



**HOLYOKE COMMUNITY COLLEGE  
APPLICATION INVENTORY AND ROAD  
MAP – DRAFT FOR INTERNAL REVIEW  
OCTOBER 26, 2011**



**Executive Alliance**

---

Experts in Process & Technology for Payroll and Human Capital Management

# CONTENTS

[Project Objectives, Scope and Background](#)

Page 4

[Meeting Participants](#)

Page 6

[Key Findings](#)

Page 7

[Project Summary](#)

Page 8

[Project Identified as Strategic](#)

Page 9

[Project Calendar](#)

Page 10

[Risk Mitigation](#)

Page 11

[Next Steps](#)

Page 12

[Detailed Project Analysis](#)

Page 13



**Executive Alliance**

Experts in Process & Technology for Payroll and Human Capital Management

## **EXECUTIVE SUMMARY**

### **HOLYOKE COMMUNITY COLLEGE APPLICATION INVENTORY AND ROAD**

### Project Objective

Holyoke Community College is in the process of developing a 3 year Technology Plan. This strategy includes investments in hardware, software, personnel and business process. The focus of this study is to evaluate the application inventory and support mechanisms of the software landscape currently deployed at Holyoke Community College.

## Project Objective

During the week of August 15, 2011 Executive Alliance, Kathy Keene, Director of Applications, Linda Szalankiewicz, CIO met with representatives from the following departments.

- Business & Community Services
- Student Affairs
- Administration & Finance
- Institutional Development
- Academic Affairs
- President's office
- Information Technology

The goal of these preliminary conversations was to identify applications currently in use by the end user community, evaluate the capabilities and utilization of the Banner solution, identify future software investments that would be needed in the next three years.

# MEETING PARTICIPANTS

## ACADEMIC AFFAIRS

Matt Reed - VP Academic Affairs

Gloria Defillipo - Dean, Distance Learning

Sue Mackler – Dean, Business/Technology, Science Division

Kathy McDonough – Library

Marcia Morrison – Dean, Humanities

Monica Perez – Dean, Social Science

Idelia Smith – Assistant V.P. Academic Affairs

Michele Snizek – Director, Title III Grant

## ADMINISTRATION & FINANCE

Bill Fogarty - VP of Administration and Finance

Allen Bousquet - Bursar

Mike Cichonski - Dir of Engr/Facilities

Steve Duffany - Bookstore Manager

Clara Elliott – Dean of Human Resources

Ralph Gould – Director of Public Safety

Ted Leth-Steensen – Comptroller

Tara Woolman – Director of Business Services

## BUSINESS AND COMMUNITY SERVICES

Jeff Hayden – VP of Business and Community Services (“BCS”)

Arvard Lingham - BCS

Melody Murphy - BCS

## INSTITUTIONAL DEVELOPMENT

Erica Broman - Institutional Development

Suzanne Doyle – Institutional Development

Eileen Pooler – Web Development Project Manager

Gail Siepierski - Institutional Development

## INFORMATION TECHNOLOGY

Linda Szalankiewicz – CIO

Kathy Keene –Applications

Roger Thornton – IT Services

Gene Kingsley - Security

Maryellen White – Administrative Support

Ed Murch – Media Services

## PRESIDENTS OFFICE

Colleen Cameron – Staff Assistant

## STUDENT AFFAIRS

Yanina Vargas-Arriaga - VP, Student Affairs

Erica Carlson – STRIVE Program

Maureen Conroy – Director of Disability and Deaf Services

Karen Derouin - Financial Aid Director

Rosita Nunez – Student Affairs

Janisse Pacheco – Advising Center

Marcia Rosbury – Dir. Admissions

Tony Sbalbi - Registrar



## Software

We have identified 55 software applications and services that are supported by IT. This count excludes infrastructure and academic computing solutions.

- Of the 55 software applications
  - 5 are pure service solutions
  - 4 are SaaS solutions (vendor supported)
  - 4 are hosted (run off site but IT supported)
  - 39 are run locally and supported by IT but this includes several modules of the Banner ERP system
  - 3 unknown at this time
- Six (6) were database applications supported by in dept resources
- The Business and Community Service (“BCS”) group maintains a shadow accounting system Quick Books as the timeliness of the accounting in the Banner system does not provide information in time to make critical decisions about course offerings.
- Multiple file encryption and file transfer solutions are currently in-use with no published standard
- Overall the end user community is satisfied with the functionality of the Banner ERP for those modules which have been deployed. The end user community reported dissatisfaction with the system speed and availability. These issues are being addressed with the hardware upgrade.
- There is a significant need for a Human Resources Management system. The current HRCMS payroll system lacks deployment of the core functionality needed by HR.
- Banner modules to be investigated include Human Resources, Degree Works, Workflow, and better utilization of Lummis.

# PROJECT MATRIX

## Project Summary

- We have identified in excess of 70 potential projects. We have further categorized these projects into the following ratings
- The projects were evaluated along the dimensions of Impact and Level of effort project with high impact and low level of effort should be started first.
- Projects shown in yellow should be evaluated further to asses the true costs and value to Holyoke Community College
- Project shown in red should not be pursued.

		Impact		
		Low	Med	High
Level of Effort	Low	4	9	2
	Med	4	23	13
	High	0	5	12



## Proposed Strategic Projects

- Migrate Banner to new servers – is this part of infrastructure
- Prospect/ Applicant Communications (implement web for prospect , prospect communications, applicant communications, and prospect portal) 4 Projects
- Degree Works – use technology for counseling
- Job Scheduler
- Human Resources Information Management (managing employee information , HR hiring workflow, BCS Contract Management, adjunct faculty contract management)
- Luminis upgrade
- Single sign on deployment
- Implement workflow
- Develop an enterprise wide reporting solution: DataMart and Dashboard
- On-line Registration and Payment for non-credit
- On-line Requisition
- User friendly budgeting

# STRATEGIC PROJECT ROAD MAP

HCC Strategic Project Road Map														* Denotes dependency on server upgrade project
Calendar Year	2011	2012				2013				2014				
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Migrate Banner to new servers														
Prospect/ Applicant Communications					Port al									
Degree Works *	Purchase													
Job Scheduler *														
Human Resources Information Management • Document requirements • Banner HR Fit/GAP Analysis														
Luminis upgrade *														
Single sign-on deployment *														
Implement workflow * • Requirements • Upgrade • Implementation														
Enterprise Reporting														
On-line Requisition														
User friendly budgeting														

