

KAPI‘OLANI COMMUNITY COLLEGE TECHNOLOGY PLAN FY 2018-2021

APRIL 6, 2018

I. Introduction

The Kapi‘olani Community College (KCC) Technology Plan sets goals to meet and exceed the technology needs of the campus in furthering the mission, vision and strategic directions of the College’s 2015-2021 Strategic Plan in alignment with upcoming trends in information technology. Students will be engaged with robust and cutting-edge technology-enhanced learning environments that prepare them for high wage careers in science, technology, engineering, digital media, and other knowledge-intensive industries. Faculty and staff also need technology to support instruction in these learning environments and to improve ongoing communication with the community and community partners. All of this must be done in a high-speed, information-secure environment.

The plan provides a roadmap for addressing project prioritization and key issues facing technology deployment and use at the College. This five-year plan is to be reviewed and updated annually and is modified based upon the changing needs of students and institutional priorities. The plan is coordinated with the goals of the strategic plans of the College and the University of Hawaii Community College System. The Technology Plan functions as a guide to the allocation of resources in support of student learning and institutional effectiveness at the College.

Technology plays a critical role in supporting the work of every member of the campus community. Planning for technology occurs at various levels: (1) System level (UHCC and University) guided by the University’s Chief Information Officer (CIO) and UH Information Technology Services (ITS); (2) Institutional level as part of strategic planning; and (3) Program and unit level as part of the Annual Reports of Program Data, Comprehensive Program Reviews, and 5-Year Budget Plans. Budgeting and allocation of resources are informed and impacted by planning at all three levels.

The College’s Center for Excellence in Learning, Teaching, and Technology (CELTT) is responsible for informing and implementing the College’s technology vision and managing technology operations. The focus of this Technology Plan are the **current and new initiatives** to support the College’s mission and to resolve IT issues that have been identified by CELTT and the campus as priorities for the current three-year timeframe.

The processes for decision-making are supported by a Vision, Ethos, Mission, and Goals that guide the College’s implementation of technology for its students and employees.

A. Vision

The College uses technology to support teaching and learning, enhance student access to educational opportunities, personalize student services, and provide effective administrative processes to meet the changing needs of the College and its community environment. 21st

century technology is at the forefront in providing an environment that is proactive at responding to the needs/demands of the campus community.

B. Ethos

Those who use technology and those responsible for technology, in the service of the College's mission and vision, are guided by a professional code that determines our principles, core values, and highest aspirations. This ethos guides all of us on a course that exercises stewardship and professionalism. We are all entrusted to support the College and advance its interests.

- Service. We put students first, College before unit, and mission before self.
- Integrity. We uphold standards of professional conduct.
- Excellence. We bring excellence by being self-aware, being reflective of performance, and defining expectations.
- Teamwork. We stand by, and behind, each other.
- Stewardship. We ensure that what we do is in the best interest of the College, and the best use of resources, while preserving the highest standards for learning.

C. Mission

KCC's mission statement defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning. The College is committed to use its technology resources to support student learning programs and services and to improve institutional effectiveness by empowering students to learn, faculty to teach, and staff and administrators to be productive in a positive, technologically-supportive, learning environment.

D. Goals

- The College enhances the operation and effectiveness of the institution through technological services, professional support, facilities, hardware and software updates and upgrades.
- The College provides quality training to students and personnel in the effective application of its information technology.
- The College systematically plans, acquires, maintains, and upgrades or replaces technology infrastructure and equipment to meet institutional needs.
- The College distributes and utilizes technology resources to support the development, maintenance, and enhancement of its programs and services.

II. Technology planning and implementation at Kapi‘olani Community College

In keeping with shared and participatory governance, this Technology Plan is the result of a campuswide discussion process regarding the direction for information technology at the College. The plan is presented to the Chancellor’s Advisory Council (CAC) to provide cross-campus recommendations regarding the updating of the Technology Plan. The CAC is composed of students, staff, faculty, and administrators, who work with the Center for Excellence in Learning, Teaching, and Technology (CELTT) to update the plan.

