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# IT Plan – Agency Submitted

709 COUNCIL ON THE ARTS

Version: 2009-B-01-00709

Project: **Infrastructure**

Date: 11/20/2008

Time: 8:25 AM

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## Agency IT Plan Contact Data

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## Review of Agency's IT Architecture

The North Dakota Council on the Arts relies heavily on computer and telecommunication resources to serve the citizens of North Dakota in the most economical and efficient way possible. The agency provides an online grant application process allowing grantees to prepare and submit their grant applications, a great savings in time, printing, and mailing expense. The program became fully functional during the 2007-09 biennium. The NDCA website gives citizens general agency information, a calendar of statewide arts events, opportunity listings for artists, regional and national art news, links to other resources and organizations, arts in education programs and services, information on agency publications and recordings, and a great deal more information. Use of e-mail has allowed staff to respond to constituent questions almost immediately and has saved time, money, and energy for everyone.

The agency system is supported through ITD and CultureGrantsOnline is hosted externally by WESTAF based out of Colorado.

## Planned Infrastructure Activities and Changes

Planned infrastructure activities and changes for IT:

- 1) To provide services to constituents through enhanced access to agency grant information and applications online.
- 2) To provide services to constituents through better response time to questions, problems, and applications via e-mail.
- 3) To provide services to constituents through the expanded use of e-mail listservs.
- 4) To stay abreast of all state systems, including ConnectND and those involving records management and data processing.
- 5) To provide information to constituents regarding national, regional, and state news in a timely manner through website and e-mail interaction.
- 6) To increase involvement with national and regional arts entities through e-mail and internet access.
- 7) To keep equipment and software updated and staff current regarding the use of new programs and new technology.
- 8) To update software for the production of the agency newsletter.

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**1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

The only additional expenses that have been added into the IT budget is for the licensing, hosting and maintenance of the Culture Grants Online program that is used for our online grant applications and funds to upgrade the software and equipment for the NDCA newsletter and website.

**2. Total number of desktop computers:** 2  
**Number of desktops for which you are requesting replacement funding:** 0  
**Average replacement cost/desktop:** 0

**3. Total number of laptop computers:** 4  
**Number of laptops for which you are requesting replacement funding:** 1  
**Average replacement cost/laptop:** 1,600

**What state planning region are these desktop/laptop computers located?**

**Region 1**      0   2      0   3      0   4      0   5      1   6      0   7      5   8      0

**4. What percentage of these pcs are running the following operating systems:**

(total should be equal to 100%)

**Open Source OS**                      0 %  
**MAC OS**                                      0 %  
**Windows Vista**                      0 %  
**Windows XP**                              83 %  
**Other**                                      17 %

**5. What additional expenditures are being paid out of non-appropriated funds?** 0

**Please explain:**

## IT Asset Management Plan

The primary uses of technology at the NDCA are the following:

- 1) business/accounting purposes
- 2) online use by constituents in grant applications
- 3) online grant application to the National Endowment for the Arts for agency funding
- 4) data maintenance, i.e. grants management, mailing lists, and report information
- 5) communication to and from constituents

Agency staff use the Windows software applications of Word, Access, Outlook, Powerpoint, and Excel. The website has been created in the Dreamweaver program and web design and maintenance staff will continue to use that program. Administrative staff technology activities involve connection to the state People Soft and ConnectND programs. Other technology activities include the development of the agency newsletter and the monthly online updates and the maintenance of the online grants application program.

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As NDCA has funding available it will be converting all slide documentation to archival disc. To date only about 1/10 of the slides have been scanned to disc.

Expansion of the use of e-mail listservs will continue to be an important aspect of the agency's use of technology, allowing program directors to forward state, regional, and national news immediately.

There is not a dedicated technology staff person so all agency staff are required to be knowledgeable about computer equipment and usage of software programs. The agency allows for various staff members to obtain professional development funds for computer coursework to ensure full utilization of the various software programs.

Monitors, printers, and like accessories will be replaced as needed. There is a 4 year replacement cycle for 2 PC's and 3 laptops.

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	<b>CURRENT APPROPRIATION</b>	<b>BUDGET REQUEST</b>	<b>OPTIONAL ADJUSTMENTS</b>	<b>REQUEST PLUS OPTIONALS</b>	<b>SUBSEQUENT BIENNIUM</b>
<b>IT5310</b> IT SOFTWARE AND SUPPLIES	\$2,000	\$2,000	\$1,800	\$3,800	\$2,200
<b>IT5510</b> IT EQUIPMENT UNDER \$5000	\$9,000	\$2,000	\$0	\$2,000	\$9,000
<b>IT6010</b> IT DATA PROCESSING	\$14,500	\$14,500	\$1,824	\$16,324	\$16,500
<b>IT6020</b> IT COMMUNICATIONS	\$8,000	\$8,000	\$500	\$8,500	\$8,500
<b>IT6030</b> IT CONTRACT SERVICES & REPAIRS	\$6,500	\$6,500	\$500	\$7,000	\$7,000
<b>Total Budget:</b>	<b>\$40,000</b>	<b>\$33,000</b>	<b>\$4,624</b>	<b>\$37,624</b>	<b>\$43,200</b>
<b>001</b> STATE GENERAL FUND	\$0	\$0	\$4,624	\$4,624	\$0
<b>FED1</b> IT FEDERAL FUNDS	\$40,000	\$33,000	\$0	\$33,000	\$43,200
<b>Total Funding:</b>	<b>\$40,000</b>	<b>\$33,000</b>	<b>\$4,624</b>	<b>\$37,624</b>	<b>\$43,200</b>