## Risk Factors that impact the Road map

- Resources are limited (Financial and Human Resources)
  - Priorities will need to be clearly established
  - Recommend targeting a short-list of priorities for the next 2 years
  - Governance model will be key to ensure progress
  - Emerging issues involving operational needs that are a priority will consume existing resources.
- The information technology group is an evolving organization hiring critical complementary skills and staff must be a priority
- Clearly defining the roles and responsibilities of the IT team and the roles and responsibility of in department functional Subject Matter Experts who will work together as this effort evolves will continue to be of importance
- Functional representation and leadership

## Next Steps

- Projects in process
  - Server Upgrade
  - EMS
  - Degree Works
- Assess medium Impact and High level of effort projects to determine which should be advanced to green
- Assess the current staffing model to determine the utilization of external resources.
- Review application inventory vis-à-vis application life cycle and potential retirement

## **DETAILED PROJECT ANALYSIS**

### **HOLYOKE COMMUNITY COLLEGE APPLICATION INVENTORY AND ROAD**

# PROJECT MATRIX

## Project Summary

- We have identified in excess of 70 potential projects. We have further categorized these projects into the following ratings
- The projects were evaluated along the dimensions of Impact and Level of effort project with high impact and low level of effort should be started first.
- Projects shown in yellow should be evaluated further to asses the true costs and value to Holyoke Community College
- Project shown in red should not be pursued.

		Impact		
		Low	Med	High
Level of Effort	Low	4	9	2
	Med	4	23	13
	High	0	5	12

# GREEN PROJECT LIST

## Green Project – High Impact – Low Effort

		Impact		
Level of Effort		Low	Med	High
	Low	4	9	2
	Med	4	23	13

Software	Project Name	Project description	Division	Dept
Kiosk	Kiosk placement near bookstore	Students arrive at bookstore without schedules. Evaluate alternatives for granting enabling access to Banner. <ul style="list-style-type: none"> <li>• Install kiosk</li> <li>• Empower Bookstore staff.</li> </ul>	AF	Bookstore
TBD	Google Awareness	Create awareness of supporting documentation Google mail	ITD	entire campus

## Green Project – High Impact – Medium Effort

		Impact		
Level of Effort		Low	Med	High
	Low	4	9	2
	Med	4	23	13

Software	Project Name	Project description	Division	Dept
EMS	EMS	EMS event/ room scheduling software implementation.	ITD	entire campus
Banner	HR employee data	HR data - Evaluate alternative strategies for local storage and management of employee and position data	AF	HR. and other depts.
Banner	Reporting database instance	Assess if a standby instance of Banner for reporting would be beneficial to performance of the production instance.	ITD	All users
Banner/TBD	Budgeting - make user friendly	Manually using Excel spreadsheets. Investigate if Banner budgeting self-service module will fill this need	AF	cost center directors
Image Silo - Paper Vision	Document Management/Imaging	The college is doing very little imaging at the moment. Need to perform a study to determine the value of document management and imaging.	All	All campus
Form Fusion	FormFusion upgrade to Windows server	An upgrade is needed from V1.9 to 3.0. The upgrade requires a move to a Windows server which allows better integration with Banner	ITD	Banner Users

# GREEN PROJECT LIST

## Green Project – High Impact and Medium Level of effort (page 2)

Software	Project Name	Project description	Impact			Division	Dept	
			Level of Effort	Low	Med			High
				4	9			2
			Med	23	13			
Banner/TBD	Applicant communications	Automate applicant communications. Electronic options desired, also automation of letter generation for acceptances.	SA	Admissions				
TouchNet	eBill, eRefunds	Implement TouchNet Bill & Payment and eRefunds	AF	Bursar				
IT Procedures and Governance	IT Policy and Standard Operating Procedures	Several business processes for IT and the supporting governance policies need to be established.	ITD	entire campus				
TBD	Scholarship application management	Acquisition and implementation of software for managing scholarships.	Inst Dev	HCC Foundation				
Banner/TBD	HR hiring workflow	Create process flow for hiring adjunct faculty and streamline and automate this process. This project is dependent on the roll out of workflow which is included in our High effort –high impact list	AA, AF	HR				
Banner	Web for Prospect	Implement Web for Prospect allowing information requests online and automatic roll of submitted info into Banner for future use in outreach	SA	Admissions				
Banner	Address Quality management	Research address clean up solutions and implement a system or service	ITD	all depts				





# GREEN PROJECT LIST

## Green Project – Med Impact and Low Level of Effort

Software	Project Name	Project description	Impact			Division	Dept	
			Level of Effort	Low	Med			High
				4	9			2
			Med	23	13			
Banner	<b>Campus Police person information lookup</b>	Create easy lookup page for campus police	AF			Campus Police		
Banner	<b>Financial Aid work-study entry of paid amount</b>	Financial Aid staff input data for 150 students into Banner manually. This redundant effort may be reduced or eliminated with and interface.	SA			Financial Aid		
Banner	<b>Duplicate records management</b>	Investigate the capabilities of SunGard duplicate records identification module	SA			Student Records		
Banner	<b>Incomplete grade management</b>	Test and implement new functionality to manage and automate conversion of incomplete grades.	SA			Student Records		
Banner	<b>Web registration for new students by advisor</b>	Would like a way to allow advisors to use self-service Banner to register new students. Better ease of use and intuitive display of information. Current HCC policy forces all new students to be registered using internet native Banner.	SA			Advising Ctr		



# GREEN PROJECT LIST

## Green Project – Med Impact and Low Level of Effort

		Impact		
		Low	Med	High
Level of Effort	Low	4	9	2
	Med	4	23	13

Software	Project Name	Project description	Division	Dept
Banner	Automated removal of AR holds	Wish to remove holds on an automated basis as students make online payments. There is a batch process for this but must be run by staff daily to affect holds.	AF	Bursar
TBD	Bookstore vouchers for online bookstore purchases	Students with bookstore vouchers are unable to use them for purchasing books online, which means they are denied use of online book purchasing and must endure the inconvenience of standing in line for their books.	AF, SA	Bookstore, Financial Aid
Banner	Transfer Articulation	Investigate the transfer articulation capabilities included in Banner	SA	Transfer Affairs, Student Records
Banner	SCRIPT for Blumen	Implement SCRIPT to load data from Banner into Blumen	SA	STRIVE program