A. Centralized Technology Management

Centralized technology management entails a locus from which computers, classroom technologies, network infrastructures, servers, and telecommunications are managed and purchased. Growing centralized management involves formalizing communication and advisory channels between CELTT and the rest of the college. CELTT will

- increase its presence in the planning for technology to ensure new components are compatible with current infrastructure, support, and instructional needs,
- approve the purchase of technology to ensure good stewardship of valuable resources and to limit waste,
- track all campus technology to ensure assets are secure and being used appropriately, and to plan for future upgrades or replacements,
- track software installations to ensure licensing compliance,
- ensure ADA compliance is considered and planned for,
- plan future purchases taking into account replacement cycles and changing trends to continue providing a 21st century learning environment.

Centralized technology management does not preclude individual units from creating plans or having area support personnel as long as plans and service fall within the overall College Technology Plan and its standards. CELTT works with units that have technology plans to ensure all technology plans on campus are coordinated with the College’s Plan and the UHCC Plan. CELTT assists units to create technology plans if they need them. CELTT also coordinates with technology personnel within units, and this collaboration supports the technology-related work in respective units and supports the goals of the College’s Technology Plan. CELTT provides training for unit personnel to ensure the safety of information; also, CELTT provides these personnel with professional development to ensure college-wide standards are upheld.

Centralized Technology Procurement

Centralized technology procurement is the purchasing of technology for the College. The technology includes computers, computer monitors, campus displays, printers, servers, networking systems, classroom technology, operating system software, MS Office, and other institution-wide software packages. The College allocates funding for centralized technology procurement to CELTT for prioritization and management.

B. Planning and Budgeting

Determining priorities

CELTT has established a list of criteria for determining priority. The priority list below and the ethos statement above provide a guide that informs decisions made by CELTT and the College community, so that criteria for its decisions and suggestions are transparent and reflect the best interests of the College and its Strategic Plan. The list summarizes the priorities of a centralized management system.

1. Health and safety
2. Campus-wide infrastructure and information security
3. Core services and support
4. Impact on a broad student population across multiple disciplines
5. Workforce development tied to technology and a specific degree or certificate
6. Impact on a specific program or department
7. Impact on a specific course

The Cycle of Review for Institutional Planning and Budgeting

CELTT reviews all institutional planning documents and consults with units to ensure that all planned technology is appropriate and ongoing support can be provided. Attention is paid to the unique mission of each unit and its specific needs. The plans are reviewed by and reported to the CAC. A cycle of review is outlined below.

Table 1. Technology Planning with Institutional Process

Date	Budget Cycle	CELTT Task
Dec/Jan	Assessment	Review all department and program ARPDs (Annual Report of Program Data), CPRs (Comprehensive Program Review), 5-year budget plans, and the College Strategic Plan for technology needs
Feb/Mar	Prioritization	Review submitted <i>Allocation Request and New Proposal Forms</i> and provide recommendations on technology requests
Mar/Apr	Plan Resource Allocation	Draft Technology Action Plan Items for recommendation to the CAC
May/June	Administration Review	Submit final recommendations on Technology Action Plan Items to the CAC
Jul/Aug/Sep	Implementation	Execute or assist in technology implementation

Technology planning in grants and other external funding sources

Some funding sources and grants do not follow Hawai'i State funding cycles and fall out of the planning cycles discussed above. CELTT participates in technology planning in grants and other external funding sources. CELTT's role is to determine the impact such funding will have on infrastructure, existing technology plans, and the feasibility of ongoing support. CELTT provides recommendations and, as needed, an outline of the support it can provide.

It is important that all parties seeking such funding take into account ongoing sustainability once the source of funding expires and not assume that the College will automatically take

responsibility for continued technology funding. A demonstration of value must be submitted, and continued funding agreed upon by the College and CELTT.

Technology implementation and future trends

CELTT is responsible for technology implementation and for exploring with the campus future trends to meet the needs of the College and the community it serves. Technology planning that occurs at the program and unit levels is guided by technology trends in academic disciplines and specific industries and professions. National trends in educational technology and in the technology industry in general also shape campus technology planning. Formerly distinct technologies are merging and CELTT needs to be proactive in anticipating these convergences.

