BCNET

Shared IT Services for Higher Education & Research

Conference 2018

Managing the Operating Capital Request and Approval Process

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AGENDA

- Introductions

- About Douglas College

- Technology Governance at Douglas

- Operating Capital process and timelines

- How We Used To Do Operating Capital

- Overview of Current Process

- Demo

- Questions

INTRODUCTIONS

- Salvador Valencia, Programmer Analyst/Applications Administrator
  - Eight years at Douglas
  - Support for Blackboard and Banner modules
  - Developed OpCap site to learn new tools – used Agile methodology

- Ian McLeod, Chief Information Officer
  - Six years at Douglas, 5 years at Camosun, 5 years at BCIT

ABOUT DOUGAS COLLEGE

- Established in 1970

- Named after Sir James Douglas, first Governor of BC

- 24,000 Students (Headcount)

- Approximately 1,900 employees (Headcount)

- IT Staff headcount – 64 (Headcount including 2 Coop students)

- 2018/19 IT operating budget - $8.633 million

- 2018/19 operating capital

  - $1.1 million (strategic)

  - $1.7 million (Ed Tech requests)

TECHNOLOGY GOVERNANCE AT DOUGLAS

- Multiple levels of technology governance
  - Board Technology Steering Committee (TSC)
    - (Sub-committee of board of governors)
  - Senior Management Team (SMT)
  - Enterprise Technology Steering Committee (ETSC)
    - Academic Technology Steering Committee (ATSC)
    - Learning Technology Steering Committee (LTSC)

OPERATING CAPITAL PROCESS & TIMELINES

- **Operating Capital Categories**
  - Minor Renovations
  - Furniture, Fixtures & Equipment (non-technology)
  - Educational Technologies
    - Evergreen technology replacement
    - Upgrades/Replacements/New requests for computers
    - Enterprise software requests
    - Learning Technologies, including AV and multimedia
    - Small Charter Projects
    - Institutional Allocations (Department Ed Tech, Innovative Projects, Adaptive Technologies)

HOW WE USED TO DO OPERATING CAPITAL
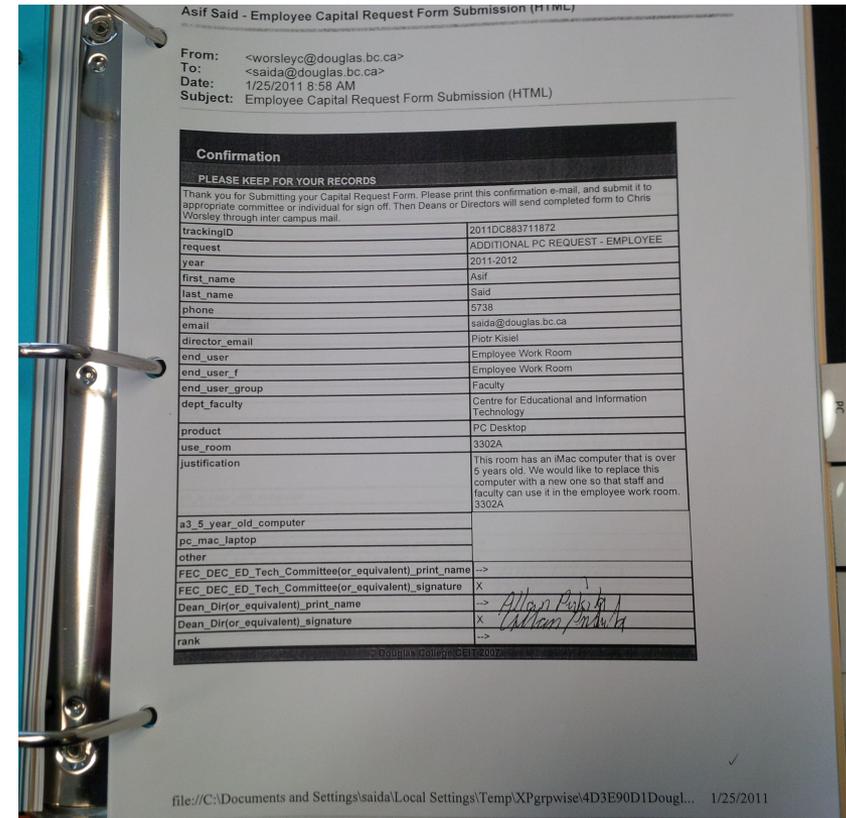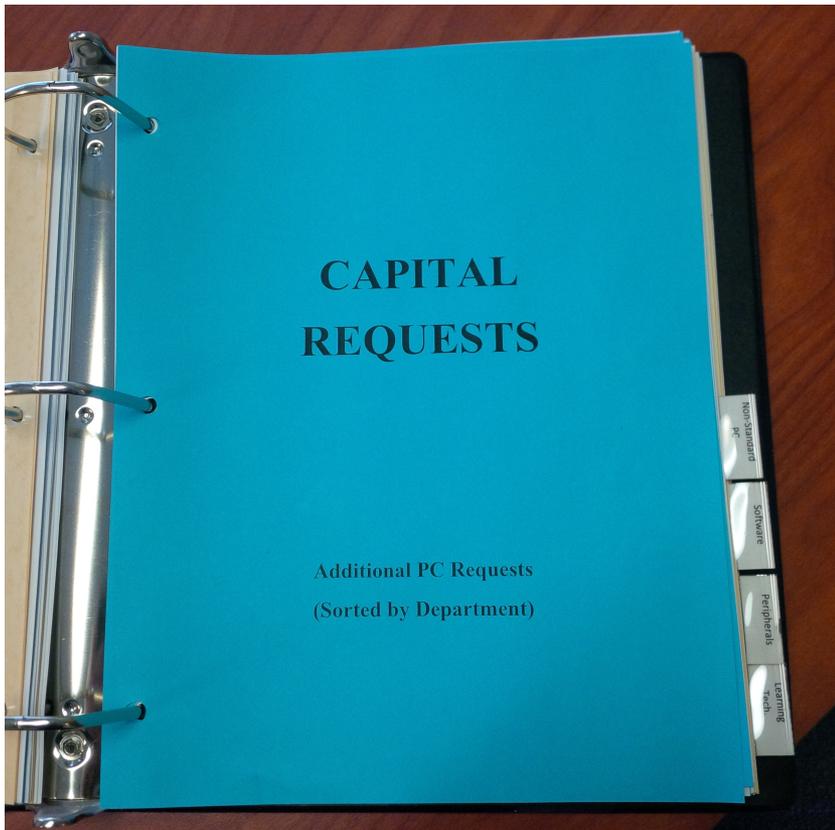
OVERVIEW OF THE CURRENT PROCESS

