

CSA #1 Outside Program Review  
July 2011

Computer System Administration- Visalia

Laptop computers  
Build-A-Desktop Kits-(Recycled)

\$7,445.64

- Build-A-Desktop kits provide students with hands-on experience assembling and disassembling desktop components
- Currently students are provided with a desktop computer and LCD monitor which they keep after training
- When the program moves to the Akers site CSA students will need to share computers and domains with others Akers students
- Sharing of domains and computers will require constant cleaning and resetting of these shared computers (ask Clay Roberts for more details)
- Laptops will enable students to have access to all virtual domains without the current interruption of computer services to other Akers students
- Build-A-Desktop kits will be cleaned and inventoried for use in subsequent courses

Reviewed by Sue DeLong SP 6-2011

Reviewed by Carole Brown \_\_\_\_\_

Reviewed by Senior Management OMB

Approved [Signature]

Denied \_\_\_\_\_

WACS - Approval pending - Akers Site  
Rues - July

\* Approved

Computer System Administration- Visalia

~~Laptop computers~~ instead of desktop - cost difference

Build-A-Desktop Kits.

\$7,445.64 - recycled.

Desktop: 638.90 see last 2 pages  
laptop: 625.00

- Build-A-Desktop kits provide students with hands-on experience assembling and disassembling desktop components

Currently students are provided with a desktop computer and LCD monitor which they keep after training - laptop instead

- When the program moves to the Akers site CSA students will need to share computers and domains with others Akers students

- Sharing of domains and computers will require constant cleaning and resetting of these shared computers (ask Clay Roberts for more details)

- Laptops will enable students to have access to all virtual domains without the current interruption of computer services to other Akers students

- Build-A-Desktop kits will be cleaned and inventoried for use in subsequent courses

359 + 87.90 = 446.90  
625  
laptop

# San Joaquin Valley College

## Purchase Proposal New Supply/Equipment Purchases

**STANDARD:** New supply and/or equipment purchases must support the outcomes of the program and be in alignment with SJVC's Mission Statement.

### Essential Purchases

**POLICY:** Essential Supply/Equipment is defined as anything required by accrediting bodies and/or industry standards for optimal student achievement of course and program outcomes and job placement.

**PROCESS:** The *Purchase Proposal* is to be completed in full and submitted with support documentation to the Curriculum Technician. If the proposal involves a program on multiple campuses, stakeholders from those campuses will be asked to review the Proposal prior to final approval.

**TIMELINE:** Fully vetted Purchase Proposals will be forwarded to the Vice President of Academic Affairs for purchase as soon as possible.

### Non-Essential Purchases

**POLICY:** Non-Essential New Supply/Equipment is defined as anything chosen by the program, but not required by accrediting bodies and/or industry standards for optimal student achievement of course and program outcomes and job placement.

**PROCESS:** The *Purchase Proposal* is to be completed in full and submitted with support documentation to the Curriculum Technician at least 60 days before the scheduled Program Review. If the proposal involves a program on multiple campuses, stakeholders from those campuses will be asked to review the Proposal during the vetting process. Fully vetted Purchase Proposals will be added to the Program Review agenda.

**TIMELINE:** Approved Non-Essential New Purchases are prioritized in the budget process and requested for purchase in January of the following year.

Circle one:      ESSENTIAL                      NON-ESSENTIAL      use

If ESSENTIAL, explain why:

*The CSA program has decided in conjunction with Corporate IS department to purchase laptops and "Build-A-Desktop" kits for students instead of the current desktop computers. This purchase will support the programmatic changes to the CSA program. In addition, it will provide more in-depth hands-on training for CSA students.*

**Campus:** Visalia

**Program:** Computer Services Administration (CSA)

**Date:** 5/17/2011

**Course(s):** All courses

**Total Cost: (for all campuses)**      \$7,445.64

**Person Requesting:** Jeff Nevins

**Division Manager:** Jeff Nevins

How many students are enrolled in this program on all campuses?      92 ( Visalia Campus only)

Is this item in use on another campus?      No

If so, which campus(s)

# *San Joaquin Valley College*

## Purchase Proposal New Supply/Equipment Purchases

### **SECTION 1: SUMMARY OF BENEFITS**

Provide a detailed narrative that clearly explains the benefits of the proposed supply/equipment to the course and/or program.

