Chabot-Las Positas Community College District IT Standards Introduction

District-wide standards have been established for hardware and software utilized at all locations. These standards apply to desktops, laptops, tablets, printers, servers, network server software, including operating systems, utilities, management software, and office automation applications. The District ITS network has standardized on Cisco routing and switching products for the core and heavy duty WAN/LAN connectivity. District ITS also developed a set of Cabling Infrastructure standards that will encompass copper and fiber connectivity for voice and data systems inside and between all buildings at all campuses. Configuration standards for all equipment are reviewed on an annual basis by the technology staff and technology committees at each location and these standards are updated to conform to new campus requirements or new technology features.

Collaboration between the District and College ITS Technology groups occurs to ensure consistency of standards and procedures and to establish strategies for new technology initiatives and new standards where appropriate. The various committees include the District Technology Committee, the Bond Technology Team from all locations, and the College Technology Committees. All computer hardware and software purchases for the colleges and district are approved by the District Chief Technology Officer to ensure compliance with the district standards, to guarantee compatibility with the existing environment, to avoid duplication of services at the different locations, and to take advantage of centralized vendor agreements for maximum discounts.

District ITS and college Computer Support staffs established a model to assess desktop equipment for replacement or upgrade and formulate a periodic rotation cycle. The District ITS and the college Computer Support staffs adopted the Total Cost of Ownership (TCO) model promoted by the California Community College State Chancellor's office. This includes PC and server hardware and software baselines standards, direct costs models, and procedures for lifecycles and periodic rotation. As part of the process to set up the TCO model, standards and procedures for the acquisition and replacement of computer hardware and software was established at various levels for vendor, platforms, and applications to maintain ITS best practices. These standards and procedures are District-wide and are evaluated on an annual basis so updates can be made as new technology is introduced.

The planned cycle for equipment replacement and upgrades will vary by category of equipment. Computers will be maintained on a 4-year cycle so that each year one-fourth of the PC's will be replaced. Hardware and software inventory is maintained at all locations to ensure the rotation cycle is achieved. Other external devices such as printers have a longer useful life and will be recycled on a 5-year plan. Administrative and instructional servers are maintained on a 5-year cycle or as significant technology advances develop. Based on new requirements or technology advances, equipment in specific areas may be updated sooner if necessary to satisfy instructional needs.