

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
KH Strategies Identified 5/31/05 that need ITS Action**

ITS Projects	ITS Comments		Idea	KH Status (5/31/05)	District ITS Status (2/20/07)
Priority, New, Mod					
			<b>IDEAS PROPOSED FOR FURTHER ANALYSIS</b>		
New	New Security System	19	Establish central dispatching for both campuses (housed at one of the campuses).	Analyze	Under Bond - Catalyst Consulting & AMAG Security System
	Already have ITS Webmasters & Proposed New Web Policy in progress	21	Define responsibilities for maintaining institutional websites (administrative, faculty, staff).	Analyze	Done
Mod	Possible need for increased automated attendance tracking	31	Provide access to computer labs through Community Education (versus selling membership cards to non-students to use computer labs on a pre-paid basis).	Analyze	Analyze??
Mod	Possible add to Banner billings	35	Charge for computer lab time through community education.	Analyze	Analyze??
New	Could be need for automated Banner sub-system	60	Build an alumni data base for student mentoring and tutoring programs.	Proceed (but no new revenues generated)	Not through ITS - Colleges & Foundation??
New	Possible addition for Video Conferencing	62	Have both Chabot and LPC begin instruction in the same time slots so that students can enroll in classes via interactive classrooms.	Proceed	Colleges- Action??
Priority	Same as #290 Banner Priority	68	Improve scheduling procedures so that departments with waiting lists can use under-utilized classrooms.	Proceed (In Progress)	Part #290 Web for Faculty in progress - Waitlist review vs. Add Authorizations to Follow
Priority	Part of New SCM Automated Tool to be developed	108	Develop financial model to determine optimal mix of course offerings.	Analyze	Colleges- Action??
	Bond	130	Build facilities under the bond initiative or through public-private sector partnerships that can also generate revenues (e.g., lecture halls by day and cinemas by night; campus centers with shops (cafes, dry cleaners, etc.); business centers rented within instructional complexes; hotel-conference centers; etc.).	Analyze (refer to KH case studies)	Colleges- Action??

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New	Need to review current CLPCCD providers & compare services	138	Negotiate with Comcast to serve as the educational, government, and community access provider for the East Bay. Collect a fee per household; develop a daily local news program in English and Spanish; obtain equipment upgrades through Comcast.	In Progress	In Progress?? Colleges - Action??
Mod	Possible need for enhanced attendance tracking	186	Install software so the Colleges can charge fees for non-students to use computer labs on an hourly basis.	Analyze	Colleges- Action??
Mod	Requires changes to current Banner interface for 500 courses	187	Place a maximum number of hours of use of the PCs in the lab; once students exceed this number, charge an hourly fee. (Requires software to monitor usage.) (Currently done with 500 courses at Chabot.)	Analyze	Colleges- Action??
Mod	Add fee to Banner	188	Offer a community library card for a fee.	Analyze	Colleges- Action??
Mod	Requires changes to automated student tracking	195	Obtain the technological capability to track easily student use of computer labs for FTES accounting or fees generation.	In Progress	In Progress?? Colleges - Action??
Mod	Add fees on Banner	224	Charge fees for administering career interest, vocational preference, learning disability, or other tests.	Analyze	Colleges- Action??
Mod	Add fees on Banner	228	Charge fees for late registration.	Analyze	Colleges- Action??
Mod	Add fees on Banner	229	Charge fees for repetition of continuing education courses which have already been satisfactorily completed (e.g., aerobics).	Analyze	Colleges- Action??
Mod	Add fees on Banner	230	Charge fees to audit classes.	Analyze (if seats open)	Colleges- Action??
Mod	Add fees on Banner	234	Charge fees for Student ID cards and for replacing lost Student ID cards.	Analyze	Colleges- Action??
Mod	Requires Banner changes	235	Determine if it would be more cost-effective to print Accounts Payable checks locally rather than weekly at the County (only to be sent to District Services to mail out).	Proceed	No Action to-date - Requires changes to process for Banks and County - beyond District control & Banner
Mod	Requires Banner changes	237	Implement a Student Debit Card to pay for courses, student fees, bookstore purchases, meals, etc.	Analyze	Colleges- Action??

