

TECHNOLOGY LIFECYCLE REPLACEMENT PLAN

Background:

“Technology refresh” refers to the periodic replacement of existing IT assets and products with new IT assets.

The key drivers for technology refresh are:

- Aging/obsolete technology
- Out-of-support technology
- Skill set shortage
- Compliance
- Cost reduction
- Standardization
- Innovation
- Vendor stability

As the College continues to use dated/obsolete technology, a situation could develop in which there is no longer support for a technology component or software. Old technology has a higher frequency of failure and is often not sufficiently robust to support college required software. Frequent advancements in the technology field, coupled with old technology, subjects the College to potential security breaches.

Maintaining consistent technology platforms college-wide allows for increased efficiency in delivering service to all constituency groups. Appropriate and timely technology replacement helps to reduce operational expenses and enhances the College’s capability to deliver instruction in the classroom, ensure effective student support services and facilitate the day-to-day operations of all staff members.

As part of the annual program plan (APP) process, the IT Department needs to routinely scan the external environment to evaluate the latest trends and

developments in the market that provide the greatest advantage to support operations and instructional programs. Technology replacement is a strategy to migrate to newer technologies. Additionally, vendor stability is one of the key factors that drive “technology refresh” considerations. The College must consider products and platforms from vendors that have good market standing and are stable. Ensuring that campus technology is up-to-date facilitates the College’s ability to use current and stable technology vendors.

Technology Refresh Approach:

- Determine
- Design
- Develop
- Deploy

The IT Department, as part of the annual planning process, shall perform a needs assessment based upon input from college constituency groups. In addition, the IT Department shall seek District Technology Committee input and review external environment information in preparing its recommendations and requests. These internal and external scans shall inform changes to the College standard for technology components scheduled for replacement. Student laboratory standards shall be determined in consultation with the appropriate academic programs. The IT Department, in collaboration with the administration, shall create an implementation plan with the least disruption to College operations.

REFRESH TIMELINE		
Technology Component	Replacement Frequency	Replacement Implementation
Employee Support Desktops (PC/Mac)	5 years	Replace 20% each year
Student Computer Labs	5 years	Replace 20% each year
Network Security Appliances (Firewalls)	5 years	Once every 5 years
Network Access Point Controller	7 years	Once every 7 years
Mobile devices		
o Handheld Scanners	4 years	Replace 25% each year
o Tablets	4 years	Replace 25%

		each year
o Laptops	4 years	Replace 25% each year
Servers (physical)	5 years	Replace 20% each year
Asset Tag Batteries	5 years	Replace 20% each year
Network Switches (Core/Edge)	7 years	Every 7 years
Network Wireless Access Points	7 years	50% every 3 ½ years
Thin-clients	7 years	Every 7 years
Storage	5 years	Every 5 years
UPS Batteries	5 years	Every 5 years
Smart Classroom – <i>Verify components</i>	5 years	Replace 20% each year
Flat Screen wall monitors	7 years	Every 7 years
Scanners	5 years	Every 5 years
Data Project	7 years	Every 7 years
Telephone System desk set hardware	5 years	Every 5 years to maintain compatibility
Telephone VOIP components	3 years	Every 3 years
MFD	7 years	20 % each year
Software – recommend to remain current with the latest version compatible for all District applications for all software needed for academic instruction and administrative functions.		As new version are deployed, maintaining compatibility.

Asset Inventory

The College shall maintain an asset inventory of all technology devices with criteria of each asset inclusive of, but not limited to, the following factors: date of purchase, warrantee expiration, condition of asset, projected date of retirement/disposal, and projected cost of replacement. Assets shall be inspected in accordance with the LACCD Asset policy to ensure that they are in working order.

Technology Refresh Funding:

The annual College budget shall be sufficient to support the replacement of technology assets in any given year based upon the refresh timeline. In

Fiscal Year 2015-2016, the College established a benchmark of \$200,000 in funding for refreshing technology of using the unrestricted general fund. The College shall use restricted funding sources available from the State of California and other entities to support instructional and support services needs whenever possible, using the unrestricted general fund after all other funding sources are exhausted.