III. Technology Action Plan

Portions of the technology plan are in support of Student Success Pathways. The following SSP goals are used as a measure of service in support of student learning.

1. Increase the number of online course sections by 2% every year using AY 2014-2015 data as the base.
2. Keep unscheduled network outages due to College network equipment failure to less than 0.11% a year.
3. Reach and maintain a score of 90/100 in all four SiteImprove website metrics (Digital Certainty, Quality Assurance, Accessibility, SEO) for our campus website.

Instructional Development

Teaching Online Prep Program

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

The TOPP program is an online course designed for instructional faculty teaching online. The program is based on research studying current trends in online instructional pedagogy. The online course content mirrors best practices identified from the research.

Action Step	Who	Start Date	End Date	Status
Complete Spring 2018 Cohort	CELTT	Jan 2018	Apr 2018	Completed
Assess Spring 2018 Training	CELTT	Feb 2018	Apr 2018	Ongoing
Plan Summer 2018 TOPP	CELTT	Apr 2018	May 2018	Ongoing

Teaching Online Prep Program 2

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

The extension of TOPP is TOPP2. TOPP2 should take into account the DE plan that states the need for a formal online course evaluation instrument. TOPP2 should also include a mechanism for peer evaluation, training, and support.

Action Step	Who	Start Date	End Date	Status
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Discuss with DE Committee	CELTT & DE	Nov 2017	Jun 2018	Ongoing
Discuss with Campus	CELTT & DE	Aug 2018	Dec 2018	
Rollout TOPP2	CELTT	Feb 2019	---	

Teaching Online Self-Paced Program

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

TOSP is a self-paced program mirroring TOPP. It is intended for instructional faculty who can not participate in TOPP or have a need for selected training.

Action Step	Who	Start Date	End Date	Status
Update TOSP to reflect TOPP	CELTT	Dec 2017	Feb 2018	Completed
Evaluate Need for TOSP	CELTT	May 2018	June 2018	

5-Week Course Development

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

The Vice President for Community Colleges is interested in the colleges developing 5-week online courses. The community colleges are in discussion to develop a consistent program that students can participate in to acquire a 2-year degree.

Action Step	Who	Start Date	End Date	Status
CC Designers Discussion	CELTT & CCs	Oct 2017	May 2018	Ongoing
Determine Platform	CELTT & CCs	Jan 2018	May 2018	Completed
Determine Program	CELTT & CCs	Jan 2018	May 2018	Ongoing

Computer and Audio/Visual Management

Standardize Classroom A/V

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

There are approximately 107 classrooms across the campus. The intent is to ensure all classrooms have an up-to-date setup consisting of a projector, computer, and screen. Projectors and computers have to be kept up to date through a replacement cycle. Computers have to be cleaned and upgraded regularly. Screens have to be checked to ensure they are not worn or damaged.

Action Step	Who	Start Date	End Date	Status
Update Inventory of Classrooms	CELTT	May 2018	July 2018	
Clean and Assess	CELTT	May 2018	July 2018	

Purchase Additional Equipment	CELTT	July 2018	Aug 2018	
Install and Replace	CELTT	July 2018	Sep 2018	

Classroom Projectors on the Network

This plan supports Priority 3: Core services and support.

The plan is to have all projectors in classrooms on the network. Projectors will be networked to a management system. This will help better predict when either a projector bulb will need to be replaced, or the entire projector needs to be replaced. This is a proactive strategy to ensure there is a minimum downtime during instructional periods.

Action Step	Who	Start Date	End Date	Status
Network Projectors	CELTT	May 2018	Aug 2018	
Test Network	CELTT	May 2018	Aug 2018	
Inventory and Upgrade Non-Networkable Projectors	CELTT	May 2018	Nov 2018	

Managed Print Services

This plan supports Priority 3: Core services and support.

For fiscal year 2018 it is anticipated that printer toner procurement cost will be \$50,000. This is not sustainable. Many factors contribute to this cost including the stockpiling of toner. A managed print service will track printing and toner usage. Toner will be shipped automatically before it is needed. Over time this approach should reduce cost and toner waste.

