

**Rio Hondo College**  
**2018-2019 Additional Budget Requests -- Technology**

Action Plan Area	Action Item Title	Description	Supporting Rationale	Location	Budget request	Priority	Type
Finance & Business Area Action Plan 2018-19	Disaster Recovery Cloud Network Infrastructure	Begin to create a cloud-based network infrastructure to provide redundancy and expansion of RHC's on-premises network.	Provide consultation on how to create and subscribe to critical cloud resources for developing a cloud infrastructure. This will allow Rio Hondo to start leveraging cloud resources as a redundant network in times of emergency and also to begin expanding/migrating its on-premises resources to the cloud. Less time and energy will be spent on maintaining systems and more time can be spent managing them.	IT	\$ 30,000.00	High	Technology
Finance & Business Area Action Plan 2018-19	Replace Current Online Ordering Software (Print Shop)		The current online ordering software (Spiceworks) is frequently down. It is also does not provide the ability for us to do data mining and analytics. Contracts Management upgraded its PO software (Escape) . based on initial query there is possibility that this software can be used as alternative platform to Spiceworks. There is possibility of utilizing Online Escape (Used as a PO system) for facilitating print shop orders. If feasible this entail engaging supplier to provide training to internal stakeholders.	Finance & Business	\$ 6,000.00	High	Technology
Finance & Business Area Action Plan 2018-19	Replace Network Infrastructure At SWEC	Replace all the networking equipment currently deployed at SWEC. None of their network equipment is currently supported by the manufacturers.	Replace the network equipment currently being used at the South Whittier Education Center (SWEC). This equipment is no longer supported by the manufacturer and needs to be replaced.	SWEC	\$ 35,000.00	High	Technology

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Finance & Business Area Action Plan 2018-19	Rio Cafe AV Safety and Accessibility	Improve access to and safety of the Rio Cafe audiovisual system while updating the technology to 21st century standards. Move the AV system in the Rio Cafe out of the sprinkler room.	The existing equipment is located too close to water, greatly shortening its operational lifetime and creating an electrocution and safety issue. Modern audiovisual components and computers also use digital signals that are not compatible with the analog system currently installed. As users bring their own devices, they are no longer able to connect to the AV system. Facilities and Audio/Visual will work with AV installers to create a cable pathway from the sprinkler room in the Rio Cafe. AV installers will move and update equipment to a dry and safe location.	Rio Cafe	\$ 30,000.00	High	Technology
President's Area Action Plan 2018-2019	Purchase five laptop computers with additional batteries for emergency operations center	Laptop computers with additional batteries.	Laptop computers are necessary for emergency notifications, update of website information, and other logistical tasks for the emergency operations center.	President's Office, Evening College, & Security	\$ 5,000.00	High	Technology
President's Area Action Plan 2018-2019	Implement a new work order system within Institutional Research & Planning	A work order system such as FIIX , Smartsheet, or other similar product to manage research and survey requests	The Office of Institutional Research and Planning has been using basic web forms and an outdated Access database to capture and track research and survey requests. A new system is necessary to provide a quality user experience when requesting surveys and research. IRP staff would be able to more effectively assign requests and communicate with college faculty and staff. The system would also allow IRP to monitor and track requests, capture important data, and send the final product to users.	IRP	\$ 2,500.00	Medium	Technology