# GREEN PROJECT LIST

## Yellow Project – High impact and High Level of Effort

Software	Project Name	Project description	Level of Effort	Impact			Division	Dept
				Low	Med	High		
			Low	4	9	2		
			Med	4	23	13		
			High	0	5	12		
Banner	<b>Migrate Banner to new servers</b>	Test, prepare, and migrate Banner and all enterprise applications to the new hardware environment					ITD	all departments
Banner	<b>DegreeWorks</b>	DegreeWorks - acquire and implement					ITD, SA, AA	Student Records, Title III, Advising staff, students eventually
Luminis	<b>Luminis upgrade</b>	Upgrade to Luminis version 5.0					ITD	entire campus
Banner/TBD	<b>Workflow</b>	Workflow - Investigate feasibility of using Workflow to automate processes, approvals, communication.					ITD	potentially all administrative users of Banner modules
Luminis	<b>Single sign-on w/Luminis</b>	Implement single sign on using Luminis for email, self-service Banner, Internet Native Banner, Moodle					ITD	entire campus
Banner	<b>On-line requisitions</b>	Implement online purchasing functionality					AF	Business Office

# GREEN PROJECT LIST

## Yellow Project – High impact and High Level of Effort

Software	Project Name	Project description	Level of Effort	Impact			Division	Dept				
				Low	Med	High						
Low	4	9		2	Med	4	23	13	High	0	5	12
Banner	Job/process scheduler	Job/process scheduler - research systems, acquire and implement						AF, SA	Business Office, Bursar, Financial Aid, Admissions, Student Records			
Banner/TBD	Prospect communications	Automate communications with prospects - electronic options desired					SA	Admissions				
TBD	Prospect Portal	Acquire and implement a prospective student portal that allows prospects to self register for info sessions and open houses. The software must facilitate communication and follow-up with open prospects and include tracking ability.					SA	Admissions				
TBD	Enterprise Reporting: DataMart and Dashboard	Acquire and implement an enterprise reporting tool					Inst Dev	IR				
New Project	Email systems evaluation	Assess other email systems as viable alternatives to Google mail. First step is to evaluate integration with Outlook.					ITD	entire campus				
Banner	Investigate new user interfaces	Internet Native Banner and Self-Service Banner have new user interfaces coming available. Review and test the changes for eventual rollout.					ITD	Enterprise Applications				



2014 Application Inventory								
Application	Vendor Name	Version	Division	Dept	Description	Owner/Users	Category	Questions/Comments
AcademicWorks	AcademicWorks		IDEV	Institutional Development	Scholarshp application management and database	<b>Owner:</b> Institutional Development <b>User:</b> Institutional Development	SAAS	
ACCUPLACER: Testing and Assessments	College Board		BCS	Assessment	Testing feeds a separate MS Access database.	<b>Owner:</b> Assessment <b>User:</b> Assessment	Service	
Acrobat Pro, Audition, Illustrator, PageMaker, Photoshop, Creative Suite	Adobe	8 and up	ITD		Desktop applications used in labs and classrooms	<b>Owner:</b> ITD <b>Users:</b> All Campus	Software - premises	
Alertus	Alertus Technologies		ITD		Alertus – desktop alerting software. The ITD department is evaluating the integration with RAVE	<b>Owner:</b> ITD <b>Users:</b> All Campus	TBD	
AMAG	AMAG Technology		A&F	Campus Police	Software for the key card system	<b>Owner:</b> Campus Police <b>Users:</b> Campus Police	TBD	* There is currently only one vendor in western Massachusetts that supports this product. Is this software running in house?
Banner Accounts Receivable	Ellucian	8.5	A&F	Business Office	ERP system used for student billing, payments, statements, refunds, etc.	Owner: ITD Users: campus	Software - premises	
Banner Finance	Ellucian	8.5	A&F	Business Office	ERP system used for finance	Owner: ITD Users: campus	Software - premises	
Banner Financial Aid	Ellucian	8.11	SA	Financial Aid	ERP module for student financial aid	Owner: ITD Users: Financial Aid, students, and others on campus	Software - premises	
Banner Student/ Student Self-Service, Faculty Self-Service, CAPP (Curriculum and Program Planning)	Ellucian	8.5	Campus	Campus	ERP system used for admissions, student records, course scheduling, grading, degree audits, graduation, etc.	Owner: ITD Users: campus	Software - premises	
Banner Workflow	Ellucian	4.2.2	ITD		System designed to create efficiencies through automation using database table triggers, task lists, emails, etc.	Owner: ITD Users: not yet in use	Software - premises	server retired; needs to be re-installed
Bill + Payment	TouchNet Information Systems	6		Student Accounts, Business and Community Development, Finance	eBilling, eRefund	<b>Owner:</b> <b>User:</b>		
Blumen	Compansol		SA	STRIVE Program	Blumen is grant management software used by the Strive Program.	<b>Owner:</b> STRIVE Program <b>User:</b> STRIVE	Software - SaaS	
BossCars	Boss Software	6.1.1	A&F	Campus Police	Parking permit and ticketing software	<b>Owner/User:</b> Facilities & Campus Police	Software - on premises	
Cashiering	TouchNet Information Systems	8.2.1	A&F	Student Accounts	Used by Student Accounts, allows the processing of payment, once entered into TouchNet the integration will update Banner with the course payment information.	<b>Owner:</b> <b>User:</b>	Software - hosted	