*With the new changes to the CSA program, students are provided with additional hands-on training. Currently, students are provided with a desktop computer and LCD monitor, which they take home after the completion of their first 15 weeks. With the purchase of laptops and "Build-A-Desktop" kits, students will be able to continue hands-on training in configuring client and server operating systems, building and disassembling desktop components that will better prepare them for the CompTia A+ certificate exams.*

*In addition, CSA students will be able to utilize their laptop for the whole term of their program, including General Education courses.*

# San Joaquin Valley College

## Purchase Proposal New Supply/Equipment Purchases

### SECTION 2: SUPPORT DOCUMENTATION



## CBR Justification

**Date:** July 22, 2010

**Department:** Computer Support Technician

The Division Manager, in conjunction with the Campus Director for the Visalia Campus, has formally requested procurement of the following Capital Asset Equipment items:

**Items / Description:**

(One)	1	Hewlett Packard ProLiant DL385 G7 Server	\$3,299.00
(Two)	2	HP 4GB PC3-10600R One Rank Memory	\$230.00 x 2
(Four)	4	HP 146 GB Hot Plug 2.5 SAS Dual Pt Hard Drive	\$299.00 x 4
(One)	1	HP Slim 12.7 SATA DVD Optical Drive	\$90.00
(One)	1	HP 460W CS HE power supply	\$249.00

1. **Courses: CST 14A and CST 14B; also CST 31A, 31B, 41A and 41B (proposed new matrix)**
2. **Term when requested – September 20, 2010**
3. **Review and or recommendation from:**
  - **Campus Advisory Committee Meeting; October 9, 2009**
  - **CST Program review; December 18, 2009**

**JUSTIFICATION:**

Additional hands-on experience during this program has been a concern voiced by CST students in student surveys over several months. At the Advisory Board meeting of 10/9/09, Ms. DeeDee Gober, IS director for the Visalia Times-Delta, indicated that hands-on training is a crucial component of the skill set desired for filling positions within her department. Kim Ealy, Career Services advisor for the CST program, noted three issues as impediments for CST graduate placement: 1) Lack of experience, 2) Lack of personal/professional skills, and 3) Many sites wanting people with database/HTML experience.

Similar comments have been made by members of our SJVC Administrative IS department. Clay Roberts stated: "I must say that I have thought for some time that the CST program needed to 'step-up' the curriculum in order to prepare the graduates for the real world of system administration. During the advisory board meeting at least two members mentioned that they needed people with some database knowledge." Frank Jara added: "In my opinion, the CST program no longer meets the need of employers which makes it hard for our graduates to get jobs. The job market has become saturated with people who have somewhat of the same skills our CST grads have. . . . we could increase the rigor of the program by adding in database, Active Directory and network administration classes. Then our students would have a competing chance of becoming employees and meet the needs of our employers. In addition to increasing the rigor of the curriculum, I would also suggest increasing the hands on."

# San Joaquin Valley College

## Purchase Proposal New Supply/Equipment Purchases

### SECTION 3: IMPROVEMENT OF STUDENT ACHIEVEMENT

3.a Provide a detailed narrative that clearly explains how the proposed supply/equipment will increase student achievement in the course and/or program.

*With the provision of laptops, students will be able to take the laptops with them through-out the CSA program and to their new place of employment. The requested laptops will be upgradeable to serve student needs in all CSA and General Education courses; specifically in terms 3 and 4 (Network Infrastructure and Active Directory, CSA 31 and 41).*

3.b Summarize how this purchase will assist student placement. Include statements from Career Service department and employers. Have any students been denied placement because of the College's lack of this supply/equipment?