Action Step	Who	Start Date	End Date	Status
Identify Vendors	CELTT	Nov 2017	Jan 2018	Completed
Assess Networking of Printers or Client Install Software	CELTT	Apr 2018	Jun 2018	Ongoing
Assess Viability and Cost	CELTT	May 2018	Jun 2018	

Computer Lab Replacements

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

There are approximately 51 computer labs, student work areas, and computer carts across the campus. The total number of computers is approximately 1,039. A comprehensive review and study is required to determine how best to schedule a replacement for all the computers and how best to manage the cost.

Action Step	Who	Start Date	End Date	Status
Confirm Labs and Areas	CELTT	Jan 2018	Feb 2018	Completed

Verify Inventory of Computers	CELTT	Feb 2018	May 2018	Ongoing
Prioritize Upgrades	CELTT & Campus	Jun 2018	Sep 2018	
Plan and Execute Procurement	CELTT	Sep 2018	Nov 2018	
Managed Deployment	CELTT	Dec 2018	Jun 2019	
Assess Annually	CELTT & Campus	---	---	

Campus Displays

This plan supports Priority 3: Core services and support.

Campus displays are needed in key areas where large numbers of students gather. Area stakeholders can project informational material beneficial to viewers. The displays can also be connected to a system that can override area stakeholder content and display important campus information such as during an emergency.

Action Step	Who	Start Date	End Date	Status
Identify Areas	CELTT	Dec 2017	Feb 2018	Completed
Purchase Displays	CELTT	Feb 2018	Apr 2018	Ongoing
Install Displays	CELTT	Mar 2018	Jul 2018	Ongoing

Ka 'Ikena & Tamarind A/V Upgrade

This plan supports Priority 6: Impact on a specific program or department.

An A/V upgrade is needed. The current systems are out of date in these two campus prominent dining rooms.

Action Step	Who	Start Date	End Date	Status
Plan New System	CELTT	Jan 2018	Feb 2018	Completed
Purchase Equipment	CELTT	Mar 2018	May 2018	Ongoing
Install & Test	CELTT	Jun 2018	Aug 2018	

Wireless Microphone Upgrade

This plan supports Priority 3: Core services and support.

The Federal Communications Commission prohibits the use of wireless microphones on the 700MHz band. Many of the campus wireless microphones are old and use this prohibited frequency.

Action Step	Who	Start Date	End Date	Status
Research Alternative	CELTT	Dec 2017	Jan 2018	Completed
Purchase New Microphones	CELTT	Feb 2018	Mar 2018	Ongoing

Install and Test	CELTT	Mar 2018	May 2018	Ongoing
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Infrastructure

Network Switch Replacement

This plan supports Priority 2: Campus-wide infrastructure and information security.

Network switches are planned for upgrade. Many are aging and need to be replaced before they fail. Work will be scheduled during off-hours to minimize disruption to end-users. Current switches provision for 100 Mbps. The new switches will allow up to 1000 Mbps.

Action Step	Who	Start Date	End Date	Status
Inventory Switches	CELTT	Sep 2017	Nov 2017	Completed
Schedule Replacements	CELTT	Feb 2018	Mar 2018	Ongoing
Execute Replacements	CELTT	Apr 2018	Aug 2018	

Network CAT 5 to CAT 6 Cable Upgrade

This plan supports Priority 2: Campus-wide infrastructure and information security.

Current cable infrastructure has primarily CAT 5 cables. CAT 5 cables support speeds up to 10 Mbps and 100 Mbps. CAT 6 cables support speeds up to 1000 Mbps. New shielding on CAT 6 cables also reduce “crosstalk,” or data interference. A CAT 6 upgrade will allow for greater speed and reliability. The priorities are based upon instructional need, or as funding sources become available. Current priorities include the health, science, technology, and media arts programs.

Action Step	Who	Start Date	End Date	Status
Identify areas for upgrade	CELTT	Oct 2017	Nov 2017	Completed
Develop 5-yr Projection Plan	CELTT	May 2018	Jun 2018	

Active Directory

This plan supports Priority 2: Campus-wide infrastructure and information security.

