

ellucian®

Delta College Information Technology Strategic Plan

Annual Work Plan for 2018-2019

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Technology Strategic Planning Elements (2015-2020)

Mission

Delta College Information Technology provides information access, technology resources and support to promote the success of students and the community we serve.

We Value

- Data Driven
- Transparent
- Effective
- Student and Stakeholder focus
- Efficient
- Secure
- Service oriented
- Reliable
- Universal Access
- Relevant
- Quality
- Innovative
- Functional
- Scalable
- Alignment with the institution

Vision

Delta College is a leader in providing and integrating relevant technology services to support its mission.

Strategic Goals

1. **Student Success** – Enhance and expand the use of technology services to promote student success.
 - a. *Identify, clarify, and promote technology services and available training to support student success.*
 - b. *Define and implement a comprehensive strategy to identify and increase the faculty, staff, and student use of technology services and training.*
 - c. *Evaluate and enhance technology access, services, and training to increase student success.*
2. **Sustainability** – Sustain adequate funding and resources to ensure quality technology, services, and access.
 - a. *Develop and sustain a comprehensive three year balanced IT budget, which incorporates technology services and training, that aligns with the College's planning process and strategic initiatives.*
 - b. *Define and implement a comprehensive strategy to seek out additional funding opportunities for initiatives involving technology services and training to help address the College's future IT needs.*
3. **People** – Promote and support a culture in which faculty and staff can innovate, improve quality and efficiency through the consistent availability of technology services, and training.
 - a. *Identify and address major technology services, training, and access barriers that discourage the efficient use of technology*
 - b. *Define and implement a comprehensive training and integration strategy for reviewing, appropriately funding, and sustaining technology and services that properly align with the College's mission and strategic initiatives.*
 - c. *Evaluate and improve the efficient use of technology by defining, appropriately funding, and implementing a comprehensive training strategy for key College constituents.*
4. **Process, Policies, and Technology Access** – Promote a culture in which IT Council and College stakeholders prioritize and leverage opportunities for effective use of quality and state of the art technology, training, and services to support the College's institutional vision.
 - a. *Improve awareness and prioritization of technology initiatives at the institutional level.*
 - b. *Create and implement an effective feedback system that identifies effective communication and participation expectations for IT Council and campus community regarding technology services and training.*
 - c. *Identify and address major technology, technology services, training, and access barriers that discourage the efficient use of technology within the campus culture.*
 - d. *Increase faculty and staffs' efficient use of key technologies by incorporating and appropriately funding, consistent quality and state of the art technology services and training.*
 - e. *Define, appropriately fund, and implement a comprehensive management plan which include technology services and training that aligns with industry standards and best practices.*
 - f. *Develop, fund, and sustain technology training and services based on a comprehensive needs assessment that evaluates effectiveness*
 - g. *Identify and integrate a systematic strategy to seek out additional funding opportunities for initiatives related to technology.*
5. **Communication** – Strengthen communication with the College's internal and external stakeholders through efficient use of technology and services.
 - a. *Identify and document a comprehensive assessment of current state communication effectiveness based on needs and expectations.*
 - b. *Develop standardized processes and templates for communications related to technology operations, services, and training.*
 - c. *Implement, appropriately fund, and assess a comprehensive website management strategy to enhance the focus on student recruitment, retention, and success.*
 - d. *Implement, appropriately fund, and assess a comprehensive portal management strategy to increase student retention within the College community.*

2018-2019 Work Plan

Listed below are the requested College's projects that require technology support. It is not feasible that everything listed below will be accomplished during the 18/19 fiscal year and may span over multiple years. IT Council and the College's executive leadership work in harmony to review and determine these priorities on an annual basis based off the Institution's mission, vision and values.

