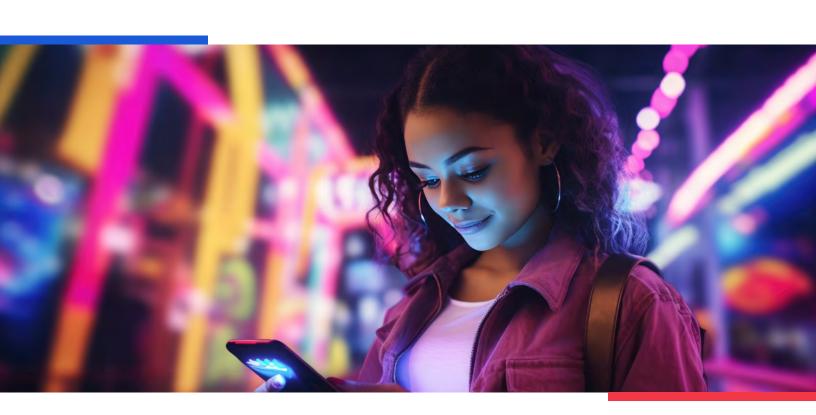
Mt. San Jacinto College

TECHNOLOGY MASTER PLAN

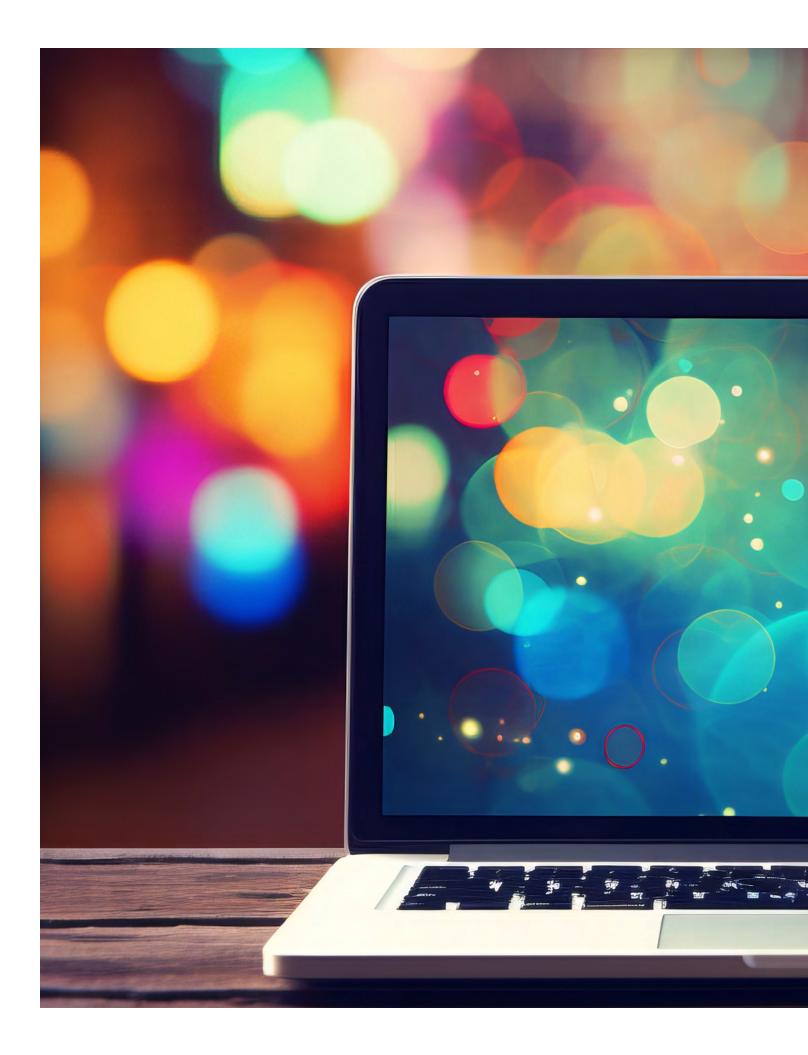


2024 - 2030



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EXECUTIVE SUMMARY

The Mt. San Jacinto College (MSJC) Technology Master Plan serves as a strategic blueprint for implementing technology that aligns with the College's mission and Educational Master Plan. It charts a course for the next six years (2024-2030), guiding prioritization, resource allocation, and the execution of MSJC's technology initiatives.