Active Directory is a method of centralization that allows for network management of user data, security, and resources. An increasing number of 3rd party products derive benefit from the architecture. CELTT services and centralized management will also benefit from the architecture. Campus service to individuals will be improved.

Action Step	Who	Start Date	End Date	Status
Develop Server & Install Strategy	CELTT	Dec 2017	Jan 2018	Completed
Implement Install Strategy	CELTT	Mar 2018	Jul 2018	Ongoing
Bring Servers Online and Test	CELTT	Apr 2018	Jun 2018	

Telecommunication

SIP Phone Upgrade

This plan supports Priority 2: Campus-wide infrastructure and information security.

Session Initiation Protocol is a method for managing communication sessions such as voice and video calls. This standard allows for different devices to be used. Our current system is an Avaya product based system using Voice over Internet Protocol. Each phone instrument costs between \$200-\$400, depending on model. SIP standard will allow for greater flexibility with the devices we purchase, reducing cost by as much as \$100 per instrument. Next steps are pending UH ITS approval.

Action Step	Who	Start Date	End Date	Status
Research Available Instruments	CELTT	May 2018	June 2018	
Approval from UH ITS	ITS	---	---	
Purchase Instruments	CELTT	---	---	
Deploy Instruments	CELTT	---	---	

Spectrum Cable Upgrade to Digital System

This plan supports Priority 2: Campus-wide infrastructure and information security.

Spectrum Cable (formally Oceanic Time Warner) is moving to all digital. Analog at some point will no longer be supported. Spectrum digital services to the campus may provide flexibility in distribution of cable signal and may even allow for distribution to the desktop.

Action Step	Who	Start Date	End Date	Status
Schedule Spectrum Site Visit	CELTT	Jan 2018	Feb 2018	Completed
Receive Quote from Spectrum	Spectrum	Mar 2018	Apr 2018	Ongoing

CIP Hawaiian Telcom Copper Cable

This plan supports Priority 2: Campus-wide infrastructure and information security.

Copper analog lines need to be brought in to the Culinary Institute of the Pacific at Diamond Head. Analog lines are to be used for fire alarms, building alarms, and emergency call outs.

Action Step	Who	Start Date	End Date	Status
Submit Telecom Request	CELTT	Dec 2017	Feb 2018	Completed
Schedule HT	CELTT	Mar 2018	Apr 2018	Ongoing

Web and Mobile App Development

Master Calendar

This plan supports Priority 3: Core services and support.

The campus is interested in a master calendar to track events, programs, and key dates. Specific functions of the calendar were considered and defined. CELTT has decided that it can create a calendar after a review of 3rd party products. The calendar will be integrated into the campus' main website.

Action Step	Who	Start Date	End Date	Status
Initial Development	CELTT	Jan 2018	Feb 2018	Completed
Planning and Rollout	CELTT	Feb 2018	Aug 2018	Ongoing

Mobile App

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

The Mobile App has been active for approximately 3-years. The App has been deployed to HCC. UHCC has taken interest in deploying the App across the rest of the CC campuses. Working plans have already been set in place at both Windward CC and Leeward CC for deployment. Ongoing work will be performed on the App to address bug fixes and enhancements. There are plans for new feature sets to be included at upcoming intervals. The new features are to include bus schedules, push notification, stored value campus payment card, and a virtual student ID. Additional features are being considered.

Action Step	Who	Start Date	End Date	Status
Expand to Other Campus'	CELTT	Oct 2015	Mar 2019	Ongoing
Build New Features	CELTT	Nov 2017	Dec 2018	Ongoing
Build Smart Watch Support	CELTT	May 2018	Mar 2019	
Build Stored Value Payment	CELTT	Nov 2019	Nov 2020	

Admissions Portal

This plan supports Priority 4: Impact on a broad student population across multiple disciplines.