Project Focus Alignment Defined	IT Effort Defined
<p>Priority 1 (Critical) - Regulatory requirement, on-going technical support requirement, or critical for system integrity.</p> <p>Priority 2 (Institutional Strategic) - An initiative defined within Delta's Institutional Strategic Plan or is a Board of Trustee's approved capital project.</p> <p>Priority 3 (Departmental) – Requests made to support departmental action plans.</p>	<p>Low - 160 hours or less Medium - 161 to 480 hours High - 481 hours or more</p> <p><i>** Please note that once a more in depth discussion occurs with the College regarding the expected delivery of services for OIT, the level of effort may change.</i></p>

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
1	Windows 10 Rollout for Labs, Faculty and Staff	Windows 10 is in portions of the lab environment and will need to be rolled out to the remainder of the lab environment and also to faculty and staff. A list of what software upgrades are needed for compatibility will be determined. Training of the new OS for end users will also be addressed within the project.	Academics	High	Q3 (15/16)	Q1 (19/20)	In Progress
2	File Storage Strategy	Work needs to be done to determine what the electronic file storage strategy should be moving forward. Progress has been made in classifying what sensitive information is and where it should be stored within the College's existing electronic storage locations. Additional efforts should be taken	Institutional	High	Q1 (16/17)	Q2	In Progress

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
		to look at what the future state of the storage locations should be and begin plans for transition the existing state to the future state.					
3	Office 2016 Rollout for Faculty and Staff	Office 2016 has been implemented into the lab environment but will need to be rolled out to faculty and staff. Roll out will include the installation of 2016, the removal of Office 2013, and any requested training on the new Office suite.	Institutional	Medium	Q4 (16/17)	Q3	In Progress
4	Accuplacer Next Gen	College Board has released an updated version of the Accuplacer test.	Academics	Medium	Q1 (17/18)	Q3	In Progress
5	Ellucian Portal Maintenance (Version Upgrade/Ellucian Identity Provider/Ellucian Identity Services)	Upgrade Ellucian Portal, Identity Provider and Identity Services to latest version.	Institutional	High	Q2 (17/18)	Q3	In Progress
6	Core Switch Replacement	Per the datacenter lifecycle management plan the central (Core) switch, to which all edge switches (localized to the various wings and campus centers of the college) connect, is approaching the end of its life and need to be replaced. All network traffic must flow through the Core switch to access electronic resources (Files, Printing, Internet, etc.).	Institutional	High	Q2 (17/18)	Q1	In Progress

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
7	Firewall Replacements	Per the datacenter lifecycle replacement plan the College's enterprise firewall devices are nearing the end of their life and vendor support. Appropriate replacement hardware will need to be specified, procured, staged and migrated to.	Institutional	High	Q2 (17/18)	Q2	In Progress
8	Wi-Fi Network Separation	Currently the wireless network provides an "Internet Only" experience for connected users regardless of the device that is used to connect. Based off faculty feedback. This project seeks to allow for a multi-layer decision at the time the user connects that would extend "Wired Like" network access to internal resources such as files shares, Colleague UI, Printing, etc. to certain managed and trusted devices.	Institutional	Medium	Q2 (17/18)	Q1	In Progress
9	Daily Difference	The current Daily Difference solution is end of life. Options for a new solution will need to be evaluated and decided upon.	Institutional	High	Q2 (17/18)	Q1	In Progress
10	Faculty Computer Lifecycle Replacement	Faculty computers are replaced annually based on age (systems that reach the 4-year age during the current fiscal year). The purchase of these systems is planned each year for March. Deployment begins in April.	Academics	Medium	Q3 (17/18)	Q2	In Progress
11	Edge Switch Replacement	Per the Edge Switch Lifecycle Management Plan, 5 Edge Switches that provide network connectivity to the wired and wireless networks throughout the Main Campus and Centers are at end of life and need to be replaced	Institutional	Low	Q3 (17/18)	Q1	In Progress

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
12	Faculty Evaluation Form/Student Feedback to Instructor	Request to search for a new solution that would allow student feedback to instructor and faculty evaluations to be accomplished and have reporting available online. For the faculty evaluations, the solution would require the ability to have structured approval and routing processes. This needs to be completed as the existing system is running on a home grown solution that is out of support and has security risks associated with it.	Academics	High	Q3 (17/18)	Q1	In Progress
13	Colleague Application & SQL Migration	Upgrading Colleague Application and SQL servers to new OS and upgrade SQL DB version.	Institutional	High	Q4 (17/18)	Q2	Outstanding
14	Planetarium SAN Lifecycle Replacement	An upgrade or replacement of the Planetarium san is needed as the existing equipment is end of support as of 8/30/2018.	Institutional	Low	Q4 (17/18)	Q1	In Progress
15	Decommission WebAdvisor	Evaluate current functionality still being used in WebAdvisor and determine if this functionality is available in Self-Service or other portal applications. Develop migration plans and decommission WebAdvisor.	Institutional	Medium	Q4 (17/18)	Q1	Outstanding