MSJC is committed to a data-centric approach to continually enhance institutional priorities. In Spring 2024, the Educational Master Plan (EMP) was developed to establish primary areas of focus and broad institutional priorities for the institution's educational offerings, facilities, technology, and resources with MSJC's overarching mission, vision, and goals for the upcoming six years (2024-2030). Allocation of technology resources is essential for effectively implementing and sustaining solutions identified by the College community to meet the Educational Master Plan's key focus areas and institutional priorities.

The 2024-2030 Technology Master Plan was constructed through the collaborative efforts of the Technology Committee. This committee upholds MSJC's participatory governance model, ensuring input from all primary stakeholders: students, faculty, staff, and administration. This plan presents strategic goals and objectives aimed at strengthening current technologies' sustainability while fostering the integration of future innovative solutions.

The 2024-2030 Technology Master Plan outlines four core goals, each targeting the functional use of technology systems and resources across the College:

GOAL 1:

MAINTAIN SATISFACTORY SERVICE LEVELS FOR TECHNOLOGY RESOURCES AND SERVICES

GOAL 2:

ENSURE TIMELY ACCESS TO INFORMATION

GOAL 3:

UTILIZE A SUSTAINABLE MODEL FOR TECHNOLOGY RESOURCES

GOAL 4:

PROMOTE A SAFE AND SECURE TECHNOLOGY OPERATING ENVIRONMENT

INTRODUCTION

Organization

MSJC has historically maintained two (2) separate departments for the support of administrative technologies academic technologies. and Information Technology (IT) supported administrative technology resources. Academic Technology Services (ATS) supported academic technology resources critical for teaching and MSIC's two separate participatory learning. Information, governance committees, the Communication and Technology Committee (ICTC) and the Educational Technology Committee (ETC), existed to advise on matters related to administrative and academic technologies, respectively.

During the life cycle of the 2017-2020 Technology Master Plan, the historical IT and ATS departments merged under the Vice President of Institutional Effectiveness as a single department, named Information Technology. In addition, the Information, Communication and Technology Committee and the Educational Technology Committee merged into the single participatory governance committee named the Technology Committee.

The merger of the operational support departments allows for closer collaboration and allowed for the consolidation of the two helpdesk teams into a single team to improve service levels for end user support. Additionally, the consolidation of the two participatory governance committees into a single committee allows for improved feedback on policies and procedures impacting instructional and administrative processes.

Emerging Trends

As MSJC embarks on the life cycle of the 2024-2030 Technology Master Plan, several emerging trends present opportunities for growth in equity, efficiency, cybersecurity, accessibility, and community education. The 2024-2030 Technology Master Plan recognizes the following opportunities:

DIGITAL EQUITY INITIATIVES

Gaps in access to information and communication technologies, including access, affordability, digital literacy, relevance, accessibility, security, and empowerment.

ARTIFICIAL INTELLIGENCE (AI)

The emergence of AI impacts all current operations of the college. Current demonstrated uses of AI technology include instructional and administrative use. Policy, operational controls, and education regarding acceptable use of AI related to technology and technology support are potential opportunities.