2014 Application Inventory								
Application	Vendor Name	Version	Division	Dept	Description	Owner/Users	Category	Questions/Comments
Chat Anywhere			SA	Financial Aid	Financial Aid and Student Accts to hold info sessions online	<b>Owner:</b> Financial Aid <b>User:</b> Financial Aid		need to replace, not working with modern browsers
Constant Contact					batch email outreach	<b>Owner:</b> Marketing, BCS <b>User:</b> various	SaaS	IT is working to transition users from batches in Gmail and Outlook to this
Contracts Administration Database: File maker Pro	FileMaker Inc.		BCS		Used to manage and track contracts with instructors and businesses.	<b>Owner:</b> Business & Community Services <b>User:</b>	Software - premises	* Can non-credit instructors and businesses be enter into Banner? * Banner has a faculty contract administration module – the credit side is too complex the question is could this be used for non credit side of the house
CPEVET: Career Assessment tool.					Career Assessment tool.	<b>Owner:</b> <b>User:</b>	TBD	
Crystal Developer	SAP	10 now, next is XI v3.x	ITD		Report writing tools for Oracle and SQL databases	<b>Owner:</b> ITD <b>User:</b> ITD	Software - premises	infrastructure?
Crystal Enterprise	SAP	10, XI	ITD		Web-based report distribution tool used in conjunction with Crystal Developer	<b>Owner:</b> ITD <b>User:</b> many on campus	Software - premises	infrastructure?
DegreeWorks	Ellucian	4.1.2.1?	ITD	Advising Center, Student Records	audits student progress toward degree or certificate	<b>Owner:</b> Student Affairs, Academic Affairs <b>User:</b> advisors and students	Software - premises	
eCommerce software for online payment	3dCart	4	BCS	Business and Community Development	Used by students to pay for on-line enrollment of non-credit classes. The reconciliation process is through authorize.net	<b>Owner:</b> Business and Community Development <b>Users:</b> Students	Service	
EMS Campus	Dean Evans & Associates, Inc	6	A&F		Room/Event Scheduling Software	<b>Owner:</b> <b>User:</b> Entire campus	Software - premises	The college already owns EMS we just need to define an implementation process and timeline. What department should be the primary owner and who should have which types of access.
File and hard-drive Encryption	PGP	6.5	ITD	various	File encryption for transmission	<b>Owner:</b> ITD <b>User:</b>	Software - premises	Are multiple file encryption programs required?
File Encryption: FileZilla used for file encryption for ftp file transfers	Open Source	3.x	ITD		free cross-platform secure FTP client software, used for file encryption for sftp file transfers	<b>Owner:</b> <b>User:</b> ITD	Software - premises	Are multiple file encryption programs required?
File Encryption: Truecrypt for file encryption	Open Source		ITD		File and hard drive encryption	<b>Owner:</b> <b>User:</b> ITD	TBD	Are multiple file encryption programs required?
FileMaker Pro Scholarship database	FileMaker Inc.		IDEV	HCC Foundation	Used to track scholarships	<b>Owner:</b> <b>User:</b> Institutional Development		
FileMaker Pro database for Contract Administration BSAM - Business Science and Mathematics	FileMaker Inc.		A&F	Human Resources	<b>Filemaker Pro database.</b> Contracts administration for adjunct faculty	<b>Owner:</b> Human Resources <b>User:</b> Human Resources	Software - premises	

2014 Application Inventory								
Application	Vendor Name	Version	Division	Dept	Description	Owner/Users	Category	Questions/Comments
<b>Finale &amp; Smart Music, Practica Musica, Digital Performer</b>			AA	Humanities & Fine Arts	Desktop applications used by the Music department for faculty, students, labs	<b>Owner:</b> <b>User:</b>		
<b>Financial Edge</b>	<b>Blackbaud</b>		IDEV	HCC Foundation	Fund accounting software	<b>Owner/User:</b> Institutional Development	Software - premises	
<b>Form Fusion</b>	<b>Evisions</b>	1.9	A&F	Student Accounts	Printing Banner data onto forms student bills, statements	<b>Owner:</b> ITD <b>User:</b> Student Accounts	Software - premises	
<b>Form Fusion</b>	<b>Evisions</b>	1.9	SA	Advising Center, Student Records, Admissions and more	Used to print forms with Banner as the source data - student schedules	<b>Owner:</b> ITD <b>User:</b> Staff and advisors serving students	Software - premises	Upgrade to 3.0 is needed. This is a major upgrade moving to a Windows server provides better integration with windows. Planned for – To be scheduled. Resource assessment – No master project plan – no resources.
<b>Glass Fish</b>	<b>Open Source</b>		ITD		When a user goes out to Google this software validates the user on the college's LDAP directory.	<b>Owner:</b> <b>User:</b>		
<b>Helpdesk – Webhelp desk live V9.2.3.9.</b>			ITD		ITD helpdesk software	<b>Owner:</b> ITD <b>User:</b> ITD , end users for on-line submission	Software - premises	
<b>hosted voice services</b>	<b>Crocker Communications</b>		BCS	Community Services	* A phone service from Crocker that allows non-credit students to pay for course using a credit card over the phone. The student calls a service to pay for a course, the information is faxed to the department, the data is entered into Banner, the faxes are shredded. The current volume is about 5-10% course enrollment, Crocker charges a flat monthly amount. On-going payment service.	<b>Owner:</b> BCS <b>User:</b> staff and non-credit students	Phone Service	Should this even be considered part of the application inventory or moved to a different list.
<b>HRCMS</b>	<b>State of Massachusetts (installation of PeopleSoft)</b>		A&F	HR	State run HR and Payroll system	<b>Owner:</b> State of Massachusetts <b>Users:</b> HR and Finance	Software - SaaS	
<b>Image Silo - Paper Vision</b>	<b>Digitech Systems (sold through New England Archives)</b>		SA	Student Records	Document archiving/retrieval system	<b>Owner:</b> Student Affairs <b>Users:</b> Student Affairs Office of the President	Service	
<b>Ingeniux CMS</b>	<b>Ingeniux Corporation</b>	7.5	IDEV	Marketing		<b>Owner:</b> Marketing <b>User:</b> entire campus	Software - hosted	
<b>Intelligencecheck</b>	<b>Evisions</b>		A&F	Finance and Student accounts	Check Printing	<b>Owner:</b> ITD <b>User:</b> Finance and Student Accounts	Software - premises	

2014 Application Inventory								
Application	Vendor Name	Version	Division	Dept	Description	Owner/Users	Category	Questions/Comments
JBuilder	Embarcadero Technologies		ITD	ITD	Systems Analysis and programming	<b>Owner:</b> ITD <b>User:</b> ITD	Software - premises	infrastructure?
Knowledge Matters			AA	Business Division	Used by the Business division	<b>Owner:</b> <b>Users:</b> Business Division	TBD	
Luminis	Ellucian	3.x	ITD		Portal designed to be a hub integrating Banner INB and self-service modules, email, and LMS	<b>Owner:</b> ITD <b>Users:</b> campus	Software - premises	retired
MagicNet	Samsung		ITD		Used to stream content to computer monitors in hallways and around campus	<b>Owner:</b> AV Services <b>User:</b> All Campus		
Mailman			ITD		Mailman – open listserv for targeted messages to employees and students – Open source product.	<b>Owner:</b> ITD <b>User:</b> Select community members		
MBS	MBS Textbook Exchange Inc./ MBS Systems Division		A&F	Bookstore	Bookstore Management and Point of Sale software	<b>Owner:</b> Bookstore <b>User:</b> Bookstore		
Moodle	Open Source Moodle.org		AA	Distance Division	Open source software used for producing internet based courses and web sites	<b>Owner:</b> Academic Affairs <b>User:</b> faculty and Distance learning administrators		
MS Access	Microsoft		A&F	Business Office	Datamart for comptroller	<b>Owner:</b> Business Office <b>User:</b> Business Office	Software - premises	Is this just a table Curt Foster uses in reports?
MS Access	Microsoft		IDEV	Institutional Research	Datamart of information extracted from Banner and other sources over several years, used for research and outside reporting	<b>Owner/User:</b> Institutional Research	Software - premises	
MS Access	SABES (System for Adult Basic Education Support)		BCS	SABES	Regional database used by program support for educators serving adult basic education needs. The regional database feeds a local MS Access database (not sure about this)	<b>Owner: Regional authority</b> <b>User:</b> SABES		
Omnicast	Genetec		A&F	Campus Police	Software for campus security cameras. Supported by ITD	<b>Owner:</b> <b>User:</b>	Software - premises	
Payment Gateway	TouchNet Information Systems Inc.		A&F	Bursars Office, Business and Community Development, Finance	payment processing	<b>Owner:</b> A&F <b>User:</b> Student Accounts, Finance, students	Service	
Quick Books	QuickBooks	2009	BCS		A duplicate set of accounting records are maintained in QuickBooks to track revenue and expenses for non-credit course enrollments	<b>Owner:</b> <b>User:</b> Workforce development		