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
16	Signup Replacement/Identity Lifecycle Strategy	Determine replacement strategy and implement new solution for existing signup.delta.edu web application. Will include account creation, password management/changes, and account deprovisioning. Phase 1 - Password Management Phase 2 - Account Creation/Deprovisioning	Institutional	Medium	Q4 (17/18)	Q1 (19/20)	In Progress
17	Form Replacement Solution	Evaluate all current forms and custom applications being utilized by the College and determine a replacement solution(s) based on the needs of the institution.	Institutional	High	Q4 (17/18)	Q2	In Progress
18	Bandwidth Upgrade	Increase the College's internet bandwidth to allow for continued growth in the quantity of devices, the expectation of fast internet access and the growth of streaming audio and video.	Institutional	Low	Q4 (17/18)	Q2	Outstanding
19	Lab & Classroom Technology Refresh (Fall 2018)	Execution and completion of the annual lab and classroom technology refresh for 2018 Fall. All lab computers at all four Delta College sites will have their image refreshed to provide a clean, updated environment for the students in the Fall Semester. New equipment purchased via the lifecycle plan will be installed. Physical checks and testing of all equipment will be done.	Academics	High	Q4 (17/18)	Q1	In Progress

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
20	Bottomline Upgrade	Transform by Bottomline is used for printing during certain business processes (ex. pay advices, registration statements, purchase orders). While the 4.x version of Transform Delta College is currently using is still under support, it is no longer recommended by Bottomline. This project will include upgrading to the latest (7.x) version available, Professional Service via Bottomline for the installation and transform migration, new servers including the latest server operating system and enhancements to the current purchase order transform.	Business & Finance	Medium	Q4 (17/18)	Q2	In Progress
21	NetLab	In an effort to comply with the new GDPR standards, Net Dev Group has discontinued the availability of their automatic NetLab appliance configuration remote backup service. In order to be able to have the NetLab appliance configurations automatically backed up moving forward, a migration from the NetLab PE physical appliance to the NetLab VE virtual appliance is needed.	Academics	Medium	Q4 (17/18)	Q1	In Progress

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
22	Bookstore POS Upgrade	The Bookstore currently is under lease with VeriFone and Payware for credit card terminals, with the lease expiring in August 2017. The terminals, while they have the capabilities to support chip technology, have not been configured correctly with Nebraska book company as a result of Nebraska's change in focus following their restructuring. As a result, Nebraska is now promoting Shift4 as a viable option for using the chip technology. With the lease ending, the College will need to evaluate whether to extend, or replace with another option.	Business & Finance	Low	Q1	Q2	Outstanding
23	Annual Finance Audit	Completion of the IT questionnaire portion of the annual Finance Audit. Auditors meets with IT management to review.	Business & Finance	Low	Q1	Q2	Outstanding
24	A/V Equipment Lifecycle	Determination of all needed A/V equipment needing replacement based on current condition. Recommendations will be submitted for establishing an ongoing lifecycle planning for this equipment.	Academics	Medium	Q1	Q2	Outstanding
25	Replacement of Current MFDs throughout the College	The current Konica Minolta multi-functional devices (26 devices) are a year past contract end. Maintenance was extended in 2016 for an additional year at an increased rate. This was done again in 2017. A total of 26 multi-function devices would need to be replaced throughout the college in 2018/2019 which will need to be networked.	Business & Finance	Low	Q1	Q3	Outstanding