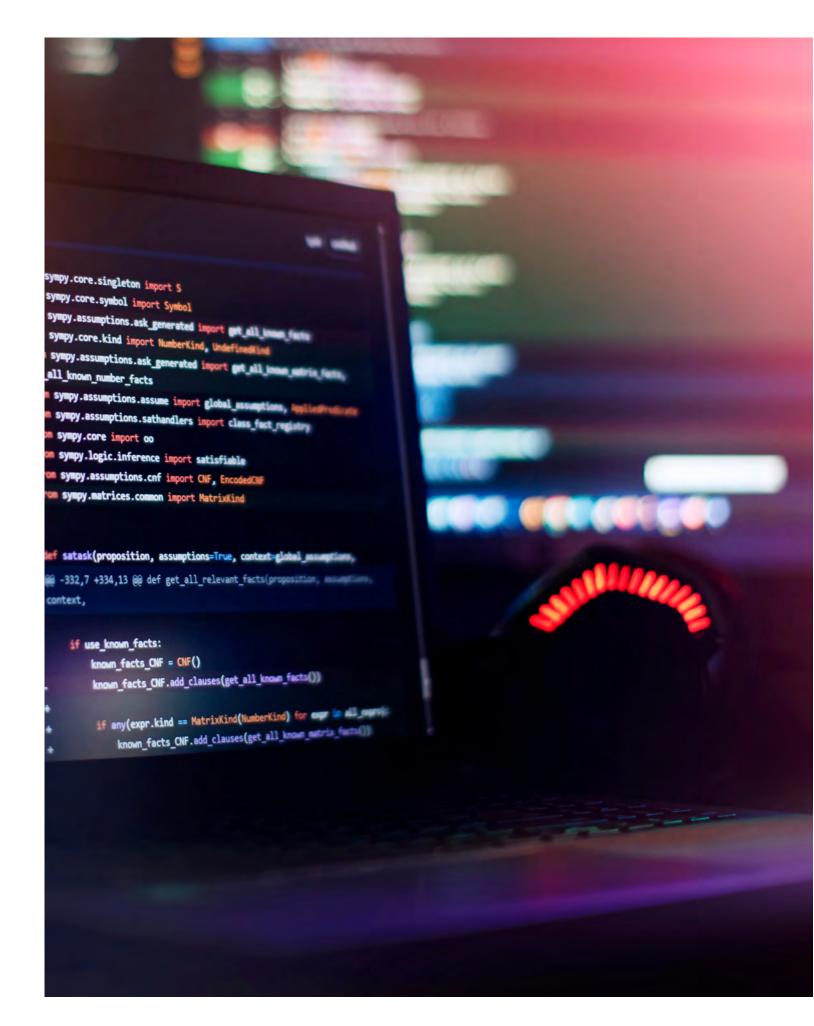
CYBERSECURITY

Information Security Program initiatives continue to be opportunities as the California Community Colleges are under increased attacks from bad actors. Opportunities include improving technology security boundaries, employee security training, student security training, monitoring, and disaster recovery.

DATA ANALYTICS

MSJC continues to focus on data driven decisionmaking to respond to community demand and needs.





TECHNOLOGY @ MSJC

Network Infrastructure

MSJC maintains a full fiber optic backbone between the Temecula, Menifee, and San Jacinto Campuses. In addition, MSJC maintains high speed single mode fiber between all buildings on the campuses. MSJC has two (2) 10Gbps fiber optic gateways for internet access.

In 2024, MSJC will upgrade all network switches serving students and employees to provide 10Gbps network capacity.

Server Infrastructure

MSJC maintains a virtual server infrastructure at the Temecula Valley Campus (TVC) supporting locally hosted applications. MSJC also maintains a virtual private cloud (VPC) in Amazon Web Services (AWS) to provide highly available services, such as the Colleague student information system and OnBase document imaging system. The AWS operational expenditure (OpEx) model allows MSJC to quickly scale required hosting services to the capacity required as well as reduce the on-premises server infrastructure footprint and capital expenditures. The server infrastructure supporting MSJC's enterprise applications is currently sized appropriately for the demand of the user community. MSJC's IT department routinely monitors mission critical systems for performance and capacity.

The virtual server infrastructure at TVC will reach end of life during the 2024-2030 Technology Master Plan and will require replacement in 2025. MSJC maintains technology reserves to satisfy the recapitalization schedule for the virtual server infrastructure. When appropriate, MSJC will seek to increase utilization of virtual private cloud hosting as well as cloud-based software to reduce infrastructure costs, environmental risk, physical risk, and information security risk.

Enterprise Applications

MSJC maintains several enterprise platforms and applications designed to support identified educational and administrative business needs of the college. Below is a list of enterprise platforms and applications at MSJC:

Canvas

MSJC has adopted Canvas Learning Management System (LMS) as of Fall 2017. The Canvas LMS provides web-based classroom management tools for file hosting, communication, assessment and student performance monitoring. These tools are available to all scheduled courses, as well as campus clubs and organizations. Canvas hardware and software is hosted by Instructure. IT supports Single-Sign-On (SSO) authentication and Student Information System data exchange with Canvas as well as tiered technical support. DELTA provides design support and training for Canvas users.

