



Shared IT Services for Higher Education & Research

Conference 2018

Managing the Operating Capital Request and Approval Process

Presented by Salvador Valencia, Douglas College
Ian McLeod, Douglas College

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 DOUGLAS 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

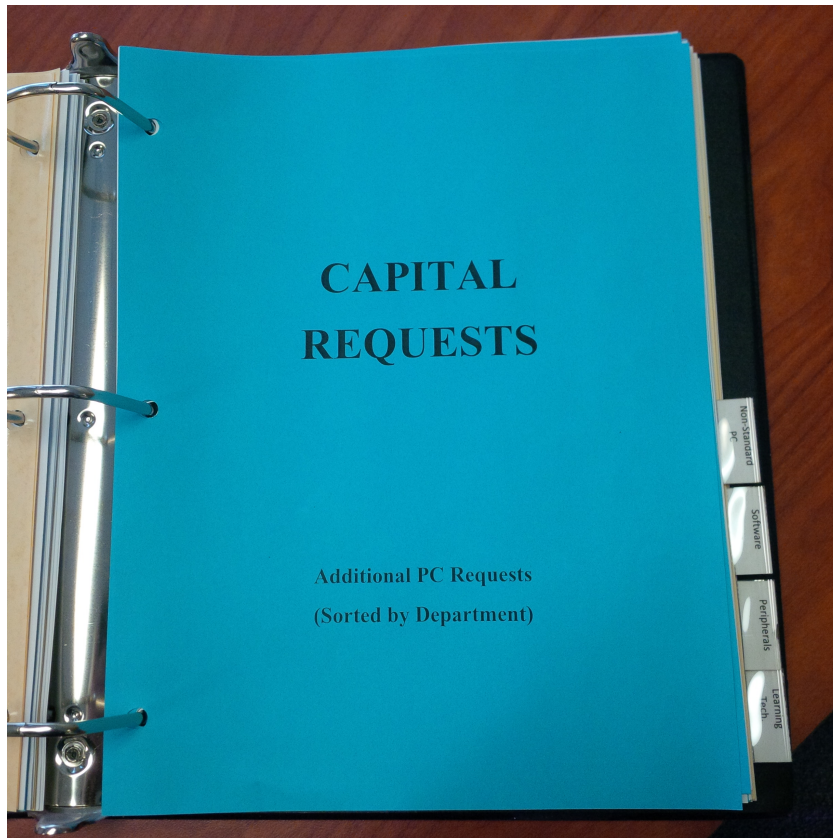
- Multiple levels of technology governance
 - Board Technology Steering Committee (TSC)
 - (Sub-committee of board of governors)
 - Senior Management Team (SMT)
 - Enterprise Technology Steering Committee (ETSC)
 - Academic Technology Steering Committee (ATSC)
 - Learning Technology Steering Committee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



Asif Said - Employee Capital Request Form Submission (HTML)

From: <worsleyc@douglas.bc.ca>
To: <saida@douglas.bc.ca>
Date: 1/25/2011 8:58 AM
Subject: Employee Capital Request Form Submission (HTML)

Confirmation

PLEASE KEEP FOR YOUR RECORDS

Thank you for Submitting your Capital Request Form. Please print this confirmation e-mail, and submit it to appropriate committee or individual for sign off. Then Deans or Directors will send completed form to Chris Worsley through inter campus mail.

| | |
|---|--|
| trackingID | 2011DC883711872 |
| request | ADDITIONAL PC REQUEST - EMPLOYEE |
| year | 2011-2012 |
| first_name | Asif |
| last_name | Said |
| phone | 5738 |
| email | saida@douglas.bc.ca |
| director_email | Piotr Kisiel |
| end_user | Employee Work Room |
| end_user_f | Employee Work Room |
| end_user_group | Faculty |
| dept_faculty | Centre for Educational and Information Technology |
| product | PC Desktop |
| use_room | 3302A |
| justification | This room has an iMac computer that is over 5 years old. We would like to replace this computer with a new one so that staff and faculty can use it in the employee work room. 3302A |
| a3_5_year_old_computer | |
| pc_mac_laptop | |
| other | |
| FEC_DEC_ED_Tech_Committee(or_equivalent)_print_name | -> |
| FEC_DEC_ED_Tech_Committee(or_equivalent)_signature | X |
| Dean_Dir(or_equivalent)_print_name | -> Allan Pakshil |
| Dean_Dir(or_equivalent)_signature | X |
| rank | -> |

file:///C:/Documents and Settings/saida/Local Settings/Temp/XPgrpwise/4D3E90D1Doug... 1/25/2011