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
26	PCI Compliance	For the Payment Card Industry standard version released for adoption during the 2017 calendar, the College needs to recertify by December. To accomplish this, work needs to be completed by both the College and the on-site technical team to adjust and align to the new certification standard.	Business & Finance	Medium	Q1	Q3	Outstanding
27	File Storage Solution Implementation	Execution of the implementation of the file storage strategy created and approved in the 17/18 fiscal year project plan.	Institutional	High	Q1	Q4	Outstanding
28	Server 2008 Upgrades	Windows Server 2008 and 2008R2 Operating Systems will be end of life on 1/4/2020. 40 servers will need to be migrated to a newer operating system prior to this date.	Institutional	High	Q1	Q3 (19/20)	Outstanding
29	Ellucian Mobile Migration	Move mobile application from current cloud solution to platform edition.	Institutional	High	Q1	Q2	Outstanding
30	Lifelong CBT Replacement	Per the datacenter lifecycle replacement plan, the physical server used for professional testing (Pearson Vue) is past its useful life. A new server needs to be procured and prerequisite software installed per the Pearson Vue testing rules. OIT will need to coordinate closely with the testing center and Pearson Vue support so that a cutover plan and timeline can be agreed upon. Due to funding constraints, the College had previously made the decision to not fund the cost for a replacement server and to extend the third party maintenance for this.	Corporate Services	Low	Q2	Q3	Outstanding

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
31	CEPI Reporting	Complete the annual STARR report for state of Michigan.	Student Services	Low	Q2	Q4	Outstanding
32	Gainful Employment	Produce GE forms for display on public website using template provided by Federal Government and Financial Aid	Student Services	Low	Q2	Q3	Outstanding
33	End of Semester Cleanup (Fall 2018)	Generate a list of inactive student electronic accounts and validate their status against what Delta College has defined as an active student. Provide notification to students whose account is scheduled to be decommissioned so they may choose to act to extend their active relationship with the College.	Institutional	Low	Q2	Q3	Outstanding
34	IMET Tech Review	IT review of all relevant submitted and approved IMET requests.	Academics	Medium	Q2	Q4	Outstanding
35	SAN Lifecycle Replacement	An upgrade to the College's primary datacenter Storage Area Network (SAN) will need to take place as much of the hardware is at end of support as of 7/31/2019. A significant overlap may need to exist to allow a migration of data.	Institutional	High	Q2	Q4	Outstanding
36	Network Connectivity for AV Equipment	Develop and work through a strategy to connect all existing AV equipment to the network. This will allow for more proactive troubleshooting and software updates.	Academics	High	Q2	Q4	Outstanding
37	Delta College Portal Next Generation	Promote sustainability and address ADA compliance concerns by taking the overall Portal environment back to baseline.	Institutional	High	Q2	Q1 (20/21)	Outstanding

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
38	Nelnet Enterprise	The current Nelnet platform that the College is on will be end of life in 2019. This project is to migrate the College onto the new Nelnet Enterprise platform.	Business & Finance	Medium	Q2	Q4	Outstanding
39	Eaglesoft Server Replacement	The Eaglesoft Dental server will be out of warranty on 7/31/2019 and need to be replaced.	Academics	Low	Q3	Q1 (19/20)	Outstanding
40	ESXi Server Replacements	Per the Datacenter Lifecycle Management Plan three physical servers, that are part of a Main Campus computing cluster responsible for running 171 virtualized servers, need to be replaced because they are at the end of their life. The system components will need to be specified, servers ordered, virtualization layer be installed, and a migration of virtual servers will need to be completed.	Institutional	Low	Q3	Q1 (19/20)	Outstanding
41	Midland Server Replacement	The Midland Center virtual server will be end of life and need to be replaced.	Institutional	Low	Q3	Q1 (19/20)	Outstanding
42	Ricker/Saginaw Center Server Replacement	The Ricker Center / Saginaw Center virtual server will be end of life and need to be replaced.	Institutional	Low	Q3	Q1 (19/20)	Outstanding
43	Colleague DR Testing	Review and update as necessary the procedure for a technology disaster situation. Perform a test of the College's Disaster Recovery plan for technology as it pertains to the Colleague system.	Institutional	Medium	Q3	Q4	Outstanding