Colleague

MSJC has utilized Ellucian Colleague as a Student Information System since 1999. MSJC currently hosts Colleague in an AWS VPC. MSJC enjoys a mature implementation of software including admissions, registration, degree audit, financial aid, student planning, curriculum, student billing, and self-service.

Many in-house software reports, subsystems, integrations, and changes to the as-delivered Colleague source code have been developed. A Colleague Application Software Team (CAST) meets regularly and is comprised of module leaders from across campus. Module leaders serve as resident experts for subsystem functionality, departmental training, subsystem setup parameters, troubleshooting, and reporting.

TECHNOLOGY @ MSJC CONT.



Galaxy

MSJC utilizes Riverside County Office of Education (RCOE) Galaxy software as the Financial Management System. Galaxy is utilized for budgeting, accounts receivable, accounts payable, purchasing, position management, and position assignment.

Galaxy is hosted at RCOE and requires minimal support from IT. Support services for Galaxy include client connectivity and reporting services integration between Galaxy and MSJC's data warehouse. In 2024, RCOE implemented a web-based interface with support for single sign-on and multi-factor authentication.

OnBase

MSJC utilizes Hyland's OnBase software for digital document management and document workflow engine management. MSJC hosts OnBase in the AWS VPC. Enrollment Services, Financial Aid, Instruction, Human Resources, Counseling, and Payroll currently utilize this document management system. Additionally, OnBase supports the online Faculty Loadsheet approval process and serves as a secure document upload for students to submit documents to several departments on campus.

OnBase is an aged platform that minimally supports the institutional needs of the College for document management.

Cranium Cafe

MSJC utilizes Cranium Café to support online counseling services. The SaaS based platform allows for the scheduling of appointments, manages counselor schedules, and tracks appointment reasons for MIS purposes. Future plans for the software include adopting the case management module.

SARS

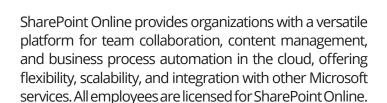
MSJC makes use of the software SARS suite of applications to collect positive attendance hours tracking for supervised tutoring, facilitate early alert, and as an interface to send SMS messages. The utilization of SARS suite of applications has decreased in recent years as Counseling has migrated to Cranium Café.

Freshservice

MSJC utilizes Freshservice, a cloud-based IT service management (ITSM) software developed by Freshworks, Freshservice facilitates streamlining department operations and improves service delivery to internal and external stakeholders. Freshservice is a district-wide solution for operational service requests and automated workflow of business processes. Freshservice is currently utilized by the following departments: Information Technology, Maintenance & Operations, Research, Business Services, Enrollment Services, Instructional Services, Distance Education & Professional Development, Human Resources, Campus Safety, and Public Information and Marketing. Freshservice offers a range of features and capabilities to manage support services effectively as a common support platform for all divisions within the district.

SharePoint Online

SharePoint Online is a cloud-based collaboration platform developed by Microsoft. It is part of the Office 365 suite and serves as a central hub for teams to collaborate, share documents, manage projects, and build intranet sites. SharePoint Online offers various features and functionalities such as document management, Teams sites, intranet portals, workflow automation while integrating security and compliance.



Exchange Online

Exchange Online is a cloud-based messaging platform developed by Microsoft as part of its Office 365 suite. It provides email hosting, calendaring, contacts, and task management capabilities. Essentially, Exchange Online serves as a hosted email solution where users can access their emails, contacts, and calendars from any device with an internet connection. It offers features such as spam filtering, data loss prevention, and encryption. Exchange Online accounts are provided for all employees and enrolled students.

Teams Voice

Teams Voice, also known as Microsoft Phone System, is a feature of Teams that enables users to make and receive phone calls. Features include phone calling, voicemail, call handling, and access to softphones. Teams Voice licenses are available to all employees upon request.

Regroup

Regroup Emergency Notification solution is the emergency communication tool for MSJC. The Information Technology department assists by maintaining the college community contacts phone numbers and email addresses, so that Public Information and Campus Safety departments can quickly and efficiently send out notifications and alerts to faculty, staff, and students.

Avigilon

Surveillance video (ACC) and access control software (ACM) is maintained within MSJC's Avigilon system. The surveillance system contains more than four hundred cameras across all four (4) sites. Access controls for physical security are currently being installed on all external district doors in 2024. The Avigilon ACC and ACM provide Campus Safety the ability to provide real-time monitoring of the campuses and centrally secure the campuses.

