

DEPARTMENT: Computer Information Technology

PROGRAM: Jason Seaman / CIT

Title: Equipment Security Plan

Priority: 22

Describe Initiative:

We seek to maintain the quality of our labs and classrooms by reducing theft risk while increasing student access. Thus we seek to develop, implement, and maintain an equipment security plan, to cover all CIT equipment. This plan must balance theft prevention against student access. The results of this plan are to minimize loss of equipment due to theft and, as possible, increase student access to the same equipment.

Students will benefit in the short-term by increased access to the equipment, and in the long-term by access to equipment that we still and/or by lower fees and tuition because we do not need to buy replacements for stolen equipment.

This is all on Main Campus. There are approximately 1000+ students enrolled in CIT classes each term. CIT has about \$250,000 in equipment, including 200 computers, including servers.

This plan is divided into three phases over time.

2003 – 2004: Develop the Plan. The CIT Lab Coordinator in consultation with the CIT Facilities Team will develop a plan. While we will consider all department equipment, we expect to focus on three areas:

- 1) Securing LCD projectors in each of our classrooms (19/126, 19/128) and labs (19/120, 19/130, 19/132). Our current best guess is to secure each projector in a wire frame cage.
- 2) Installing surveillance cameras two in the Lab (19/120, 19/130, 19/132), to monitor usage. We don't expect to review the recordings unless something comes up missing.
- 3) Installing a card lock for the Network bench lab (19/130). Students registered for second year networking classes would receive a card that would give them access to the network lab during the hours the building is open for students. Currently students sign-in in the CIT main lab (19/135) and the CIT Lab Aide opens the network lab for them. If they need to leave to use the restroom (or for any other reason), they should come to the lab aide to be let back in. However, often they knock and one of their friends lets them in (which we discourage); and sometimes they prop the door open until they come back (which we very strongly discourage).

2004 – 2005: Implement the Plan. – There will be some costs in securing equipment, which would be determined during phase 1. We expect most to be one

time costs, but there may be some recurring expenses. The implementation will be under the direction of the CIT Lab Coordinator in consultation with the CIT Facilities Team.

*Future Years: **Maintain the Plan*** – The CIT Lab Coordinator in consultation with the CIT Facilities Team will revisit this plan once a year to see how it applies to the equipment we have at the time, and to adjust it accordingly.

Describe Resources Needed:

2003 – 2004: No additional funds required.

2004 – 2005

Note: the following items and prices are estimates, actual items and prices be determined by on-going research.

Resource Description	Qty	Unit Cost	\$\$	Recur / Non	Payroll (w/OPE)	Equip	Existing	New G-F	CP	TACT
Projector Cages	5	\$400	\$2,000	NR		X			X	X
Surveillance Cameras	6	\$250	\$1,500	NR		X			X	X
Monitoring computer	1	\$1000	\$1,000							
Card Lock System	1	\$2,400	\$2,400	NR		X			X	X
		Total	\$6,900							

List possible Funding sources:

Carl Perkins

1. What evidence do you have that shows special populations have access to your programs?
Women comprised 26% of CIT degree programs population of students in 2002-03. Minority students comprised 14% of CIT degree programs population in 2002-03.
2. How does this request fit in with at least two of the Carl Perkins related goals?
Goal 1 – Improving Academic and Technical Skills.
This project will allow students to strengthen their technical skills by allowing them to gain the necessary knowledge and skills in current industry standard hardware and software programs. We need to keep our facilities secure so that academic and technical skills are taught in an adequate environment.
Goal #2 – Special Populations
This project will serve many special populations including disabled persons, academically and economically disadvantaged students, and students with limited English proficiency. Many of our students are returning to the work force or

- upgrading their technical skills in order to retain their current jobs, seek promotions, or retool for new positions.
3. Describe how this project might show collaboration with Lane County high schools. This initiative does not have a collaborative component with local high schools.

TACT Funds

1. Category of request: Maintain existing technology.
2. How does this request fit in with other unit or college technology plans? The college is committed to maintaining the instructional technical facilities at the level expected by the local community for graduates of technical programs.
3. Cost breakdown, including any unit resources being applied to project.

Projector cages	5 @ \$400	= \$2,000
Surveillance cameras	6 @ \$250	= \$1,500
Monitoring computer	1 @ \$1,000	= \$1,000
Card lock system	1 @ \$2,400	= \$2,400
	TOTAL	= \$6,900

Provide: ORG

Provide: PROG

How does this project articulate with the college's:

Vision: We transform lives thru learning by having equipment that supports learning. Thus, the security plan must balance theft prevention against student access.

Mission: All the equipment in question supports Professional technical and lower division college transfer programs, in the CIT department.

Core Values:

Innovation: we hope to develop an accessible learning environment for current and future students. We are responding to *external challenge* of stolen equipment in a timely manner. We are *systematically responding to change* precipitated by our move in August 2002.

Integrity: We are exercising *responsible stewardship of resources* by securing equipment in our care.

Strategic Directions:

We place students at the heart of what we do, by making equipment available for student learning, while minimizing its theft and damage.

Mainstream innovation, by making securing existing equipment for the use of current and future students.