The College's Vice Chancellor for Student Affairs tasked CELTT to investigate the admissions process in an effort to improve student enrollment. The current online application is cumbersome and confusing. CELTT is creating a overlay portal to make the application process easier. UHCC has committed to deploying the new Admissions Portal across the rest of the CC campuses, including UH Hilo. In order to meet demand for the Portal in time for a 2018 launch date, CELTT has engaged with UH ITS, the UHCC campus registrars, and various Advisory Councils to seek approval and facilitate proper integration with existing data infrastructure. There will be a private beta rollout to UH employees first, followed by a full rollout in time for student applicants in 2018.

Action Step	Who	Start Date	End Date	Status
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Develop and Test	CELTT	Aug 2016	Aug 2018	Ongoing
Acquire Data Governance Approval	CELTT	Aug 2017	Mar 2018	Ongoing
Preview Release	CELTT	Dec 2017	Dec 2017	Completed
Beta Release and Test	CELTT	Apr 2018	Jun 2018	

Kapi‘olani Main Website

This plan supports Priority 3: Core services and support.

CELTT continues responding to Campus request tickets. The average response time has been within 24 hours with most tickets being resolved within 3 hours. Effort will continue to provide a good user experience for all site visitors including those needing assistive device support. Analytics has identified areas where users searching for information can not find the information. CELTT will continue to collaborate with administration, staff and faculty stakeholders to deploy new much-needed content in the areas identified.

Action Step	Who	Start Date	End Date	Status
Develop New Features and Test	CELTT	Oct 2014	---	Ongoing
Build Department Directories	CELTT	Jul 2017	Dec 2017	Completed
Implement Web Governance Tool to Monitor Website(s)	CELTT	Jul 2017	Jul 2017	Completed
Phase Out Satellite Websites	CELTT	Jan 2018	Aug 2018	Ongoing

‘Ohana Faculty and Staff Website

This plan supports Priority 3: Core services and support.

The College’s Faculty and Staff website was designed as a one-stop-shop for all materials related to employment and teaching at KCC. As a result of campus campaigns, department and administrative stakeholders have demonstrated interest in using ‘Ohana as the platform to publish materials. CELTT will continue engaging these stakeholders to present unique and engaging ways to present their materials. CELTT plans to re-engage original plans for usability improvements across the site. A new search platform was deployed on the website and it continues to be monitored for accuracy and effectiveness. Plans are in place to improve the completeness of campus forms and policies.

Action Step	Who	Start Date	End Date	Status
Improve Effectiveness of Forms	CELTT	Nov 2017	Jun 2018	Ongoing
Build Presence of AGOs	CELTT	Oct 2016	Nov 2017	Completed
Phase Out Groups Section to Reduce Confusion	CELTT	Oct 2017	Mar 2019	Ongoing

Work with Admin Staff to Update/Complete Campus' Policies	CELTT	Oct 2014	Mar 2018	Completed
Merge KCC News Bulletin	CELTT	Apr 2018	Aug 2018	

Website Governance

This plan supports Priority 3: Core services and support.

The Campus has never had a reliable means to automatically monitor the content quality, performance, and behavior of our sites beyond analytical data. Current procedures have been more re-active than pro-active in these areas. After years of effort, a site governance platform called SiteImprove was approved and purchased in May 2017. SiteImprove was deployed during Summer 2017. Campus sites are being scanned to identify areas that need improvement. Drafts have been written for style guides, coding standards, and service level agreements. CELTT plans to seek campus approval and publish these materials.

Action Step	Who	Start Date	End Date	Status
Develop & Publish Style Guide	CELTT	Jun 2017	Nov 2017	Completed
Develop Internal Coding Standard	CELTT	May 2017	Nov 2017	Completed
Rollout SiteImprove	CELTT	Jun 2017	May 2018	Ongoing
Publish New SLAs	CELTT	Jul 2017	May 2018	Ongoing

Campus Maps

This plan supports Priority 3: Core services and support.

There are currently a few areas where maps are available to visitors and students. Campus buildings, parking areas, and pathways have been well-mapped both on the campus website(s) and Mobile App. CELTT will continue to enhance the existing map infrastructure while investigating other avenues where digital map information can be deployed in new, fun and engaging ways. Ideas have included, but are not limited to, mapping building interiors, street-view style campus tours, digital beacons, and new and improved interactive online maps for the KCC main website.