Extreme Networks

Previously known as Aerohive, the wireless network (WiFi) hardware and software by Extreme Network provides WiFi coverage across all four (4) campuses.

VMWare

IT has standardized the virtual infrastructure on the VMWare platform. This platform provides reliability, security, resiliency, and intuitive functionality for the management of the virtual infrastructure while reducing hardware costs and improving staff efficiency.

Power BI

Power BI is a business analytics tool developed by Microsoft that allows users to visualize and analyze data, share insights, and make informed decisions across large datasets. It provides features for data preparation, data modeling, interactive data visualization, and business intelligence reporting. Power BI is utilized at MSJC for distributing self-service access to reports generated from MSJC's data warehouse.

MSJC's data warehouse aggregates data from SARS, Colleague, OnBase, Galaxy and other sources in order to allow Power BI to satisfy the majority of College reporting needs, including schedule planning.

Veeam

IT has standardized the Disaster Recovery solution on the Veeam platform. This platform provides reliability, security, resiliency, and intuitive functionality for the management of MSJC's disaster recovery plan across onpremises and cloud infrastructures.

eLumen

MSJC utilizes eLumen's cloud-based solution to inventory, assess, and report course learning outcomes and program learning outcomes.



TECHNOLOGY SERVICE & SUPPORT @ MSJC

Computer Lab Technology

Nearly 100 percent of MSJC instructional classroom spaces across four (4) locations are outfitted with smart classroom audio/visual technology. Smart classrooms include an internet connected computer workstation with overhead display through a digital projector. In 'computer classroom labs,' in addition to the 'smart classroom' audio/visual technology, classrooms are outfitted with 1:1 student computer workstations. These student computer workstations have internet connectivity and are installed with software identified to meet learning outcomes of various programs of study.

Across four (4) locations, Classroom and Lab Technology is at various stages of production use life cycle and allows for phased recapitalization. IT has been funded through Resource Allocation Proposals (RAPs) for technology reserves to fund replacement of existing technologies. IT maintains a recapitalization schedule for equipment.

Security

Information and cyber security remain a priority for MSJC. The College maintains an active Information Security Program to comply with foreign, federal, and state regulations, including the Gramm Leach Bliley act.

In 2024, bad actors continue to attack college infrastructure and users. These attacks include, but are not limited to the following:

- Phishing attacks
- · Impersonation/Spoofing
- Social programming
- False advertisements
- Brute force
- DNS spoofing
- Session Hijacking
- Fraudulent Enrollments
- Al generated BOT Attacks
- Malware

MSJC maintains modern network firewalls, webapplication firewalls, anti-spam, anti-virus tools as well as AI security services provided by Microsoft and AWS to enforce security boundaries and monitor those security boundaries. In compliance with federal regulations, MSJC maintains a vulnerability management program and is maturing an information security training program.

During the lifecycle of the 2024-2030 Technology Master Plan, MSJC will continue to strengthen the Information Security Program to protect students, employees, and District resources.



Support Services

Support services related to technology resources encapsulate several functions and services. Components of this category include the following:

- Helpdesk and support staff availability
- Self-help solutions
- Service catalogs
- Service level agreements (SLAs)
- Staff customer service
- Website usability, currency, relevancy, accessibility, and navigation
- Website content governance
- Device support
- Audio/Video support for events
- Application/Systems usability, currency, relevancy, accessibility, and navigation
- Staff and customer training opportunities
- Maintaining customer satisfaction channels
- Technical project scoping, implementation, and assessment
- Software Programming
- Information Security
- Vendor/Contract Management
- Network Management
- Server Management
- Database Management
- Software Management

The IT department at MSJC will continue to improve support services and meet the technology support expectations of employees and students. A theme in the 2024-2030 Technology Master Plan is to focus on revising policies and procedures in an effort to improve transparency of project prioritization, improve customer feedback channels, integrate IT assessments of customer feedback, increase training opportunities, improve access to helpdesk support services, and improve website content usability and reliability. In addition, IT will review customer feedback to assess the relevancy of technological solutions for the College.