2014 Application Inventory								
Application	Vendor Name	Version	Division	Dept	Description	Owner/Users	Category	Questions/Comments
Raiser's Edge	Blackbaud		IDEV	Institutional Development	Donation solicitation and tracking software. Used to maintain relationships with donors, track donations, measure campaign effectiveness. Includes Netcommunity which allows supports to connect on-line	<b>Owner:</b> Institutional Development <b>User:</b> Institutional Development	Software - premises	Info downloaded periodically from Banner Student.
RAVE		5.01	A&F	Campus Police	Emergency notification system	<b>Owner:</b> <b>User:</b> Campus police		
SAGE Financial	SAGE Financial				Asset management. Used to track furniture over \$1,000 and electronics > \$800	<b>Owner:</b> <b>User:</b>		
MoonFire	DialVision		IDEV	Institutional Development	Phonathon software	<b>Owner:</b> Institutional Development <b>User:</b> Institutional Development	Software -	Transitioning to CampusCall (DialVision bought by Ruffalo Cody)
School Dude	SchoolDude.com		A&F	Facilities	Work order management system for the facilities department. <a href="http://www.sdmarketingtest.com/solutions/higher-education/">http://www.sdmarketingtest.com/solutions/higher-education/</a>	<b>Owner:</b> Facilities <b>User:</b> entire campus	Software - SaaS	
SPSS	SPSS		IDEV, AA	IR, Soc Sci division		<b>Owner:</b> <b>User:</b> Social Science and IR	Software - premises	
Toad for Oracle	Quest	7.5.2.0 and 10	ITD		Programming and analysis	<b>Owner:</b> ITD <b>User:</b> ITD and 2-3 staff (FinAid, IR, Business Office)	Software - premises	
User created MS Excel worksheets used for Course Scheduling Software - Currently done in Excel	Microsoft		AA	Distance Division	Report of courses and sections offered by day of week. Used by staff and faculty to plan and schedule students into classes.	<b>Owner:</b> Distance Division <b>User:</b> Students and Advisors	Software - premises	
Virtual Video Interview			BCS	Workforce & Economic dev		<b>Owner:</b> BCS <b>User:</b>	TBD	* The software has been purchased but not installed. * The implementation requires the physical installation of cameras, speakers, monitors and microphones.

2015 Project Inventory									
Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
<b>Current/Proposed Projects</b>									
Ellucian Recruiter	Applicant/Prospect Portal and CRM	Acquire and implement a prospect/applicant CRM portal that facilitates communication and follow-up as well as tracking/reporting and Banner data integration.	Purchased Hobsons Apr 2014; terminated contract Aug 2014. Planning to purchase Ellucian Recruiter.	SA	Admissions	3-High	3-High	Yes	Purchased Dec 2014; implement in 2015.
Crystal products	Crystal Developer and Enterprise upgrade	Upgrade Crystal Developer from v. 10 to XI 3.x, and Crystal Enterprise from 10 to Business Objects Enterprise 4.	Other priorities have caused this to be delayed.	ITD	many depts	2-Med	2-Med	No	Upgrade to Enterprise 2008 anticipated Feb 2015; upgrade to Enterprise 4 at later date.
Banner	Banner Finance Self-Service	Implement online req/purchasing workflow.	We currently license this product. Big project involving process re-engineering.	AF	Business Office	3-High	3-High	No	Training began Oct 2014; full deployment anticipated in 2015
Banner	Budgeting - make user friendly	Most cost centers use spreadsheets for budget tracking. Investigate Banner Finance self-service module (which we currently license) to enhance usability.	Bring up Finance self-service and Spreadsheet Budgeting to see these helps. Also a Banner Budgeting module exists for purchase.	AF	Cost center directors	2-Med	3-High	Not at this time	Demo during Oct 2014 training; anticipate implementing in 2015.
Banner Workflow	Workflow - general	Investigate feasibility of using Workflow with various Banner modules to automate processes, approvals, communication.	Workflow could support many tasks, alerts, triggered processes, and communications. Need to re-install as servers were dismantled in the data center upgrade.	ITD	potentially all administrative Banner users	3-High	3-High	No	Progress - re-installed in summer 2014; Training began dec 2014 and continues into Jan 2015.
TBD	Non-Credit Online Registration	Research, purchase, implement.	For online registration/payment for NC classes. Must integrate/interface with Banner. Ellucian has a SaaS product - Elevate - to look at.	BCS	Community Services, Workforce Development	3-High	3-High	Yes	Build requirements list winter 2014-15; purchase and implement in FY16.
Banner	Online Roster verification	Current process for Faculty to verify student roster is paper based and manually intensive. This process should be moved online.	Modify SSB to accomplish this. Oct 2014 - Registrar asked for this to get high priority.	SA	Student Records	2-High	2-High	No	Progress Nov-Dec 2014; plan for a pilot in Spring 2015 with summer rollout.
TBD	Chat software/service	Need replacement for Chat Anywhere.	Current product out of date, does not support modern browsers.	SA, AF, AA,	Financial Aid mainly, others possibly	1-Low	2-Med	Yes	Need in place for next registration cycle for FinAid and AR chats.
Banner	Enhance support of Advisor Assignment process	Use existing Banner fields to store data such as maximum advisees, or advisor unavailability fir term, and create reports to reflect this info.	Working with new assistant in Acad Affairs.	AA	Academic Administration	3-High	2-Med	No	Testing Spring 2015.
Banner	Gainful Employment compliance	Adapt Ellucian process or create program to produce data for Dept of Ed reporting. Also, decide on project ownership going forward.	Lsst year data were required and reported was 2012.	IR, IT, SA, AA	IR,IT mostly	2-Med	2-Med	No	Returning in 2015.
Form Fusion	FormFusion upgrade to Windows server	Upgrade needed from V1.9 to 3.0, requiring a Windows server for better Banner integration.	may require user retraining on Banner printing.	ITD		2-Med	2-Med	No	

Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
Banner	Test Banner XE	New completely revised edition of Banner.	Timing is up to HCC. Will require significant testing and training before deployment timeline can be developed.	ITD	Enterprise Applications	3-High	3-High	No	
TBD	Address Quality management	Research, purchase, implement.	ITD favors Runner Technologies CLEAN_Address product which fully integrates with Banner and is by far the most complete and affordable solution available.	ITD	all depts	2-Med	3-High	Yes, \$7K/annually	TBD based on other priorities.
Banner	Job/process scheduler	Research, purchase, implement.	Will save staff time and reduce prime time demand on data center resources. However, will require a full-time Systems Administrator onsite.	AF, SA	Business Office, Bursar, Financial Aid, Admissions, Student Records	3-High	3-High	Yes	ITD does not have the staff to support at this time.
TBD	One-Card system	Research, purchase, implement.	Need to learn more and plan a strategy as to which departments to begin with.	All	all depts	3-High	3-High	Yes	Demos done Dec 2013.
Banner	HR employee data	HR data - Evaluate strategies for local storage and management of employee and position data.	Banner HR is the only solution that integrates with Banner Finance.	AF	Human Resources and others depending on accurate employee data	2-High	3-High	Yes; Banner HR	
Banner	ABE to College coding	Code ABE sections in Banner for identification of and reporting on students.	Have had difficulty obtaining records for past terms.	BCS	Community Services	1-Low	2-Med	No	
Image Silo - Paper Vision	Document Management/ Imaging	Expand imaging to more departments across campus as desired.	The college is doing minimal imaging currently. Need to plan a strategy for expansion.	All		2-Med	3-High	Possibly	
Banner/TBD	HR hiring workflow	Create process flow for hiring adjunct faculty and streamline and automate this process.	We have investigated this with Ellucian and it would still require a Banner HR license and use of select HR modules.	AA, AF		2-Med	3-High	Yes; Banner HR	
TBD	Data warehousing/ Dashboard	Acquire and implement a data warehouse tool (Extract, transform, load data from disparate sources), create datamart(s), design/deploy dashboard of key performance indicators.	Institutional Research and other departments need to report using data from disparate sources.	Inst Dev	IR, IT, entire campus	3-High	3-High	Yes	
Banner	Advisor Assignment program	Automate advisor assignment and re-write associated reports.	research schools having code we could adapt.	AA	Academic Administration	3-High	2-Med	No	

Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
Banner	Reverse Health Insurance charges	Create a batch reversing process for students who did not pay for health insurance. Current process is manual. At end of year staff manually reverse students who did not enroll in health insurance and have left HCC, find temporary credits, and reverse them out. Requesting a process to reverse health insurance and temporary credits for 600 – 800 students per semester.	Is the process still manual? Is this being addressed by anyone else currently? Need a clearer request.	AF	Bursar	2-Med	2-Med	No	
Banner	Financial Aid work-study entry of paid amt	An interface for Financial Aid to create an excel download for 150 students biweekly to manually key data into Banner on how much each student was paid. Need to create an upload or feed.	Investigate file upload capabilities into Banner.	SA	Financial Aid	1-Low	2-Med	No	
Banner	Incomplete grade management	Test and implement new functionality to manage and automate conversion of incomplete grades.	Functionality available but not yet deployed.	SA	Student Records	1-Low	2-Med	No	
Banner	Self-service Graduation Application	Evaluate and implement functionality, plan timing and communication for student rollout.	Function included in current license but not deployed.	SA	Student Records	2-Med	2-Med	No	TBD by Registrar.
Banner	Duplicate records management	Investigate the capabilities of SunGard duplicate records identification module.	Ellucian has delayed the release date in this, will not be an add-on for Banner 8 but possibly Banner 9.	SA	Student Records	1-Low	2-Med	No	
Banner	Transfer Articulation	Investigate the transfer articulation capabilities included in Banner.	Function included in current license but not deployed.	SA	Transfer Affairs, Student Records	1-Low	2-Med		TBD by Transfer Affairs and Registrar.
Banner/ ACCUPlacer	Placement test score upload	Create an interface fupload placement scores from Accuplacer database into Banner to eliminate data entry.		BCS	Assessment	2-Med	2-Med	No	
Banner/TBD	OSD Case management	The ability to use a case management system with tight security for the office of disability services. Catalogue the reports currently created by Juan and investigate if those can be done in Crystal.	May be two distinct projects. Evaluate Banner tracking for students with multiple disabilities, as more than 50% of the students served by OSD do. Evaluate impact on reporting.	SA	OSD	2-Med	2-Med	Most likely	
TBD	Bookstore vouchers for online bookstore purchases	Students with bookstore vouchers are unable to use them for purchasing books online, which means they are denied use of online book purchasing and must endure the inconvenience of standing in line for their books.	A one-card solution may rectify this.	AF, SA	Bookstore, Financial Aid	1-Low	2-Med	TBD	

Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
Banner/TBD	Contracts administration	Define requirements for contracts administration. Investigate if Banner faculty contract administration module could be used without Banner HR.	Requires Banner HR.	BCS		2-Med	2-Med	Yes	
Ingeniux	Mobile app module	Investigate Ingeniux mobile app module costs, capabilities.	Is this still desired?	Inst Dev		2-Med	2-Med	Yes	
TBD	Streamline class schedule creation	Enable shared development of schedule in an electronic manner, with ability to upload into Banner.	Currently done in Excel and manually input into Banner. EMS could support this, but unsure if desired by current Registrar and Academic Divisions Deans.	AA, SA	Academic Divisions and Student Records	2-Med	2-Med	Maybe	
TBD	Secure online forms	Create online forms that do not go through email - for data security.	Review and possibly replicate forms created by DL Division to serve distance applicants and students.	ITD	DL Division, Admissions	2-Med	2-Med	No	
TBD	Threat assessment database system	Software for the threat assessment team.	Kathleen Keough gathered vendor information in the past; not sure if the current team is pursuing this.	AF, SA	Campus Police, Dean of Students, Counselors	2-Med	2-Med	Yes	
TBD	Survey tool	Student survey tools desired.	Banner has a basic one. It does not do compilation.			2-Med	2-Med	Yes if Banner is not used	
TouchNet/Banner	EFT process for AR and AP	Implement an EFT process for TouchNet and also for accounts payable.	Need more information.	AF	Bursar, Business Office	2-Med	2-Med	No	
Virtual Video Interview	Virtual Video Interview	Implement software that has been purchased.	Need more information.	BCS		2-Med	2-Med	No	
Banner	Program data table	Create custom table for HCC program attributes and descriptions Banner does not accommodate.	Joint project with IR. Discussed in 2009, stopped due to other priorities. Currently use standalone Access tables to hold this info.	IT, IR, SA	IR, Student Records, and others	2-Med	1-Low	No	
Banner	FAFSA opt-out responses	Push FAFSA opt-out responses from online application into Banner and implement entry of FAFSA opt-out from paper application into Banner by staff.	Data currently sitting in temp tables and on paper applications. Is it still necessary to preserve this data?	SA	FinAid	2-Med	1-Low	No	
Banner	Cross-listed section indication	Advisors looking up a section while registering a student do not plainly see 'cross listed' status; a course seems open but may not in fact have seats.	INB only. This may be a training issue and a limit to Banner functionality. Not a problem in SSB but cannot register new students there due to policy.	SA, AA	Advising Ctr	1-Low	1-Low	No	
TBD	Construction Management	Research Construction Management software.	Need more information.	AF	Facilities	2-Med	1-Low	Yes	
TBD	Career Center Placement software	Software to integrate with Banner and present searchers with employment opportunities that match them.	Not sure what systems exist.	SA	Career Center	2-Med	2-Med	Yes	

Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
Banner	Online Section Listing	Create a custom page in Banner self-service to display only online classes.	Currently users can use the Class Search page, select 'Online' and display classes. This would be a separate page.	AA	Distance Division	2-Med	2-Low	No	
Banner	Advisor info lookup	Create a link within Banner self-service to go directly to advisor's contact info in the Ingeniux directory listing.	link already leads to directory where student can type a few letters and promptly get the info.	AA		2-Med	1-Low	No	

Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
<b>Completed or Suspended Projects</b>									
Banner	Migrate Banner to new servers	Test, prepare, and migrate Banner and all enterprise applications to the new hardware environment.		ITD	all depts	3-High	3-High	No	Completed June 2011.
Luminis	Luminis upgrade	Upgrade to Luminis version 5.0 and single sign-on through Luminis to email, self-service Banner, Internet Native Banner.	Contract signed July 2012.	ITD	entire campus	3-High	3-High	New software is covered under maintenance but we are purchasing consulting	Project suspended August 2013.
Banner	Campus Police person information lookup	Create easy lookup page for campus police.	Nature of request gives it high priority - enhances ability to react in emergency situations.	AF	Campus Police	1-Low	2-Med	No	Completed January 2012.
Banner	FMCalc	FMCalc - implement batch mode capability		SA	Financial Aid	2-Med	2-Med	No	Completed.
Banner	SAP rule coding	Financial Aid SAP rules change. The Banner system business rules need updating. Historically they have used SunGard remote consultant not familiar with how HCC operates, which is not efficient.		SA	Financial Aid	2-Med	2-Med	No	Completed May 2013.
EMS Campus	Event Management System	EMS event/room scheduling software implementation.	Also includes Academic Planning automation.	ITD	entire campus	2-Med	3-High	Yes	Completed September 2013.
Banner	DegreeWorks	DegreeWorks - purchase.		ITD, SA, AA				Yes	completed December 2011.
Banner	DegreeWorks	DegreeWorks implementation.	As the final phase of the project, outline steps to retire CAPP and migrate all users away from it.	ITD, SA, AA	Student Records, Title III, Advising staff, students eventually	3-High	3-High	No	completed January 2014.
Banner	Automated removal of AR holds	Wish to remove holds on an automated basis as students make online payments. There is a standard baseline Banner batch process for this but must be run by staff daily to affect holds.	Batch scheduling software or a cron job will help automate the process running.	AF	Bursar	1-Low	2-Med	Yes	Completed as part of HEAG process re-engineering.
Banner	SCRIPT for Blumen	Implement SCRIPT to load data from Banner into Blumen.	In progress.	SA	STRIVE program	1-Low	2-Med	No	Completed August 2012.
Banner	Display balance by term in Self-Service	Request to modify Banner Student self-service to create a page showing charges, financial aid, and balance by term.	Exists in Banner self-service.	AF	Bursar	1-Low	2-Med	No	Completed Dec 2012.

Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
Banner	Immunization Tracking	Evaluate and implement functionality changes and re-write associated reports	SunGard will release enhancements in late 2011 or early 2012.	SA	Health Services	2-Med	2-Med	No	On hold; Ellucian has delayed the rollout of this new module.
Banner	Web for Prospect	Implement Web for Prospect allowing information requests online and automatic roll of submitted info into Banner for future use in outreach.	done but now to be replaced by Applicant and Prospect Portal project.	SA	Admissions	2-Med	3-High	No	Completed in March 2012.
Banner/TBD	Applicant communications	Automate applicant communications. Electronic options desired, also automation of letter generation for acceptances.	See Applicant and Prospect Portal project.	SA	Admissions	2-Med	3-High	Yes	IT has worked to assist staff but CRM project will replace this initiative.
Banner/TBD	Prospect communications	Automate prospect communication - electronic options desired.	See Applicant and Prospect Portal project.	SA	Admissions	3-High	3-High	Yes	IT has worked to assist staff but CRM project will replace this initiative.
Banner	Selective Admissions	Automate the admissions process for selective programs to reduce application review time.	See Applicant and Prospect Portal project.	SA	Admissions	3-High	2-Med	Unknown at this time	CRM project will replace this initiative.
Banner/Crystal Enterprise	Crystal reports using test instance	The ability to run Crystal Enterprise reports against a test instance for upgrades to validate the reports will work against the new environment.		ITD		2-Med	2-Med		Completed April 2012.
Banner Printing	Printer incompatibility with Banner sleep/wake	Investigate a solution or replace printers that are not compatible with Banner sleep/wake printing. This result is that multiple print jobs at the same time print on a single sheet and are thus unusable.	Could be solved with a printer swap.	SA	Advising Ctr	1-Low	1-Low	No	Completed.
Pearsons	Banner to Pearsons student upload	Create Crystal report for upload to Pearsons.	For self-paced classes.	SA	Registrar	2-Low	1-Low	No	Completed January 2014.
Pearsons	Pearsons to Banner completion upload	Create program to upload completions from Pearsons in Banner as test scores.	For self-paced classes.	SA	Registrar	2-Med	1-Low	No	Completed Spring 2014.
Banner	GED to Banner	GED test takers - enter as prospects.	Is this still desired?	BCS	Community Services	2-Med	1-Low	No	being done by Admissions as of 2014.
Constant Contact	Batch Email Communication	Move departments to new email service for batch communications.	In part this was necessitated by limits placed by Google, but it dovetails with a desire to communication with students, eliminate mailings, enhance the look and feel of batch emails to constituents. Will also enable data collection on success of email campaigns.	All	all depts	3-High	2-Med	Yes	Kelly began converting departments Dec 2013; however most do not find this product user-friendly and are sticking with Outlook. Suspended.
HCC-developed	Campus Login & Single Sign on to Gmail	In-house solution to track campus resource use, provide email access via a single login, and retire old servers.	Temporary solution resulting from the suspended Luminis portal project.	ITD	entire campus	3-High	3-High	Yes	Completed February 2014.
Banner	Upgrade Banner modules	We must upgrade most Banner modules to their latest v.8 releases in spring 2014 for regulatory compliance.	Will require ITD staff time as well as much testing by users in various departments.	ITD in lead	Enterprise Applications	2-Med	2-Med	No	Completed April 2014.
Moodle	Single sign-on from Campus login	Implement single sign-on from Campus login to Moodle.	May be done as part of Campus Login project.	ITD	faculty/students	2-Med	3-High	No	Completed August 2014.