Priority 1 Projects – Federal, State, or Operational Support Requirement							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
44	Wireless Upgrade / Lifecycle Replacement	Per the wireless lifecycle replacement plan, end of life hardware and software will need to be sourced, upgraded/replaced, configured and deployed.	Institutional	Medium	Q4	Q1 (19/20)	Outstanding
45	End of Semester Cleanup (Winter 2019)	Generate a list of inactive student electronic accounts and validate their status against what Delta College has defined as an active student. Provide notification to students whose account is scheduled to be decommissioned so they may choose to act to extend their active relationship with the College.	Institutional	Low	Q4	Q4	Outstanding
46	Lab & Classroom Technology Refresh (Fall 2019)	Execution and completion of the annual lab and classroom technology refresh for 2019 Fall. All lab computers at all four Delta College sites will have their image refreshed to provide a clean, updated environment for the students in the Fall Semester. New equipment purchased via the lifecycle plan will be installed. Physical checks and testing of all equipment will be done.	Academics	High	Q4	Q1 (19/20)	Outstanding

Priority 2 Projects – Institutional Strategic Plan Support							
	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
47	Saginaw Center	Provide technology support through the design, construction, and implementation of the new Saginaw Center to meet the educational needs of the largest service county.	Institutional	High	Q4 (16/17)	Q2 (19/20)	In Progress
48	Credit to Contact Hours Transition	The College has decided to move forward with converting tuition and fees from credit hours to contact hours.	President's Office	High	Q2 (18/19)	Q1 (20/21)	Outstanding
49	K-Wing Renovation	A full renovation and possible expansion of the K-Wing of main campus is scheduled to take place. The project will be broken into two phases. Phase 1 which will include the expansion to the current building footprint is slated to begin in Fall 2018. Phase 2 will involve renovation of the existing space and is slated to begin in Spring 2019.	Facilities	High	Q2 (18/19)	Q1 (19/20)	Outstanding
50	Fitness Center Renovation	A remodel of the current Fitness Center on main campus is planned. The project will be executed in four phases that will span Fall of 2018 into 2019.	Facilities	Medium	Q4 (17/18)	Q4 (18/19)	In Progress

Priority 3 Projects – Departmental Action Plan Support

	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
51	Security Cameras and Door Security System	The President's office has requested that a security camera and door lockdown system be procured and implemented across campus.	President's Office	High	Q4 (16/17)	Q4	In Progress
52	Digital Signage Implementation	Selection and implementation of an institutional digital signage solution.	President's Office	High	Q3 (17/18)	Q3	In Progress
53	TechSmith Relay	TechSmith Relay is a lecture capture and hosting solution that integrates with Brightspace, Blackboard, Canvas and Moodle. The product would improve the video captioning process and video hosting for content to be included in the learning management system. Relay allows for simple lecture capture via computers and mobile devices across multiple platforms.	eLearning	Low	Q1	Q2	Outstanding
54	Learning Management System Replacement	Review, adopt and fully transition to a new learning management system that meets the needs of Delta College students and faculty before the license for the current learning management system expires in June 2020. The LMS Review Project promotes student success by seeking to provide a more reliable, accessible system in which to house all course content. The project will address current pain points with the current system to provide a reliable platform on which to increase online learning initiatives, one of the focus areas for increasing enrollment at Delta College.	eLearning	High	Q1	Q4 (19/20)	Outstanding

Priority 3 Projects – Departmental Action Plan Support

	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
55	Implementation of a New Performance Management System	Implementation of a new performance management system that would provide a consistent review process to tie performance to College goals. The goal of the new solution is to reduce the time employees, HR and managers spend on the review and appraisal process and minimize risks through equitable treatment of employees. Senate policy currently requires AP & SS employees to receive two formal performance appraisals per year.	Human Resources	High	Q1	Q3	Outstanding
56	Wireless Printing Solution	Provide wireless printing capabilities to both Delta employees and students from personal devices while still maintaining print job accounting. By allowing students to print from their personal devices, the computers labs will be able to be used by students who need a computer and not just to facilitate printing a paper they already composed on their own device. This initiative will also allow Delta employees who do not have a College owned device, such as Adjunct Faculty, to print without needing to use an adjunct workstation.	OIT	Medium	Q3	Q4	Outstanding
57	Updates to Current Virtual Lobby for Counseling/Advising	Modifications to the current Virtual Lobby which would include the ability to track what services are being requested from incoming students and some layout changes. The modifications would allow Counseling/Advising to be able to identify trending and the most heavily used services to allow for more focus and process improvements in those areas to better serve students and the community.	Counseling/Advising	Medium	Q3	Q4	Outstanding