TECHNOLOGY STAFFING



Information Technology (IT) Staffing

#	Position	Service Location		
1	Dean of Information Technology	District		
1	Dean of Technology Resources and Support Services	District		
1	Associate Dean of Enterprise Applications and Cloud Infrastructure	District		
2	Administrative Associate III	District		
3	Systems Analyst, Information Technology Coordinator	District		
3	Senior Programmer Analyst	District		
1	Software User Liaison D			
1	Technology Customer Support Supervisor			
1	Supervisor of Systems and Cloud Computing District			
1	Senior Systems Engineer Distr			
2	Systems Engineer			
2	Systems Administrator			
1	Information Security Coordinator			
1	Network Supervisor District			
2	Senior Network Engineer	District		



#	Position	Service Location		
2	Network Engineer	District		
2	Network Administrator	District		
2	Network Technician	District		
1	Supervisor of Audio Visual Technology	District		
1	Audio Visual Systems Engineer	District		
1	Audio Visual Systems Specialist	District		
2	Audio Visual Systems Technician	District		
1	Supervisor of Academic Technology Systems D			
2	Computer Systems Coordinator Dis			
2	Computer Systems Specialist	District		
7	Computer Systems Technician Distr			
1	Instructional Network Helpdesk Coordinator District			
1	Helpdesk Computer Support Technician District			
1	Helpdesk/Media Support Technician District			

TECHNOLOGY MASTER PLAN DEVELOPMENT

Technology Master Plan Inputs

MSJC utilizes Riverside County Office of Education (RCOE) Galaxy software as the Financial Management System. Galaxy is utilized for budgeting, accounts receivable, accounts payable, purchasing, position management, and position assignment.

MSJC utilized several methods for gathering information regarding accessibility, reliability, and adequacy of supported administrative and academic technologies. For consideration of the 2024-2030 Technology Master Plan, assessments of technology resources were based on data from the following sources:

FOCUS GROUPS

In November of 2022, Institutional Effectiveness hosted focus groups to gather input from faculty, staff, students, and administrators regarding the adequacy of technology, as well as the future needs of technology at MSJC.

PROGRAM REVIEW

Information Technology participates in robust Program Review and Annual Assessment processes. All MSJC technology team members provide input into Program Review and Annual Assessments, including assessment of current technology resources and recommendations for technology innovations, projects, recapitalization, and resource allocation.

HELPDESK WORK ORDERS

The Information Technology department utilizes helpdesk software that allows for reporting and assessment of trends of technology deficiencies and requests

INFORMATION SECURITY PLAN

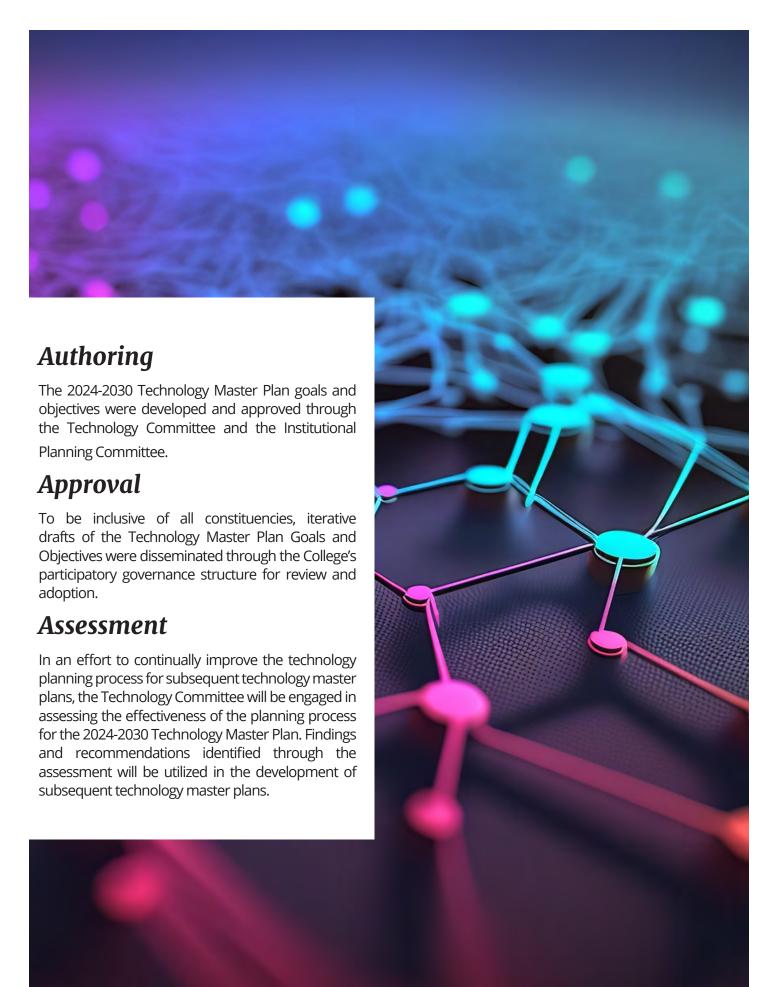
MSJC maintains an Information Security Plan that includes Incident Response Planning and a Vulnerability Management Program to identify security gaps.