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	IN PROCESS - Schedule Summer 2005	239	Replace the computers in Business Services (Payroll, Accounting, Purchasing) to improve staff efficiency with faster computers.	Analyze	DONE
Priority	IN PROCESS - Web For Finance contains improved budgeting and expense tracking	241	Improve budgeting and tracking to provide control over temporary and part-time employees.	Analyze	Web For Finance Installed & Released to Business Services for Review and Schedule to rollout to other groups
New	Possible changes to Banner process	248	Simplify parking permit sales for students and consolidate collection of fees with registration fees, through the bursar, online, or through some other means.	Analyze	ITS Completed changes to Banner for student to request Parking Permit - Colleges reviewing vendors to provide parking permits e.g. BossCars
Mod	Posted on HR Website	280	Post employment opportunities in central areas of each department while simultaneously emailing the job posting or link to the website to all CLPCCD employees.	Analyze	Done - Jobs posted on HR Website. ITS setup Listserv for HR to notify faculty of job postings.
New	Part of New SCM automated tool to be developed	287	Streamline the budget with program cost accounting with timely monthly statements.	Proceed	No action to-date - Previous reports still available, New Adhoc Crystal reporting will give more custom reports
Priority	IN PROCESS - To Be Scheduled	288	Automate the Student Degree Audit System, which will save counselors' time and be a useful tool for students.	Analyze (develop Chabot-LPC jointly)	CAPP project is on Banner Priority List - SCT now promoting Degree Works in lieu of CAPP, CLPCCD will review options after receive pros and cons at SCT Summit
Priority	IN PROCESS - To Be Scheduled	289	Complete the ITS project list, focusing on those initiatives that would reduce workload and eliminate the need to hire employees or temps.	Proceed	District ITS completing Banner Priority projects approved by Cabinet in 2006. Some additional projects have been added to the list with executive approval.

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Priority	IN PROCESS - To Be Scheduled Includes Waitlist #291	290	Develop a Web for Faculty to manage their rosters, assign attendance and grade data, etc. Would save staff resources, costly printing and would allow students to register right up to when classes start.	Analyze (develop Chabot-LPC jointly)	Web for Faculty installed and reviewed by faculty committee. Query to be released March 2007, Updates for grades Pilot May 2007, Waitlist Review to Follow Web for Faculty due to dependencies
Priority	Same as #290	291	Ensure faculty can enter adds and drops directly into the system and follow up with students on the waiting lists when openings become available.	Proceed	See #290 above
Priority	IN PROCESS - Crystal Tool	293	Implement a New Reporting/Data Extract System-Crystal Reports.	Proceed	In Process - Doing implementation with Financial Aid now, Takes time to setup views for reporting with user groups, Next group to be Business Services, followed by HR, then Student
Priority	IN PROCESS - Crystal Tool	294	Replace the various methods for extracting data from the Banner System with a Global Reporting/Data Extra System, such as the Crystal Reports, which CLPCCD just purchased. Empower the functional areas to retrieve their data.	In Progress	Same #293 above
Priority	Same as #290	295	Review the potential use of Banner at KCCD (Bakersfield College) for creating a wait list for full courses.	Analyze	Same as #290 above
New	Online forms not related to Banner System	296	Use the Banner system more to manage and track work processes (with online forms) and improve consistency across CLPCCD.	Analyze	ITS purchased Omniform to create forms online, College reps selected & identified forms to automate first, To be reviewed by Cabinet for approval or additions/changes
Priority	IN PROCESS - To Be Scheduled	297	Implement online timesheets for payroll purposes.	Proceed	Timesheet module installed, Design of how CLPCCD will use system completed, Project on hold due to lack of Payroll staff to support implementation at this time
Priority	Same as #290 - Web for Faculty has online grades	298	Post test scores or grades on website which students can access with Student Ids, thereby, reducing postage and mailing costs.	Analyze	See #290 above. Electronic grades expected to be released in Summer 2007 for faculty & students
Priority	Same as #290	299	Establish a waiting list for classes once filled.	Proceed	Same as #290 above

