

April 19, 2013

Michael Pecsok
Vice Chancellor for Academic Affairs
96-045 Ala Ike AD-210
Pearl City, HI 96782

Dear Mike:

The Information Technology Standing Committee met on April 1, 2013 to review the IT requests generated in the Annual Program Review process. In addition to the APR, the committee reviewed the IT budget for 2012-2013 and discussed the state of information technology at Leeward CC. With this information in mind, the committee recommends the following prioritized planning list.

Item or Action and Improvement Sought	Data Supporting Request	New Funding Cost Estimate
1. Address the IT funding issue before money is spent on any additional purchases.	The annual budget for IT is \$327,000; however, the costs for maintenance contracts, software, and hardware are \$510,835. This is a shortfall of about \$200,000.	\$200,000
2. Wireless Upgrade	The connection is weak in many places. To create adequate coverage, wireless enclosures are needed to cover the outdoor areas. We will also need a contractor to install the units.	\$50,000
3. Router Upgrade	The core router and the campus firewall will cost \$100,000 to be upgraded to the 10 GB versions. \$8000 is needed for monitoring software for network and server infrastructure. A new router is needed to increase the speed and security of our campus network.	\$108,000
4. Smart Classroom Upgrade	The first generation smart classrooms are aging. The equipment needs to be replaced for generation one smart rooms, so that they can be upgraded to generation four (\$100,000). In addition, the light bulbs in the projectors for 59 rooms need to be replaced every other year (\$8000).	\$108,000

Discussion and Justification:

The Information Technology Standing Committee is recommending a vision for technology on campus that supports interactive, collaborative learning in the classroom. Technology continues to proliferate the daily lives of our students and in the work place. It is incumbent on the College to utilize the technology tools students are familiar with as well as to train our students on the work place technology tools they will be expected to use on the job. The Information Technology Standing Committee focused on prioritizing items which members felt would have the most impact overall and would affect entire campus.

Thank you for your consideration of our recommendations.

Sincerely,

Handwritten signature of William Albritton in cursive script.

William Albritton
Information Technology Standing Committee Chair

cc: Reef Amano, Denise Araki, Liz Bennett, Arthur Louie, Paul Kuehn, Wayde Oshiro, Greg Walker, Irwin Yamamoto