*Purchasing laptops will assist in placement by providing our student with the equipment they need to obtain employment and the hands-on skills of trouble shooting from any location.*

### SECTION 4: ALIGNMENT WITH OUTCOMES

4.a Provide a detailed narrative that clearly explains how the proposed supply/equipment aligns with and support the CLOs and/or PLOs.

*Upon approval of laptops and "Build-A-Desktop" kits, students will be able to obtain cutting-edge, internationally recognized industry certifications, troubleshoot, manage and administrate computer hardware, software, client and network operating systems, network infrastructure and a security infrastructure.*

4.b How are the CLOs and/or PLOs being currently taught and assessed without this purchase?

*CSA students are currently using SJVC desktops that are utilized by all programs.*

### SECTION 5: IMPLEMENTATION

5.a What maintenance or upkeep is required for this supply/equipment? (Batteries, Belts, etc.)

*The "Build-A-Desktop" kits will need to be cleaned and inventoried prior to the end of each term one.*

5.b Will this supply/equipment become outdated and need to be replaced? If so, approximately how long until it is outdated?

*Yes. Will depend on changes in the Computer industry. In 24 to 36 months, we will need to review the need for new "Build-A-Desktop" equipment.*

# *San Joaquin Valley College*

## Purchase Proposal New Supply/Equipment Purchases

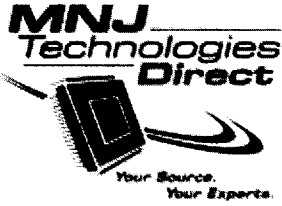
5.c Will faculty need to be trained on how to use this supply/equipment? If so, describe the training plan and skills assessment plan?

*Faculty will need to implement a part-logging system to track student return of all "Build A Desktop" Kit parts.*

### **SECTION 6: APPENDIX**

Ordering information:

- *See MNJ Technologies Direct Invoice*
- *See Performa Invoice*



MNJ Technologies Direct, Inc.  
 1025 Busch Pkwy  
 Buffalo Grove, IL 60089-4504  
 (847) 634-0700

**QUOTE**

DATE  
 06/01/2011

QUOTE NO  
 0000546212

Page: 1

P.O.:  
 PRINTED: Jun 1, 2011 11:39 am  
 ORDERED BY: Steve Rapada

SALESPERSON:	Steve Kaus
EMAIL:	skaus@mnjtech.com
PHONE NO:	(847) 876-8821
EXT:	

**BILL TO:** (00-SJVC)  
 SAN JOAQUIN VALLEY COLLEGE  
 801 S. Akers St  
 Accounts Payable  
 Visalia, CA 93277

**SHIP TO:** (1000)  
 San Joaquin Valley College  
 Unknown  
 Unknown  
 Visalia, CA 93277

ATTN:

ATTN: Steve Rapada  
 Phn: 5596510574  
 Email: steve.rapada@sjvc.edu

CSA Project PC

LN	PRODUCT	QTY ORD	DESCRIPTION	PRICE (\$)	AMOUNT (\$)
1	MNJ8429635	24	MSI 870-G45 - Motherboard - ATX - Socket	74.00	1,776.00
2	MNJ7839714	24	Processor - 1 x AMD Sempron 140 / 2.7 GHz - Socket AM3 - L2 1 MB - Box	36.00	864.00
3	MNJ8591444	24	Seagate Barracuda 7200.12 - Hard drive - 160 GB - internal - 3.5" - SATA-600 - 7200 rpm - buffer: 8 MB	38.00	912.00
4	MNJ7805209	24	LiteOn iHDS118 - Disk drive - DVD-ROM - 18x - Serial ATA - internal - 5.25" - black	20.00	480.00
5	MNJ535406	24	Kingston ValueRAM - Memory - 1 GB - DIMM 240-pin - DDR3 - 1066 MHz / PC3-8500 - CL7 - 1.5 V - unbuffered - ECC	16.00	384.00
6	MNJ7961066	24	Inwin Developme-ATX Case w/ 350W, FN, U+HD+Y,	73.00	1,752.00