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Priority	IN PROCESS - To Be Scheduled Room Scheduling SW - Part of Bond	301	Use online scheduling software on Group Wise for scheduling meetings.	Analyze	CollegeNet "Room Scheduling" System installed (Schedule 25, Resource 25), Academic scheduling being input into system. Events scheduling will follow. Anticipate live for Summer 2007, Comparison Tool X25 will be turned on after system is operational
Mod	Changes to automated attendance tracking	303	Eliminate the student ID check for the student computer lab with 125 stations by installing software for students to use their college IDs to access the computers.	Analyze	Colleges - No action??
Priority	IN PROCESS - To Be Scheduled Consolidate SARS, STARS, PE	304	Improve attendance collection for labs, non-credit activities, and matriculation services by improving staff efficiencies and consistency in attendance reporting with a standard software package.	Analyze	Colleges still use SARS at Chabot and STARS at LPC and PE at Chabot. Consolidated on Counseling for SARS & new Web e-SARS
New	New Software & Hardware at District	305	Install PC/Internet workstation kiosks in public areas (front reception and multi-purpose room) of the District Office for public and staff use.	Analyze	No action to-date
New	Same as #296 Online forms not related to Banner System	306	Make CLPCCD administrative forms available on line (versus use of hard copy), focusing initially on: Human Resources, Accounts Payable, and Procurement.	Proceed (add instructions too)	See #296 above. Banner forms that will be automated as part of Banner Priority Projects will NOT be included with Omniforms since Banner will provide the highest automation possible
New	Same as #296 Online forms not related to Banner System - Some like requisitions & absence are Banner related	307	Use technology more to bolster productivity, particularly in terms of administrative forms (e.g., absence forms, hiring specialized professional list forms, requisitions).	Analyze	See #296 above.
New	New System need Software & Hardware	308	Develop an automated maintenance and repair tracking system.	Analyze	No action to-date

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New	Same as #296 Online forms not related to Banner System	310	Use Adobe Acrobat for creating forms online.	Analyze	Same as #296 above
	New RFP for copiers addresses this	311	Invest in network print where staff can print to copy machines with double-sided copying, stapling, FAX receiving, scanning, etc. at one's desk; eliminates individual printer repairs, multiple ink cartridges, etc.	Analyze	Done. Installed Ricoh Copiers District wide which has the capabilities listed.
	Related to #21 - Proposed new Web Policy in progress	331	Establish strict guidelines for implementing institutional websites and marketing programs.	Proceed	Proposed Web Policy still pending approval by Faculty
New	Same as #296	333	Create a Web-based form with graphic samples for requests involving Media Services. Such an approach would eliminate the need to "retype" information from a handwritten paper request form.	Proceed	Same as #296 above
Mod	Could involve changes to Banner process	351	Enforce deadlines for dropping and adding courses.	Analyze	Colleges - Action??
New	Same as #62 - addition of Video Conferencing	372	Use interactive classroom set ups more so that a class at one College can be simultaneously attended by students at the other College. Candidate coursework: CS 20 (which is currently offered every other semester between the two Colleges).	Analyze	Same as #62 - addition of Video Conferencing. Video Conferencing only used to-date for Nursing program with Valley Care.
Mod	Change to Banner for 500 courses	391	Collect FTES on 500 completed courses as part of athletic training.	Analyze	Colleges - Action??
New	Discussions held with ITS on new reporting tools to identify Student Success & Outcomes. Related to #419, #423, #424, #425	421	Develop Student Learning Outcomes (SLOs) for the English program, courses, and assignments.	In Progress	Colleges selected "Elumens" software package to satisfy this requirement. Server installation in process for LPC. Chabot pending review with vendor of software and OK to District to purchase license for them

