Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: September 19, 2017   Date of This Proposal: September 8, 2017

SUBJECT (item as it will appear on agenda):

Approve the 3 year agreement with OU Campus to provide managed hosting solutions for WCJC's Internet, Intranet, and Faculty Web.

RECOMMENDATION:

Approve the 3 year agreement with OU Campus to provide managed hosting solutions for WCJC's Internet, Intranet, and Faculty Web for a total cost of $161,454.00 over the 3 year period.

BACKGROUND/RATIONALE:

The current OU Campus content management system is maintained by WCJC IT staff, along with the servers for the WCJC Internet, WCJC Intranet, Faculty Web, and WCJC Calendar. Maintaining the WCJC Web presence on premise makes the websites more vulnerable to cyber-attacks, susceptible to natural disasters (Hurricanes and tornados), and to localized issues (electrical issues, equipment failure). The new agreement will allow WCJC's IT staff to convert to manage hosting solutions with OU Campuses Software-as-a-Service (SaaS) and Edge Hosting. This will significantly help WCJC achieve the goal of high availability and consistent web presence in any circumstance. The total cost for the 3 year period is $161,454.00. The cost of the first year is $56,500.00, year two is $52,145.00, and year three is $52,809.00.

Estimated Cost and Budgetary Support (how will this be paid for?): $56,500.00
Current Unrestricted Operating Budget for 2017-2018

RESOURCE PERSON(S) [name(s) and title(s)]:

Pamela J. Youngblood, Vice President of Technology and Institutional Research
Bryce Kocian, Vice President of Administrative Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

_____   9-3-9(17)_____
Originator   Date

_____   9-8-2017_____
Cabinet-Level Supervisor   Date

PRESIDENT'S APPROVAL:

_____   9-12-17_____
                                                                                  Date

Wharton County Junior College

Project Overview for

Website Hosting and OUCampus SAAS

Date of Submission: _____7/19/2017_____

Submitted by: James Bullock, Eric Li, John Miller, Robby Mathews

Date reviewed by VP Team: _9-6-17_____

Recommendation of VP Team: _approve____ BOC _____

Date of submission to President: _9-12-2017_____

Action by President: _____Approved 9-12-17_____

Approval/Disapproval/Revision Needed/Other

I. Background / Summary of Project

A. Statement of the Problem

The WCJC websites and content are managed and maintained on premise making the websites more vulnerable to cyber-attacks, susceptible to natural disasters (Hurricanes and tornados), and to localized issues (electrical issues, equipment failure). The College website is depended upon to be used as a communication tool for students, faculty/staff, and the public. Students rely on the WCJC website to connect to online classes, register for classes, connect to online advisors, and make registration payments.

B. Rationale for Change

Having a web presence during a natural disaster is vital to continue communications with students, faculty/staff, and the public, such as information for campus closings. Having the WCJC websites hosted and managed off premise better reinforces a consistent web presence in any circumstance.

C. Overview of Anticipated Solution

The anticipated solution consists of two parts:

1. Software-as-a-Service (SAAS) - The Content Management System (CMS) WCJC is currently using is OmniUpdate from OU Campus. OU Campus offers Software-as-a-Service to manage and host the content server and the software for the CMS.

2. Managed Hosting – OU Campus works with a third party vendor, Edge Hosting, to manage and host the servers housing the WCJC Internet, WCJC Intranet, WCJC Internet/Intranet Calendar, and WCJC Faculty Web.

II. Cost of Implementation

The first year OUCampus SAAS solution includes $4,000 for professional services to help with the conversion. The first year for the Managed Hosting includes $1,000 setup costs.

The first year cost has been requested in the MIS Infrastructure Architects FY18 operating budget. Future years will be included in the Manager of Technical Services operating budget.

	Year 1	Year 2	Year 3
OUCampus SAAS Solution	$31,500	$28,145	$28,809
Managed Hosting	$25,000	$24,000	$24,000
Total	$56,500	$52,145	$52,809

III. Plan for Implementation

A. Identify Stakeholders
- Director of Purchasing – Philip Wuthrich – facilitate the purchasing process
- Webmaster – oversee the transport of content for content management system and websites to OU Campus and managed hosting
- MIS Infrastructure Architect – oversee the transport of websites to OUCampus and managed hosting
- Network Administrator – oversee any networking needs
- Manager of Technical Services – create PO and manage annual budget to include the new services
- IT Help Desk/Training Coordinator – communicate updates to the college community and provide any needed end user training
- VP of Technology and Institutional Research – coordinate and manage the project

B. Explain Project Deliverables
- Unlimited users licensing for the SAAS hosted CMS
- Professional Services for converting from on premise to SAAS off-premise of the CMS
- Basic Customer Success Plan for ensuring continual support for SAAS hosted CMS
- Managed hosting of the WCJC Internet, WCJC Internet/Intranet Calendar, WCJC Intranet, and WCJC Faculty Web to include protective security measures and data backups

C. Identify Expected Progress Reports/Milestones
- Prepare WCJC websites for migration
- Prepare CMS for migration
- Migration of CMS to OU Campus
- Migration of WCJC Internet to Edge Hosting
- Migration of WCJC Internet/Intranet Calendar to Edge Hosting
- Migration of WCJC Intranet to Edge Hosting
- Migration of WCJC Faculty Web to Edge Hosting

D. Develop a Timetable

July 2017	Approval to move forward with the project
August 2017	Either approved with the FY18 budget process or approval to transfer funds from the MIS Plant Fund.
August – September 2017	Sign agreement with Omniupdate and Purchase SAAS Licensing and hosting from OU Campus; purchase cloud

	hosting of websites from Edge Hosting
September - November 2017	Transfer the CMS to OU Campus
	Move the WCJC Internet to Edge Hosting
	Move the WCJC Internet/Intranet Calendar to Edge Hosting
	Move the WCJC Intranet to Edge Hosting
	Move the WCJC Faculty Web to Edge Hosting

IV. Assessment Plan

A. Criteria for Success
- Successful implementation of the SAAS hosted CMS
- Successful transfer of the WCJC Internet to the managed hosting site
- Successful transfer of the WCJC Internet/Intranet Calendar to the managed hosting site
- Successful transfer of the WCJC Intranet to the managed hosting site
- Successful transfer of the WCJC Faculty Web to the managed hosting site

B. Plan of Action for Improvement/Revisions
- Monitor websites connection speeds
- Monitor websites accessibility