TECHNOLOGY STANDARDS

In coordination with the Technology Committee, MSJC has developed a technology standards document to identify minimum standards for classroom, network, and office technology.

TECHNOLOGY RECAPITALIZATION SCHEDULE

Information Technology maintains technology equipment inventories and life cycle recapitalization schedules for infrastructure and technology resources.





GOALS & OBJECTIVES

The following goals and objectives have been identified as the priorities for the Technology Master Plan in support of the Educational Master Plan:

GOAL 1:

Maintain Satisfactory Service Levels for Technology Resources and Services

Objective 1.1: Improve customer satisfaction feedback channels.

Objective 1.2: Expand Freshservice as a common support platform for all divisions to improve logging of requests and improve collaboration for support requests between departments.

Objective 1.3: Document and publish a service level agreement for identifying satisfactory service levels for technology services.

Objective 1.4: Document and publish a service level agreement for identifying satisfactory service levels for support services across the Freshservice platform.

Objective 1.5: Expand the use of scalable Software as a Service (SaaS) and virtual private cloud services.

GOAL 2:

Ensure Timely Access to Information

Objective 2.1: Utilize data to identify and mitigate inefficiencies in workflow processes and enterprise solutions.

Objective 2.2: Create a single point of access for employees and students to login to receive aggregated support information.

Objective 2.3: Create a single point of access for employees and students to login to receive support related to business processes and technology.

Objective 2.4: Maintain a list of available technology.

Objective 2.5: Continuously expand access to centralized business intelligence tools to support decision-making and strategic planning.

GOAL 3:

Utilize a Sustainable Model for Technology Resources

Objective 3.1: Utilize a transparent and trackable process for technology resource allocation from request, approval, prioritization, implementation, support, and assessment.

Objective 3.2: Establish a recapitalization process for technology; including, but not limited to, client devices, media devices, network equipment, technology security equipment, and software maintenance.

Objective 3.3: Expand the use of an operational expense model for technology instead of a capital expense model.

GOAL 4:

Promote a Safe and Secure Technology Operating Environment

Objective 4.1: Implement a District Information Security Training Program.

Objective 4.2: Adopt a sustainable District Information Security Program.

Objective 4.3: Maintain a list of approved software.

Objective 4.4: Implement a technology vendor management program.



TECHNOLOGY MASTER PLAN LEADERSHIP

Board of Trustees

Brian Sylva, President – Trustee, Area 1
Tom Ashley, Clerk – Trustee, Area 5
Calvin L. Smith – Trustee, Area 2
Vicki Carpenter – Trustee, Area 3
Jhalister Corona – Trustee, Area 4
Joseph Awad – Student Trustee

Academic Senate Leadership

2023-24

Michelle Vogel Trautt, Executive President Nick Zappia, Executive Vice President

2024-25

Nick Zappia, Executive President Ron Newman, Executive Vice President

Plan Oversight

Technology Committee
Institutional Planning Committee
Office of Institutional Effectiveness