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New	Same as #62 - Video Conferencing	441	Use interactive classroom set ups more so that a class at one College can be simultaneously attended by students at the other College. Candidate coursework: Physics 8A.	Analyze	Same as #62 - addition of Video Conferencing. Video Conferencing only used to-date for Nursing program with Valley Care.
Mod	Add to Banner 500 courses	447	Write a 500 course for Forensics.	Proceed	Colleges - Action??
New	Requires implementation of Banner online requisitions and online approvals	462	Develop a streamlined, online purchasing system which the Colleges can use on a real-time basis.	Proceed	ITS installed the online Requisition and Purchasing module for the Purchasing department to review and develop policies/procedures required before this can be implemented.
Mod	Discussions held about increasing usage of Purchase card for low \$ buys	463	Eliminate purchase order requirements for all items under \$100 because processing a purchase order is extremely costly.	Proceed	Purchasing is pursuing the Purchase Card program for all departments within the District with a limit of under \$1,000. ITS will have to create a new automated interface between the external credit card company and the Banner System to eliminate any manual input by Business Services.
New	Same as #462	472	Streamline the purchasing process.	Proceed	See #462 above
Mod	Same as #463	476	Implement Purchase Cards.	Proceed	See #463 above
Priority	New SCM automated tool to be developed	491	Implement a cost-accounting system to track revenues and expenditures by program, discipline, and service to support Strategic Cost Management.	Proceed	No action to-date - Previous reports still available, New Adhoc Crystal reporting will give more custom reports
New	Previous ITS discussions is to get rid of mailers where appropriate and use Website or email as alternatives.	496	Minimize mailers to all students; use email, signs around campus, instructor notification, articles in College newspaper, etc., wherever possible.	Analyze (mailing fee offsets costs)	ITS purchased Luminus which will provide Student emails as well as portal technology and single sign-on. Phase 1 for emails is planned for Summer 2007

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New	Directory of forms - related to forms #296	497	Place on the Intranet a pdf file/document of all forms with a one-page description of the form, its use, process requirements, signature requirements, etc.	Analyze	Related to #296. Once forms are available on Omniform, college reps on this project can develop a directory
New	Possible new automated system	498	Establish a records retention program to eliminate wasted space; sort documents by historical, mandatory (Federal/State), destroy, date of destruction, etc.; may need a specialist to assist in process.	Analyze	Colleges - No action??
	Bond	501	Combine the 3 service desks (Periodicals, Circulation, Audiovisual) at the Library so only 1 (versus 3) student assistant position is needed. Planned as part of the bond facility remodeling.	In Progress	Colleges - No action??
Priority	Same as #297	504	Implement process improvements for time sheets and payroll.	Analyze	See #297 above
Mod	Bond - Expand Video connectivity capability	506	Establish three-way video-conferencing capabilities for meetings.	Analyze	BOND - will increase number of Video conference units at each location. 3-way connections installed but needs further testing and user documentation for conducting meetings
Priority	Same as #297	513	Implement process improvements for absence reporting.	Proceed	See #297 above. Absence reporting is part of Timesheet project
Priority	To be Scheduled Proposed new Applicant Tracking System	516	Implement process improvements for hiring process.	Analyze	No action to-date - Banner Project last on list
Done	Groupwise training already available and offered by ITS Help Desk	522	Train employees on the use of tools, such as email, electronic calendaring, etc.	Analyze	Done - ongoing training, new Groupwise release made Web easier
Mod	Potential changes to Banner process	529	Have District Services pay for the categorical release time off the top.	Analyze	Analyze??
Mod	Add fee to Banner	589	Charge materials fee to ESL students.	Done	Analyze??

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Done	ITS already takes advantage of Piggyback contracts	602	Enter into shared computer resources and software purchases with other CCDs or government agencies.	Done	Done - ITS already has set up District contracts for computer equipment through BOND
Done	ITS implemented new District standards & District agreements for Desktops & peripherals in May 2005 under the Bond	607	Establish "umbrella" contracts for equipment (e.g., computers, printers).	Done	Done - ITS already has set up District contracts for computer equipment through BOND
Mod	Expansion of SARS Counseling	612	Establish electronic appointment system for counseling.	Done (SARS)	Done (SARS) Counseling at both colleges. Both colleges purchased new e-SARS module which is Web based for students to setup appointments online.
Mod	Possible changes to Banner process	645	Freeze all step increases at the mid-point of the range for a limited time period.	Contractual	Contractual