Software	Project Name	Project Description	Comments	Division	Department	Effort	Impact	Software Purchase?	Timeline
TouchNet	eBill, eRefunds	Implement TouchNet Bill & Payment and eRefunds.	E-Billing in place November 2012.	AF	Bursar	2-Med	3-High	Yes, purchased	Completed Oct 2014.
Banner	Web registration for new students by advisor	Want to allow advisors to register new students using self-service Banner. Current HCC policy forces new students to be registered via INB.	Two-part solution: 1) create 2nd time ticket for Super Saturday to allow SSB registration of new students. 2) mod Banner to not require student SSB pin for web reg by advisor.	SA	Advising Ctr	1-Low	2-Med	No	Completed Nov 2014.
Banner/TouchNet	Automate refunds	Automate the student refund process using Banner.	Function licensed but not deployed. Process re-engineering to address this and retire a custom program now in use by AR	AF	Bursar	2-Med	2-Med	No	Completed. Live October 2014; custom program has been retired.
Managed Engine	Password mgt tool	Implement online self password reset.	Domain accounts w/SSO to Google & Moodle.	ITD	entire campus	3-High	3-High	Yes	Completed. Rolled out December 2015.
Banner	DBEU - Database Extender	Apply DBEU to Banner test database, test, then apply to production db.	Must upgrade production db by end 2014.	ITD	Enterprise Applications	3-Low	3-Low	No	Completed in production Dec 27, 2014.
Crystal Enterprise	Library upload of person info from Banner & HR	Facilitate loading of student and faculty data into library system.	Library is using Banner extracts now - clunky. We can convert them to a Crystal report.	AA	Library	2-Med	1-Low	No	Completed March 2014.

## Classroom Technology Standard

Holyoke Community College has over eighty of classrooms with technology. However technology and its operation vary from classroom to classroom. The goal of ITD is to standardize all multimedia equipment in every classroom. This will allow faculty to have the same technical control and capabilities no matter where they are teaching on campus. These Multi-Media Classrooms allow presenters network access and the ability to project data and video onto a screen via a LCD projector or flat screen sound amplification, and the ability to digitally capture their lecture.

### Classroom Technology Equipment:

Computer/DVD/sound  
Internet (Network and Wireless)  
Document Camera  
External connection for digital devices  
DVD/VHS player (optional)  
LCD projection (with vga and digital inputs)  
Closed Caption  
Screen (50x80 wall mounted)  
Sound system  
Extron Control for On/Off device switching  
Workstation  
Consolidated wall connections for Media system cables, internet and power

---

*The benefits of a classroom technology standard is to ensure equipment performance and reliability, faster adoption of technology to meet the changing needs, improved faculty/student learning satisfaction, greater savings on technology purchases and maintenance.*

---

In moving forward in with implementing our Classroom Technology plan for fiscal 2013, **Project 1** will be addressing the technology need s of the faculty teaching in classrooms on the 1<sup>st</sup> floors of Donahue and Frost buildings. Presently neither area has any open multimedia classrooms. Faculty teaching in these rooms is dependent on using multi-media in their instruction. And these are large capacity classroom that are used continuously during the day and evenings by multiple disciplines.

The language lab in D148 was the first multimedia classroom installed at HCC. The lab is in need of a technology upgrade. The equipment which is nine years old is outdated and does not meet the faculties teaching needs.

**Project 2** will address other classroom or labs where there is a need to upgrade the technology which no longer serves the instructors requirements.

---

Project 1 –Fiscal Year 2013				
Room	Type	Capacity	Equipment	Cost
FR139	Classroom	35	Classroom Technology Standard (new room)	\$7,388.21 Equipment & Installation
FR141	Classroom	35	Classroom Technology Standard (new room)	\$7,388.21 Equipment & Installation
FR143	Classroom	35	Classroom Technology Standard (new room)	\$7,388.21 Equipment & Installation
FR145	Classroom	35	Classroom Technology Standard (new room)	\$7,388.21 Equipment & Installation
DON148	Language Lab	20	Classroom Technology Standard (upgrade)	\$7,388.21 Equipment & Installation
DON154	Classroom	35	Classroom Technology Standard (new room) (in stock)	\$1,710.00 Installation
DON166	Classroom	35	Classroom Technology Standard (new room) (in stock)	\$1,710.00 Installation
DON168	Classroom	40	Classroom Technology Standard (new room) (in stock)	\$1,710.00 Installation
<b>TOTAL</b>				<b>\$42,071.05</b>

Project 2 –Fiscal Year 2013				
Room	Type	Capacity	Equipment	Cost
MAR202	Env. Lab	20	46" LCD/HD Flat Screen (new)	\$1,700.00 Equipment & Installation
MAR106	Env. Lab	15	Classroom Technology Standard (Update Technology)	\$7,388.21 Equipment & Installation
G307	EMS Lab	16	52" LCD/HD Flat Screen (Update Technology)	\$2,500.00 Equipment & Installation
G319	EMS Lab	16	52" LCD/HD Flat Screen (Update Technology)	\$2,500.00 Equipment & Installation
<b>TOTAL</b>				<b>\$14,088.21</b>

<b>TOTAL of Projects 1 and 2</b>				<b>\$56,159.26</b>
----------------------------------	--	--	--	--------------------