council (5.9.25).

### **Building of SOP was based on:**

- 1 ACCJC Accreditation Standards.
- 2 The President's vision (8.2.23 email) to have program review align with resource requests and become an integrated process - rather than 2 stand-alone submissions.
- 3 To document SAC's planning process when it comes to resource requests.

All resource requests (other than unforeseen) are now required to be documented in Nuventive Improve. These resource request must then be tied back to your program review.

- 4 Better transparency of resource requests, the budget process and the inclusion of participatory governance committees.