Priority 3 Projects – Departmental Action Plan Support

	Project Name	Project Description	College Owner	Level of OIT Effort Required	Projected Start Date	Projected End Date	Status
58	Assessment of a Digital Repository/Archives	Exploration of the implementation of a Digital Archive at Delta College. Digital Archive Repositories provide an open access environment for Students, Faculty and Staff to publish and digitally make their works available to the global community. A repository would also provide a space to access Delta's historical archives and digital material and could include access to Open Educational Resources. The College would like to explore both on site and hosted solutions.	LLIC	Low	Q2	Q4	Outstanding
59	Self-Service Time Entry for Employees	Migration to Time Entry within Self-Service to replace the current WebAdvisor time entry. This module is already available within Colleague.	HR	Low	Q2	Q4	Outstanding
60	Faculty Portal for Advise	The College would like to move forward within implementing the functionality within the existing eCRM Advise that will allow faculty to identify student as potentially at risk and will replace the current early alert custom application, MyAlerts.	Student Services/ Academics	Medium	Q4 (17/18)	Q1	In Progress

Future Projects – Departmental Action Plan Support

With the limited amount of resources available to work on college projects that require technology support, there are no guarantees that the College projects listed below this line will have technology support available during 2018-2019.

61	Process for Dropped for Non-Payment & Student Billing	Finance, Financial Aid, Registrar's and OIT have process mapped the process that takes place when approaching a payment due date. This project would review the process for further improvement and explore if there are additional functionalities within Colleague and Self-Service that can be leveraged. This project would review such areas as non-payment drops, student bills, and billing for year long registration. The goal is to gain efficiencies within the process and improve the student experience.	Student Services/ Business & Finance	High			
62	Energy Metering Project	This initiative will allow the College's energy usage to be captured at a more detailed level. Sub-Metering will allow per-wing power usage visibility in addition to even more granular power usage visibility into areas of interest, such as the datacenter and auxiliary services locations	Facilities	Low			

Future Projects – Departmental Action Plan Support

With the limited amount of resources available to work on college projects that require technology support, there are no guarantees that the College projects listed below this line will have technology support available during 2018-2019.

63	Colleague e-Checks	Implementation of the Colleague e-Checks function for providing student refunds, allowing students to receive their funds more quickly. Students would have the option to select refunds via ACH direct deposit into their bank accounts. Would require the implementation of the FA Award Acceptance Self-Service module prior to implementing e-checks as students receiving ACH refunds would no longer be signing physical check release forms designating their liability. This initiative would also decrease the number of checks requiring to be printed or reprinted (lost checks).	Business & Finance	Medium			
64	1098T Electronic Consent Web Notification	Implementation of the Colleague module that provides a screen to provide students the option to collect of consent to having their 1098T sent electronically. This screen would be activated during registration for several weeks and then be deactivated in nonregistration periods.	Business & Finance	Low			

Future Projects – Departmental Action Plan Support

With the limited amount of resources available to work on college projects that require technology support, there are no guarantees that the College projects listed below this line will have technology support available during 2018-2019.

65	Person Proxy for Self-Service	<p>Person Proxy provide students the ability to choose and grant secure proxy access to their information within Self-Service to other users. Self-Service users can designate one or more persons as a proxy, and grant each proxy permission to view and act on student information. For example, a proxy may be allowed to view and make a payment on a student's account, or submit information that is required for financial aid. When a user designates a proxy in Self-Service and does not already have Self-Service credentials, a login and temporary password are automatically generated and email to the proxy in addition to information about how to access Self-Service. This initiative aligns with FERPA and will assist parents would like to access their child's student information.</p>	Registrar	High			
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Additional Projects Added After Baseline Defined

The projects listed below were added to the 2018 – 2019 annual workplan after the initial annual workplan was defined and approved by the College Administration.