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President's Area Action Plan 2018-2019	Provide campus-wide Tableau Server licenses	Revise the current Tableau agreement to provide 75 Server licenses for campus-wide data-sharing needs. The cost would be \$51,525 paid over three years. Year One: \$15,625 Year Two: \$17,950 Year Three: \$ 17,950	The College will be utilizing Tableau Data Visualizations campus-wide to share important decision-making information. Visualizations will be created by the Office of Institutional Research and Planning, Information Technology Services, and many other campus departments and programs. The college currently only owns 25 licenses which is not enough to cover all user needs. Information is currently available through Tableau Public, which is useful for a broad audience viewing only basic data. Tableau Server is necessary to share data that needs to meet FERPA requirements.	IRP / IT	\$ 15,625.00	High	Technology
President's Area Action Plan 2018-2019	Replace Marketing & Communication Unit's outdated laptop & software	To replace the four-year old laptop assigned to Marketing and Communications with the updated Windows 10 software.	The current laptop is very old with Windows 8, which according to our IT department , is not the easiest Operating System (OS) to work with -- not only is it outdated, but it runs very slow. It is not efficient as it does not have a task bar included nor other standard functions.	Marketing & Communications office	\$ 1,200.00	High	Technology
Student Services Area Action Plan 2018-2019	Establish integrated electronic records and accommodation system	The DSPS Record Keeping system needs updating. The current antiquated system of maintaining paper files is cumbersome, time consuming, and due to our growing population, we lack adequate space for the expansion of paper files.	It is critical for us to streamline our processes to an electronic system to ensure efficiency and confidential accessibility to our DSPS department, while meeting the standards set forth in State and Federal regulations and as established by our Chancellor's Office. We did receive an audit exception this year due to the files and it was recommended by them for us to seek an electronic system. This is the #1 ranked project for the Student Services area.	DSPS Office	\$ 50,000.00	High	Technology

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Student Services Area Action Plan 2018-2019	Purchase Campuslogic Software	Campuslogic software interfaces directly with Banner to allow students and parents to e- sign financial aid forms and upload them electronically to Banner.	With over 6,000 students visiting the Financial Aid Office in the month of August alone, the new technology will streamline our application processes and operations and the office will be better positioned to deliver financial aid to students in a timely manner without the need to increase staffing. This software will significantly reduce the amount of staff time spent on processing files and thus have more time to spend advising students, This is the #4 ranked project in the Student Service area.	IT	\$ 65,000.00	High	Technology
Student Services Area Action Plan 2018-2019	Purchase copier/scanner and a functional printer for P2LS Office Pathway to Law School.	A multi-functional copier/printer/scanner will provide the P2LS Office with the ability to provide more efficient and beneficial counseling appointments.	The "hand-me-down" printer currently in the P2LS office consistently breaks down, thus preventing the office and staff from providing copies, current educational plans, and up-to- date scanned paperwork. Because of the need to keep a physical copy for the pathway students, a new copier will truly enhance services to our students. This is the #5 ranked project in the Student Services area.	P2LS Suite in the Administration Building, A-203	\$ 1,500.00	High	Technology

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**2018-2019 Additional Budget Requests -- Instructional Equipment**

Action Plan Area	Action Item Title	Description	Supporting Rationale	Location	Budget request	Priority	Type
Academic Affairs Action Plan 2018-2019	Art and Cultural Programs - Ceramics Equipment Maintenance	"1. The ceramics extruder that recycles clay has been breaking down and needs to be replaced. The cost of replacement is \$6500 from our vendor Aardvark clay. 2. The electrical kilns are about eight years old and need maintain to continue to function. The cost of the maintenance is about \$2000. in parts. Labor can be done in house if we have a lab technician. Outside labor will cost and additional \$1000."	For the Ceramics courses to continue to provide high quality instruction to our students, periodic maintenance is required on the equipment. If a kiln is nonfunctional during the semester, no student can complete his/her work and will be unable to fulfill the course objectives. The above requests support every ceramics course and every ceramics student.	B10	\$ 6,500.00	High	IEF
Academic Affairs Action Plan 2018-2019	Behavioral and Social Sciences -Classroom Technology Upgrade	Classrooms S334, B109 (the computer cart is literally held together by a tied up trashcan bag), A223, A224, A228 and A229 require a complete technology over hall including microphone lecterns, new speaker systems and new faculty computers.	"Unfortunately, we inundate our Computer Helpdesk throughout the semester with requests to fix this problem and that. From receptacles to speakers to ""frozen"" computers, the ongoing computer problems take up a vast amount of time for both the division Clerk and Secretary. Many faculty have reported they had to change their teaching plans for a class session due to inoperable AV/IT equipment. This obviously can have a negative impact on student learning/success. The total quote received from Carlos, for these six new AV systems with new computers, including labor warranties, administrative fees and tax is \$111,024.00. If there was a PRIORITY LEVEL higher than ""high"" I would click that box. "	S3343, A223, A224, A228, A229, B109	\$ 111,024.00	High	IEF
Academic Affairs Action Plan 2018-2019	Communications and Languages - Replace/upgrade all computers in the English/ Communications and Languages classrooms	"Replace/upgrade all computers in the English/ Communications and Languages classrooms. "	The computers are old and do not operate well.	A 200, 202, 204, 206, 211, 213, 214, 215, 216, 218, 220, 227	\$ 25,000.00	High	IEF

