

## Agency Operations Plan 2015-17

**Agency:**

Career & Technical Education
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**Line of Business: (optional)**

Education & State Government
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**Contact:**

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**Technology Strategy:**

<p>The purpose of CTE is to provide support for our programs in k-12 as well as community colleges. Training and conference registrations utilize InfoPath forms and SharePoint services. Web Services are utilized to share information with students, teachers, and administrators. Most of the service areas have student organizations. These organizations have several state wide conferences. On-line registration to these conferences is handled by InfoPath forms using web services. The development of the forms is done mostly in house. Nexus Innovations has been providing support if needed. Our agency has one state wide Professional Development Conference. On-line registration is provided with that conference. The registration process does accept credit cards. The process to accept credit cards has involved having Nexus Innovations write managed code.</p> <p>Our agency distributes both Federal Perkins funds to ND schools and state funds. In the past the process has been a paper - mailing process. Beginning Summer of 2014 the agency converted this process to an on-line process. Microsoft Office 2010 meets most of our needs to communicate with ND schools. We have also been utilizing WebEx for our video conferencing and distance training needs. Adobe Creative Suite is being utilized to maintain our web site. No additional software needs are anticipated for the 2015-2017 biennium.</p> <p>The agency attempts to stay as current as possible with software and technology to meet the demands of our schools throughout the state. To stay up on current issues and trends, we attend ITD meetings when necessary, attend trainings and conferences and refer to ITD when necessary.</p>
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**Technology Infrastructure:**

Computer replacement is currently on a 4 year rotation. The agency has a total of 38 laptops and 10 desktops. 12 Laptops – purchased in 2014 – Windows 8.1 update, 1 Desktop – purchased in 2014 – Windows 7, 15 Laptops – Mobile Case (limited use) Purchased in 2011, 5 Laptops – purchased in 2012 – Windows 7, 9 Desktops – Purchased in 2012 – Windows 7. . The approximate cost will be \$750 per desktop and \$1200 to \$1800 per laptop computer. The agency does not utilize any specialized software. All agency employees with laptops also have docking stations. We are currently not planning on upgrading any of the monitors, and will replace peripherals as needed.

**Planned Activities:**

A committee has been created to look at and update our current website. We are currently in the planning stages.  
The agency is looking at migrating towards the use of Office 2013 or Office 365. The plans for implementation are for the beginning of the 15-17 biennium. We are currently researching the options and subscription plans associated with each of the packages.

**Technologies being considered or investigated:**

Sharepoint, tablets, Adobe Connect, WebEx or Lync, Office 2013 or Office 365