Executive Leadership

Dr. Roger Schultz Superintendent/President

Dr. Jeremy Brown Vice President of Instruction

Joyce Johnson Vice President of Career Education, Nursing, and Allied Heath

Rebecca Teague
Vice President of Student Services

Michael Beckham Interim Vice President of Business Services

Jeannine Stokes
Vice President of Human Resources

Brandon Moore Vice President of Institutional Effectiveness



TECHNOLOGY MASTER PLAN OVERSIGHT

Technology Committee

Brian Orlauski, Tri-Chair

Lauren Springer, Tri-Chair

Jeremy Mateo, Tri-Chair

Stacy Kimbrough

Becky Allen

Stephanie Cason

Cheri Naish

Donna-Maria Trewhella

Bil Bergin

Mayra Gomez

Akia Marshall

David Peterson

Marc Donnhauser

Maria Aquino

Staci Ferris

Institutional Planning Committee

Dr. Roger Schultz, Tri-Chair

Michelle Vogel Trautt, Tri-Chair

Rony Armas, Chair, Tri-Chair

Joia Miller

Michael Beckham

Anjeanette Oberg

Krystal Dearman

Christian Mondragon

Jeremy Brown

Lorraine Slattery

Julie Kelly

Jeannine Stokes

Sonia Verduzco

Stephen Sandstrom

Rebecca Teague

Nick Zappia

Selene Thornton



APPENDIX A

Technology Master Plan Review and Adoption Schedule

Body	Date	Purpose	Version	Notes
Technology Committee	10/10/2023	First read	2023.1.0	Reviewed goals and objectives
Technology Committee	11/14/2023	Recommended	2023.1.0	Approved goals and objectives
Institutional Planning Committee	11/14/2023	First read	2023.1.0	Reviewed goals and objectives
Institutional Planning Committee	1/23/2024	Recommended	2023.1.0	Approved goals and objectives
Technology Committee	4/9/2024	First read	2024.1.2	Reviewed plan
Classified Senate	4/10/2024	First read	2024.1.2	Reviewed plan
Academic Senate Site Council	4/10/2024	First read	2024.1.2	Reviewed plan
Institutional Planning Committee	4/16/2024	First read	2024.1.2	Reviewed plan
Student Government Association	4/16/2024	First read	2024.1.2	Reviewed plan
Academic Executive Senate	4/17/2024	First read	2024.1.2	Reviewed plan
Student Government Association	4/30/2024	Recommended	2024.1.4	Recommended support for draft
Academic Senate Site Council	5/1/2024	Recommended	2024.1.4	Recommended support for draft
Classified Senate	6/12/2024	Recommended	2024.1.5	Recommended support for draft
Technology Committee	5/14/2024	Recommended	2024.1.4	Recommended support for draft
Institutional Planning Committee	5/14/2024	Recommended	2024.1.5	Recommended support for draft
Academic Executive Senate	5/15/2024	Recommended	2024.1.4	Recommended support for draft
Board of Trustees	6/13/2024	First read	2024.1.5	Reviewed plan
Board of Trustees	6/27/2024	Adoption	2024.1.7	Adopted plan

APPENDIX B

Change Log

Version	User	Role	Date	Notes
2024 1.0	Brian Orlauski	Dean of Information Technology	9/15/2023	Initial goals and objectives draft
2024 1.1	Brian Orlauski	Dean of Information Technology	4/4/2024	Full document draft by Brian, Micah, Katherine. Distributing to participatory governance for feedback
2024 1.2	Brian Orlauski	Dean of Information Technology	4/4/2024	Updated cover page. Found formatting issues, including webclient formatting changes. Updated formatting issues. Changed font
2024.1.3	Brian Orlauski	Dean of Information Technology	4/8/2024	Page 5: Changed "equality" to "equity"; changed "Gaps in equal access"; removed "including cybersecurity activities"
2024.1.4	Brian Orlauski	Dean of Information Technology	4/24/2024	Updated Participant pages to dual column. Correct numbering on Goal 2 objectives. Updated Appendix A
2024.1.5	Anna Stirling	Dean of Institutional Effectiveness (interim)	5/2/2024	Reformatted document to align with Educational Master Plan formatting. Reordered document sections for visual presentation.
2024.1.6	Brian Orlauski	Dean of Information Technology	5/16/2024	Updated Academic Senate Leadership and committee tri-chair designation
2024.1.7	Brian Orauski	Dean of Information Technology	6/20/2024	Updated spelling errors throughout, removed "Strategic" from heading on page 18. Updated Appendix A





TECHNOLOGY MASTER PLAN