Action Step	Who	Start Date	End Date	Status
Redesign Outdoor Maps	CELTT	Aug 2017	Nov 2017	Completed
Create new Online Interactive Map	CELTT	Nov 2017	Feb 2019	Ongoing
Create Building Interior Maps	CELTT	Jun 2018	Jan 2020	
Create Street View Style Tours	CELTT	Jun 2018	Jan 2020	
Create Beacon Deployment	CELTT	Jun 2018	Jan 2020	

Faculty and Staff Profiles

This plan supports Priority 3: Core services and support.

The campus has expressed interest in having a profile page for every staff, faculty, and administrator. The profile is to pull key data elements from existing databases. Optional fields will be provided to allow individuals to add additional information.

Action Step	Who	Start Date	End Date	Status
Create Profile Template	CELTT	Jan 2017	May 2017	Completed
Rollout of Profile	CELTT	May 2017	May 2018	Ongoing

Campus Renovation/New Construction Projects

CIP Security Cameras & Emergency Call Boxes

This plan supports Priority 1: Health and safety.

Security cameras and emergency call boxes are being planned for the Culinary Institute of the Pacific at Diamond Head. The isolation of the facility requires additional security measures to help ensure the health and safety of students, guests, and employees.

Action Step	Who	Start Date	End Date	Status
Determine Locations	CELTT	Nov 2017	Dec 2017	Completed
Contact Vendors for Quotes	CELTT	Jan 2018	Apr 2018	Ongoing
Bid Project	CELTT & Security	Apr 2018	Apr 2018	Ongoing
Install and Testing	CELTT & Security	May 2018	Jun 2018	

Switchgear Project New Construction

This plan supports Priority 2: Campus-wide infrastructure and information security.

The campus receives electrical power from the Hawaiian Electric Company along Makapuu Avenue. This system is aging and needs to be replaced. A new switchgear will have the campus receive electrical power from 18th Avenue.

Action Step	Who	Start Date	End Date	Status
Review Plans with Consultants	CELTT & Aux	Aug 2016	Nov 2016	Completed
Construction	Contractor	Mar 2017	Aug 2018	Ongoing
Fix Cutout Splices and Other System Problems	Contractor	Mar 2018	Aug 2018	Ongoing
Connect 18 th Ave	Hawaiian Electric	Aug 2018	Aug 2018	

Decommission Makapupu Switchgear and Capacitors	Hawaiian Electric & Contractor	Aug 2018	Oct 2018	
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Mokihana Renovation

This plan supports Priority 2: Campus-wide infrastructure and information security.

The Mokihana building is undergoing renovation. CELTT is responsible for network infrastructure and A/V installation.

Action Step	Who	Start Date	End Date	Status
Review Plans with Consultants	CELTT & Aux	Jan 2017	Mar 2017	Completed
Construction	Contractor	Jan 2018	Apr 2018	Ongoing
Install Network and A/V	CELTT & Contractor	Mar 2018	Apr 2018	Ongoing

‘Ohi‘a and ‘Ohelo Renovation

This plan supports Priority 2: Campus-wide infrastructure and information security.

The ‘Ohi‘a and ‘Ohelo buildings are to undergo renovation. CELTT is responsible for network infrastructure and A/V installation.

Action Step	Who	Start Date	End Date	Status
Review Plans with Consultants	CELTT & Aux	Jul 2017	Aug 2017	Completed
Construction	Contractor	May 2018	Jun 2019	
Install Network and A/V	CELTT & Contractor	Aug 2018	Jul 2019	

Nao Renovation

This plan supports Priority 2: Campus-wide infrastructure and information security.

The Nao building is to undergo renovation. CELTT is responsible for network infrastructure and A/V installation. CELTT is also responsible for working with Administrative Services to plan and execute the renovation.

Action Step	Who	Start Date	End Date	Status
Review Plans with Consultants	CELTT & Aux	Aug 2016	Jan 2017	Completed
Construction	Contractor	Jun 2018	Jan 2020	
Install Network and A/V	CELTT & Contractor	Jan 2020	Feb 2020	