MNJ Technologies Direct, Inc.  
 1025 Busch Pkwy  
 Buffalo Grove, IL 60089-4504  
 (847) 634-0700

**BILL TO:** (00-SJVC)  
 SAN JOAQUIN VALLEY COLLEGE  
 801 S. Akers St  
 Accounts Payable  
 Visalia, CA 93277

ATTN:

CSA Project PC

QUOTE

DATE  
 06/01/2011

QUOTE NO  
 0000546212

Page: 2

P.O.:  
 PRINTED: Jun 1, 2011 11:39 am  
 ORDERED BY: Steve Rapada

SALESPERSON:	Steve Kaus
EMAIL:	skaus@mnjtech.com
PHONE NO:	(847) 876-8821
EXT:	

**SHIP TO:** (1000)  
 San Joaquin Valley College  
 Unknown  
 Unknown  
 Visalia, CA 93277

ATTN: Steve Rapada  
 Phn: 5596510574  
 Email: steve.rapada@sjvc.edu

LN	PRODUCT	QTY ORD	DESCRIPTION	PRICE (\$)	AMOUNT (\$)	
					Net Order:	\$6,168.00
					Sales Tax:	\$555.12
					Shipping Charges:	\$0.00
					Total:	\$6,723.12
					Less Deposit:	\$0.00
					Order Balance:	\$6,723.12
<p>Thanks for the opportunity. We appreciate all your business</p>						
SHIP VIA		FOB		TERMS		
FEDEX GROUND				Net 30 Days		



# Performa Invoice

Control No.

004

Date:

05-20-2011

Vendor:  
SJVC

Bill To:

Ship To:

--	--

Pay Terms: Net 30 Days

Qty	Description	Vendor Part No.	Unit Cost	Ext Cost
				\$0.00
1	Laptop with operating software		\$625.00	\$625.00
1	Recycle		\$16.00	\$16.00
1	Carrying Case		\$17.00	\$17.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Notes:

Purchase Approved by:	<i>Ralph Ortig</i>	Sub Total	658.00
	Title:	Tax	52.94
	Corp. Dir. Purchasing	Freight	11.58
San Joaquin Valley College, 801 S. Akers St., Visalia, Ca. 93277, Ph: 559-734-9000 / Fax 559-734-9044		Total Unit Cost ->	\$722.52

Combo Lecture/Computer Lab List - 24 Seat  
Equipment List - Configured for Laptops

Date: 4/5/2011

By: Raip

Equipment Description	Q	E	C	Type	Vendor	Vendor Part No	Unit Cost	Req Qty	Project Cost
Class room Student table 24 x 72 Cnvrn type	x			Capital	Cal Bennetts		\$282.00	12	\$3,384.00
Class room Student table top power outlet	x			Capital	Cable Organizer	BE-02137-C-20-DZB-72	\$94.17	12	\$1,130.04
Class room computer task chair	x			Capital	Cal Bennetts		\$98.00	24	\$2,352.00
Class room podium	x			Capital	Cal Bennetts		\$662.00	1	\$662.00
Class room projector screen	x			Capital	Cal Bennetts		\$175.00	1	\$175.00
Class room white board 4 x 8	x			Capital	Cal Bennetts		\$184.00	2	\$368.00
Instructor computer task stool	x			Capital	Cal Bennetts		\$167.00	1	\$167.00
Printer	x			Capital	MNJ	HPC18633	\$425.00	1	\$425.00
Instructor laptop computer	x			Capital	MNJ	Lenovo	\$625.00	1	\$625.00
Class room Student laptop computer provided to Student	x			Capital	MNJ	Lenovo	\$579.00	0	\$0.00
Printer stand	x			Capital	Office Depot	480-097	\$211.49	1	\$211.49
CPU Stand	x			Capital	Office Depot	587-550	\$189.00	1	\$189.00
VGA cable for ceiling mount projector	x			Capital	MNJ	A0097934	\$146.20	1	\$146.20
Class room M/M O/H Projector Ceiling Mntng kit	x			Capital	MNJ	INF583 & INF00462	\$209.00	1	\$209.00
Laptop storage/charge cart for 24 units	x			Capital	MNJ	LAPJ6155A-GM	\$903.00	0	\$0.00
Antenna	x			Capital	MNJ		\$15.00	1	\$15.00
Cable Cat-5 per foot price	x			Capital	MNJ		\$0.16	1	\$0.16
Electrical power raceway for wall per foot price	x			Capital	MNJ		\$15.00	1	\$15.00
Power Injector	x			Capital	MNJ		\$81.00	1	\$81.00
Wireless Access Point	x			Capital	MNJ		\$714.00	1	\$714.00
LCD Projector	x			Capital	MNJ	INF 713	\$599.00	1	\$599.00
Tot Taxable Goods									\$12,056.89
<b>LABOR SERVICES</b>									
Computer Wiring							\$87.90	25	\$2,197.50
Electrical Wiring							\$400.00	1	\$400.00
Phone Wiring							\$400.00	1	\$400.00
Plumbing							\$0.00	0	\$0.00
Construction 24'x27' Rm @ 33.90 per Sqr Ft							\$33.90	0	\$0.00
Locksmith							\$300.00	1	\$300.00
									\$0,297.50
<b>MISC EST. CHARGES</b>									
Tax 8.75%									\$1,057.60
Freight 4%									\$483.48
									\$16,925.47