Decision to build a database for entry and tracking of all Ed Tech requests.

Worked so well we added FF&E and Minor Renovations.

Online real time database used to track all submissions from start to finish. All reviews are done on line and recorded.

Database opens for submissions Sept 1st and closes Oct 31st. Reviews by departments and ETSC happen in November, and feed the budget development process.

Even with the online database, there are still exports to Excel and printed lists.

Summary document feeds budget project allocations by category.

Proj ID	Title	Department	EdTech Cap	FF&E	Ongoing Cost	Priority Ranking	Comment
	Ed Tech Budget - 2018/19	Draft 7	29-Nov-17				
	Proposed College Wide Strategic Projects						
CH18-05	Banner 9 - phase 3 of 3	College-Wide	221,000			360	
CH18-06	Sharepoint - phase 4 of 4	College-Wide	148,000			300	
CH18-07	Wireless upgrade - Access Points	College-Wide	130,000		13,000	369	Upgrade of 175 APs college wide
CH18-08	Blackboard to the Cloud	College-Wide	130,000		104000	297	Hosted service - $80K USD annual lift
CH18-09	Health Science MediaSite upgrade	HS	480,000			330	Full implementation in one year
CH18-10	Cybersecurity tools and support (phase 2)	College-Wide	0			307	Funded from ongoing operating
	Total Proposed Strategic Projects		1,109,000				

Proj ID	Title	Department	EdTech Cap	FF&E	Ongoing Cost	Priority Ranking	Comment
CH18-01	D Building Classroom Tech Upgrade (8 rooms)	CEIT	64,000			356	
CH18-02	NW Classroom Tech Upgrades (6 rooms)	CEIT	20,600			355	
CH18-03	Smart Screen Replacement	LR	15,100			368	
CH18-04	Disability Management Software	HR	40,000		7,500	315	
CH18-11	Library Authorities Clean Up	LR	0			313	11K moved to OTO per ETSC
CH18-12	Video Editing System Replacement	CEIT	18,500	3,000		364	
CH18-13	Coquitlam Video Display Wall	PR	70,000			324	
CH18-14	Hootsuite Enterprise License	PR	37,500		37,500	309	
CH18-15	CSIS Computer Lab N4221A	CBA	87,000	5,200		355	
	Total Charters (under 100K)		352,700	8,200	45,000		

