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## *Appendix F: Desktop Computer Replacement Plan*

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Gavilan Community College faces many challenges in serving today's students, including budgeting, staffing, regulations, and technology management. Most of the issues related to technology have been discussed and prioritized in the Gavilan Technology Master Plan, which was approved by the Gavilan College Board of Directors.

Some of the challenges mentioned in the Technology Plan Executive Summary:

- A. Managing constrained resources.
- B. Providing ubiquitous access to all students.
- C. Keeping current on today's technology in order to ensure that Gavilan's students will be prepared to enter the workforce.
- D. Properly integrating new technologies into the teaching and learning environment, and ensuring the faculty and staff are properly trained, and programs are developed to assist the faculty in making this transition.
- E. Applying appropriate technology in support of Student and Administrative Services.

The Chancellor's Office has stated in its Technology II Plan that a computer has an expected useful life of 3 years.

Gavilan's Technology Plan states that computers in classrooms should be replaced every three years in order to keep pace with the level of instruction/proficiency demanded by industry and education.

This document demonstrates continuation of a plan for the implementation of new computers in the classrooms, and for an upgrade of faculty/staff computers as a result of reusing technology leaving the computer labs during the implementation process.

The Measure E bond had set aside monies for computer replacement and this was used during the past four years to keep the campus computers updated. The computer replacement bond funds that were originally defined in the 2009-2014 Technology Plan have been fully expended. At the start of the first three-year cycle, the campus purchased newer computers with increased capacity because of the replacement plan. Since then, funding has not been available to continue the three-year cycle of keeping the computers current.

In 2014, additional Measure E and instructional equipment funding was allocated to continue implementation of the computer replacement plan.

Gavilan is striving to be the "College of Choice". The modernization of the computer infrastructure on campus is needed to comply with that directive, and to remain competitive in the near future.

## **Implementation**

### **Background:**

The Gavilan College Technology Plan prioritizes computer needs, and it states that computer classroom labs should be updated first and maintained current as funding permits. Once the labs are properly equipped, money can be spent on other areas such as faculty/staff computers. As part of the plan, it is suggested that the computers in the labs be recycled for use as a faculty/staff computer if possible.

Gavilan has approximately 1100 computers on campus. With an expected life of three years, that means 330 computers need to be replaced every year to keep the machines current.

Figure 1 below shows the age of lab computers on campus.

All of the district's machines can currently run the latest versions of Office, anti-virus and spyware software under the Windows XP operating system. Most labs have been upgraded to Windows 7, and any new computer systems purchased will be loaded with Windows 7 as well. Older machines will need to be upgraded with memory to run the Windows 7 operating system, and most will need to be replaced. Since Windows XP as an operating system is nearing end of support, we will prioritize the replacement of Windows XP machines.

## Implementation Plan

A gradual implementation is suggested to minimize disruption of instructional services and to ensure MIS Support time to configure and install the computers. Some areas such as classroom labs can only be upgraded during a break between semesters or during spring break, etc.

New computer purchasing should begin immediately, at the rate of approximately 150/year, spread out over the year in small implementation groups as follows:

2013-2014 School Year	Quantity
Computer Place	53
LI 171	31
MH Drop-in Lab	3
EOPS Drop-in Lab	3
ESL Computer Lab	36
Aviation Lab	2
Aviation Lab – Mac	2
Business 118 Lab	25
Teaching and Learning Center	8
A&R Office	10
FA Office	9
Total Purchases	182

2014-2015 School Year	Quantity
Hollister Lab	25
Hollister Drop-in Lab	5
Hollister InfoComp Lab	7
Welcome Center	4
Business Office	8
Rambler Lab	10
DRC/HTC Lab	25
Faculty	50
Total Purchases / Upgrades	134

**2013-2014 Total Replacements: 182**  
**Approximate Cost: \$163,800**

**2014-2015 Total Replacements: 134**  
**Approximate Cost: \$120,600**

2015-2016 School Year	Quantity
Fine Arts Mobile Lab - Mac	20
CGD Lab – PC	22
DM Lab – Mac	26
BU 110	25
BU111	35
Allied Health Lab	31
LS Mobile Lab	30
MH Classroom 8	25
Faculty/Staff	30
Total Purchases/Upgrades	219

2016-2017 School Year	Quantity
MA Mobile Lab	30
CH Mobile Lab	30
MH Mobile Lab	30
HOS Mobile Lab	30
Library	23
Writing Center	13
Math Lab	21
MH Classroom 5	25
TV Studio Lab	8
Faculty/Staff	40
Total Purchases/Upgrades	240

**2015-2016 Total Replacements: 234**  
**Approximate Cost: \$210,600**

**2016-2017 Total Replacements: 250**  
**Approximate Cost: \$225,000**

At the end of four years, the plan specifies that all campus computers will have been upgraded. The computer classrooms will have all new equipment, and the faculty/staff machines will have been upgraded with slightly used computers from the classrooms. In the next four years, the cycle will start over, and in the school year 2017-2018, classrooms that were upgraded in 2013-2014 will need to be upgraded again.