66	LEIN Audit Compliance	Public Safety has brought forward a new set of requirements that their computers accessing the State Law Enforcement Information Network must comply with. The technical team will need to work with the College and the State to review and implement the necessary requirements. <i>Added 7/31/2018</i>	Public Safety				
67	WebTMA – Facility Work Order System	Facilities Management has acquired a work order management system. This system will require integration with the College’s electronic account system. <i>Added 7/31/2018</i>	Facilities Management				
68	Review and update F-wing NVR Equipment Management Strategy <i>Carry over from 17/18</i>	Develop a strategy to align the F-Wing NVR equipment into regular updates, support and security standards, and develop a plan to address the eventual need to upgrade or replace the equipment so that this classroom technology maintains a high level of operational uptime and value for Health Professions. <i>Added 7/31/2018</i>	Academics				

Additional Projects Added After Baseline Defined

The projects listed below were added to the 2018 – 2019 annual workplan after the initial annual workplan was defined and approved by the College Administration.

69	<p>Review and Update Disaster Recovery Strategy</p> <p style="text-align: right;"><i>Carry over from 17/18</i></p>	<p>Review and update the existing Disaster Recovery Plan to consider any modern technology or critical resources that should fall under this plan. Evaluate technology used to facilitate the Disaster Recovery Process.</p> <p style="text-align: right;"><i>Added 7/31/2018</i></p>	Institutional				
70	<p>Colleague HR Self-Service for Employees 1095Cs</p> <p style="text-align: right;"><i>Carry over from 17/18</i></p>	<p>Colleague Self-Service 2.19 Employee module allows employees to view their 1095C tax information electronically. Setup of this capability would allow the Delta College Human Resource department to comply with the Affordable Care Act regulation and give employees a second option in receiving their 1095C form.</p> <p style="text-align: right;"><i>Added 7/31/2018</i></p>	Human Resources				
71	<p>GradLeaders</p>	<p>CSO Research provided an online service to the Career center to manage the student worker recruitment process. CSO Research and MBA Focus have combined into one company, now called GradLeaders. The College will need to upgrade their Cloud CSO environment by Fall 2019 to the Cloud GradLeaders system. It has been requested that support be provided by the technical team for possible Colleague and electronic user account integration.</p> <p style="text-align: right;"><i>Added 7/31/2018</i></p>	Career Services				

Additional Projects Added After Baseline Defined

The projects listed below were added to the 2018 – 2019 annual workplan after the initial annual workplan was defined and approved by the College Administration.

72	Crisis Communication System	<p>Delta College is requesting a Nixle interface mass notification system solution. The solution identified is provided by or equivalent to the system provided by Alertus.</p> <p>The identified solution will provide integrated messaging via Nixle, that will include desktop emergency messaging with software panic button, alert beacon messaging, led marque messaging, text-to-speech PA interface, and mobile application.</p> <p>This solution would include messaging service for Delta College’s main campus and all three satellite Learning Centers; including the Delta College Planetarium and Learning Center, the Ricker Center, and the Midland Center.</p> <p style="text-align: right;"><i>Added 8/28/2018</i></p>	Public Safety				
73	Recruit 5.x Upgrade	<p>Recruit 5.x was released in April and is considered a major upgrade. The College has requested as part of this upgrade process to evaluate the process in moving the solution from on-premise to the cloud. This upgrade will need to be performed to send out bulk text messages.</p> <p style="text-align: right;"><i>Added 8/31/2018</i></p>	Admissions				

Additional Projects Added After Baseline Defined

The projects listed below were added to the 2018 – 2019 annual workplan after the initial annual workplan was defined and approved by the College Administration.

74	Returning Student SEM Plan	<p>The College has defined a strategy for managing returning students and needs assistance in provide technology solutions that will help support the defined strategies.</p> <p style="text-align: right;"><i>Added 8/31/2018</i></p>	Student Services				
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