Ed Tech Budget Summary (Excluding Strategic Charters)				
Total Charters (under 100K)			352,700	
College-Wide Replacements			936,900	
Student Computer -Library/Labs		0		
Student Computer - eClassrooms		0		
Staff PC Computer (390 @ $1250)	487,500			
Staff MACBook Pro laptops (35@$2850)	99,750			
Staff Laptop Computers (150 @ $1700)	255,000			
Peripherals/Printers	-			
AV - Projectors - Lab/Classrooms (30 @ 3155)	94,650			
College Wide Pooled Funds			80,000	
Departmental Technology Funds	50,000			
Innovative Technology Funds	20,000			
Adaptive Technology Funds	10,000			
Department Submissions			289,300	
Replacement/Upgrade - Computers	30,400			
Additional Computers - Standard	43,300			
Additional Computers - Non-Standard	53,600			
Learning Technologies	25,200			
Software Requests	12,200			
Peripheral Hardware	91,300			
AV & Related Upgrades	33,300			
Total Submissions			1,658,900	
Target Budget Available			1,700,000	

Technologies Used For OPCAP

- Uses Java/Grails running on a Tomcat server

- After each submission the application sends a confirmation email

- Keeps track of submission approval and implementation status

- Success has meant more traffic and improvements are in the works
  - Preprocess line items – don't recalculate every time
  - CSV export is reaching it's limits, maybe JSON or XML?
  - Integrate with AD for authentication for external access

- Opportunity for data mining and data analytics for historical submissions (which reporting tools to use?)

Technologies Used For OPCAP

- Grails promotes the use of MVC design

- Grails uses Hibernate so we benefit of database abstraction, no forced ties with a particular database vendor

- Kept data entities simple so it reflects to the rest of the MVC hierarchy
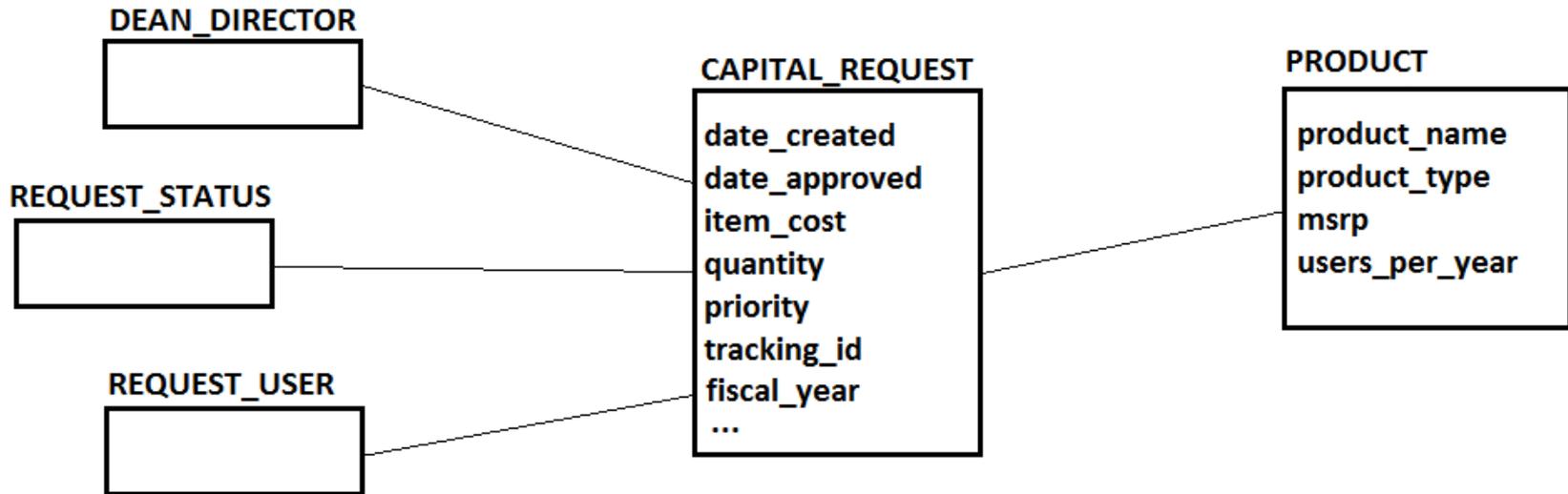
DEMO

QUESTIONS?

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