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.

| | | | | | | | |
|---------|---|--------------|------------|-------|--------------|------------------|--|
| | Ed Tech Budget - 2018/19 | Draft 7 | 29-Nov-17 | | | | |
| | | | | | | | |
| | | | | | | | |
| Proj ID | Title | Department | EdTech Cap | FF&E | Ongoing Cost | Priority Ranking | Comment |
| | 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 | | |
| | | | | | | | |
| | | | | | | | |

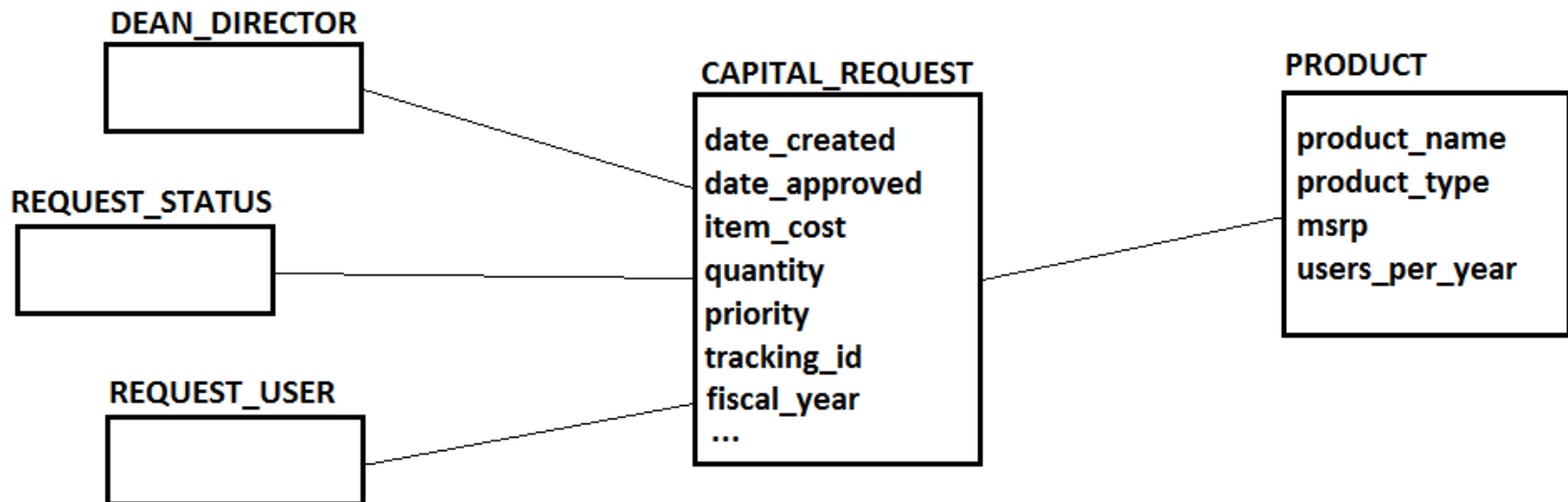
| | | | | | |
|---|--|---------|-----------|--|--|
| Ed Tech Budget Summary (Excluding Strategic Charters) | | | | | |
| | Total Charters (under 100K) | | 352,700 | | |
| College-Wide Replacements | | | 936,900 | | |
| | Student Computer -Library/Labs | 0 | | | |
| | Student Computer - eClassrooms | 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?

A decorative graphic at the top of the slide featuring a network of blue lines and dots on a dark blue background.

Contact Information

Salvador Valencia valencias@douglascollege.ca

Ian McLeod mcleodi1@douglascollege.ca