*one time*

Room can be used  
as lecture class

625.<sup>a</sup>

**Computer Lab List - 24 Seat  
Equipment List - Desk Top Units**

Date: 3/4/2011

Equipment Description	I	E	C	Type	Vendor	Vendor Part No.	Unit Cost	Req Qty	Project Cost	Puchaser
Class room computer table 24 x 72 Cnvrn Type		x		Capital	Cal Bennetts		\$814.00	12	\$9,768.00	corp
Class room computer task chair		x		Capital	Cal Bennetts		\$98.00	24	\$2,352.00	campus
Class room podium		x		Capital	Cal Bennetts		\$167.00	1	\$167.00	corp
Class room projector screen		x		Capital	Cal Bennetts		\$178.00	1	\$178.00	corp
Class room white board 4 x 8		x		Capital	Cal Bennetts		\$184.00	1	\$184.00	corp
VGA cable for ceiling mount projector		x		Capital	Dell	A0097934	\$156.95	1	\$156.95	corp
Class room M/M O/H Projector Ceiling Mntng kit		x		Capital	MNJ	INF583 & INF00462	\$285.00	1	\$285.00	corp
Printer		x		Capital	MNJ	HPC18627	\$599.00	1	\$599.00	corp
Jet Direct		x		Capital	MNJ	HPC15723	\$133.00	1	\$133.00	corp
Class room computer tower		x		Capital	MNJ	HPC18862	\$459.00	24	\$11,016.00	corp
Class room Computer flat screen 17"		x		Capital	MNJ	AL1717-FB	\$92.00	24	\$2,208.00	corp
Class room M/M O/H projector 1600 DLP		x		Capital	MNJ	INF678	\$599.00	1	\$599.00	corp
Printer stand		x		Capital	Office Depot	480-097	\$211.49	1	\$211.49	corp
CPU Stand		x		Capital	Office Depot	587-550	\$189.00	1	\$189.00	corp
Tot. Locable Goods									\$28,046.44	
<b>LABOR SERVICES</b>										
Computer Wiring							\$87.90	24	\$2,109.60	Corp
Electrical Wiring							\$600.00	0	\$0.00	Corp
Phone Wiring							\$400.00	0	\$0.00	Corp
Plumbing							\$0.00	0	\$0.00	Corp
Construction 24'x27' Rm @ 33.90 per Sqr Ft							\$33.90	0	\$0.00	Corp
Locksmith							\$300.00	1	\$300.00	Corp
									\$2,409.60	
<b>MISC EST. CHARGES</b>										
Tax 8.75%									\$2,454.06	
Freight 4%									\$1,121.86	
									\$1,031.96	

\$ 638.90

Room used as  
computer lab only