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Action Plan Area	Action Item Title	Description	Supporting Rationale	Location	Budget request	Priority	Type
Academic Affairs Action Plan 2018-2019	Math and Science - Autoclaves	Autoclaves sterilize equipment and supplies using high pressure steam.	"Autoclaves are used for sterilization and are essential equipment in the biology programs. The two autoclaves now in the biology preparation are old, often in need of repair, and unventilated. They have been in operation at Rio Hondo since 2001 and when purchased were refurbished ones. Estimates are that the current autoclaves are approximately 30 years old. With the inception of the biotechnology program, working autoclaves are not optional."	MS Lab	\$ 70,000.00	High	IEF
Academic Affairs Action Plan 2018-2019	Math and Science - Electronic Balances	Electronic balances are used to determine the mass of various substances in the lab.	Balances currently in the labs are failing, and student wait times to use a balance are increasing.	Math, Scineces Division	\$ 7,610.00	High	IEF
Academic Affairs Action Plan 2018-2019	Career Technical Education -CAD Classroom computer/hardware replacement	Replace 7 classrooms computers as part of an annual up-date, the last time these room were up-dated was 2011	To keep pace with current parametric CADD/BIM/Engineering software and their annual software upgrades.	T-102, S-304, 305 ,306 , 307, 310	\$ 150,000.00	Medium	IEF
Academic Affairs Action Plan 2018-2019	Communications and Languages -Upgrade classroom technology and equipment	"Faculty has become frustrated with classroom projector screens which do not work and with the limited accessibility of white boards in the classroom. Since 2010 when the Reading Department moved to the LRC building, we have experienced this problem. Document cameras need regular servicing." "	"The classroom technology (screen, document camera, and even classroom layout) is not conducive to optimal teaching and student learning." "	"LRC-119 and LRC- 123"	\$ 50,000.00	High	IEF
Academic Affairs Action Plan 2018-2019	Library -Replace Computers and Projector	Replace 36 computers in LR224.	"These are Windows 7 computers, aged work stations for students. The PCs are old and need constant repair. As many as 10-12 are out-of order on any given day. The students need working computers for library instruction and overflow computer commons. Additionally an overhead projector has aged with usage since 2009 and needs to be replaced."	LR224	\$ 45,000.00	High	IEF

