

Agency Operations Plan 2015-17

Agency:

ND Council on the Arts

Line of Business: (optional)

Contact:

Name:	Beth Klingenstein
Title:	Executive Director
Phone #:	701-328-7592
Email:	bklingenstein@nd.gov

Technology Strategy:

It is the mission of the North Dakota Council on the Arts (NDCA) to promote, preserve and perpetuate the arts in North Dakota. NDCA uses technology to create an informative webpage, an online grant application program, a e-Newsletter for disseminating information, notification of state, regional, and national arts-related news, listings of state artists, and more, all in an effort to support our mission.

The NDCA will continue to upgrade computers and software as needed for all staff members. The NDCA relies heavily on telecommunications in order to better serve the citizens of North Dakota in the most economical and efficient way possible. Whenever possible the agency uses e-mail and the website to communicate and transfer information. Printers and other types of IT related equipment will be replaced on an as needed basis.

Technology Infrastructure:

Three of the agency staff members have laptop computers. Two staff members have PC's with larger screens, one for newsletter and design work, the other due to the PeopleSoft and data entry programs. The agency has an online grant application process, allowing grantees to prepare and submit their grants online. The agency website gives citizens general agency information, a calendar of statewide arts events, opportunity listings for artists and organizations, regional and national art news, links to other resources, arts in education programs and services, information on agency publications and recordings, and much more. The agency IT system is supported through the state ITD. The online grant program is hosted and supported externally by WESTAF, a regional arts group based in Colorado.

Planned Activities:

- 1) Providing services online to constituents through enhanced access to agency grant information;
- 2) Providing services to constituents through better response time to questions, problems, and applications via e-mail;
- 3) Providing services to constituents through the expanded use of e-mail listservs and e-newsletters;
- 4) Keeping updated on all state systems used for communications, data processing and records management;
- 5) Providing information to constituents on national, regional and statewide news in a timely manner through e-mail and the agency website;
- 6) Updating the agency website through KAT Communications
- 7) Increasing involvement with national and regional arts entities through e-mail and internet access;
- 8) Keeping equipment and software updated and staff trained on new program and technology;
- 9) An upgrade to the CGO grants application program as soon as available through WESTAF;
- 10) Replacement of three computers in this biennium.

Technologies being considered or investigated:

The agency is considering the replacement of the Executive Director's Blackberry with the i-pad 3 or 4. The agency is considering creating an online economic impact study, possibly through CV Suite.