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Action Plan Area	Action Item Title	Description	Supporting Rationale	Location	Budget request	Priority	Type
Academic Affairs Action Plan 2018-2019	Math and Science - ChemDraw	Software is needed for drawing of chemical structures, especially organic and biochemical structures that are needed for chemistry classes on all levels. The software also has predictive algorithms for NMR and mass spectroscopy. Scientific organic and biological structure drawing software with NMR and mass spectrometry predictive algorithms.	Software is needed for drawing of chemical structures, especially organic and biochemical structures that are needed for chemistry classes on all levels. The previous versions of the software will become obsolete and not useful when ITS replaces the older Windows/Mac computers with the latest hardware and OS.	Math, Scineces Division	\$ 4,852.00	High	IEF
Academic Affairs Action Plan 2018-2019	Math and Science - Data Aquisition Hardware	850 Universal Interface - UI-5000 by PASCO	Current data acquisition hardware is failing in the physics lab at an alarming rate. Measurements are coming out erroneously in physics experiments and must be remedied ASAP. New equipment will also provide capacity to perform new experiments for these courses	Math, Scineces Division	\$ 12,000.00	High	IEF
Academic Affairs Action Plan 2018-2019	Math and Science - DigiMelt Station	24 DigiMelt Stations (Model # MPA161) for students to obtain real-time melting temperature data.	Melt Stations are used during labs that require students to determine the melting temperature of solid samples. There are currently only 6 manual melt temp stations in the lab and they are discontinued. They require thermometers to measure the temperature. Each student is usually given 2 to 3 samples to get the melting temperature and usually about 24 students are in the lab. This usually results in a backlog and frustrations among students. These do not require thermometers that were required in the older manual melt devices.	Math, Scineces Division	\$ 17,688.00	Medium	IEF
Academic Affairs Action Plan 2018-2019	Math and Science - Media Dispenser	A device used to deliver culture growth medium such as agar.	Preparation and dispensation of measured aliquoted media requires the mechanization of this process to be fast and consistent. The current machine is old, and it is increasingly difficult to find replacement parts. Preparation and dispensation of measured aliquoted media requires the mechanization of this process to be fast and consistent. The current machine is very old and it is increasingly difficult to find replacement parts. The dispenser is an essential piece of equipment to the program.	Math, Scineces Division	\$ 4,600.00	Medium	IEF

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Academic Affairs Action Plan 2018-2019	Math and Science - Prepared Slides for Anatomy Labs	Prepared slides of human tissue.	Over time, microscope slides are damaged or become faded. Over time the microscopic slides in anatomy have dwindled due to heavy use (12 sections of anatomy lab). These slides are needed to replace the slides that have broken so that the current lab curriculum can be taught.	Math, Scineces Division	\$ 10,956.00	High	IEF
Academic Affairs Action Plan 2018-2019	Business -Purchase 15 laptops	Purchase 15 laptops (netbooks) to support the Volunteer Income Tax Assistance (VITA) program.	To grow the VITA program and to serve the community around us. We currently have 30 laptops to use for VITA. However, that program is aggressively growing. In Fall 2016, the VITA class had 20 students enrolled. In Fall 2017, the VITA class had increased to 27 students enrolled, just through word of mouth advertising by the accounting professor. In Winter/Spring 2018, the Accounting Department is aggressively marketing its certificate for Income Tax Preparer with billboards, bus ads, and social media. So, we anticipate much stronger growth in the VITA class enrollments next year, and would like 15 additional laptops to support that enrollment growth as well as for use by the volunteers who return to help with VITA years after they have completed the course.	Business Division	\$ 10,000.00	High	IEF
Academic Affairs Action Plan 2018-2019	Kinesiology, Dance, and Athletics -Add New Shot Clocks with Red Light Indicators to main gym baskets	The new requirement that will be mandated by the CCCAA is the red light indicators that are visible through the backboards that light up when either the shot clock or game clock hits 0:00.	This is the new standard to stay in compliance with the NCAA rule book. This is not a choice but more of a mandate.	Gym, main court	\$ 6,000.00	High	IEF
Finance & Business Area Action Plan 2018-19	Refresh Classroom AV Equipment	Develop and implement plans to oversee the installation of audiovisual equipment in older classrooms. Various classrooms across the campus.	The audiovisual equipment in the classrooms is aging and needs to be upgraded. The technology in these facilities does not compare in quality and manageability to the equipment that has been recently installed in the new buildings. This equipment is less reliable and of lower quality, and the College needs a plan to replace this equipment as it ages.	Various classrooms across the campus.	\$ 150,000.00	High	IEF