

#7

COMPLETE

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

Q1 **2023-24**

Technology Plan Year

Q2

Title of Request

Library Digital Signage Displays

Q3

Location of Request

Building C

Q4

Department

Library

Q5

Contact Person

Name **Matthew Chase**
Email Address **matthew.chase@gcccd.edu**

Q6

Description Please provide a brief description of the technology/software or technology project and its core goal(s).

This resource request involves the purchasing of digital signage displays in key library areas to promote services, resources, events, and tools available to students and the campus community. The signage will provide a sustainable, accessible, multilingual, and dynamic approach to communicating critical and useful information about library support services tailored to student needs and interests throughout their academic journeys. The core goals are to increase student awareness of library support services and foster a welcoming library environment that reflects the college's diverse student population.

For clarity to the CTC committee, these displays are free-standing with wheels. They will not be mounted or otherwise supported by walls, furniture, etc. For this reason, we did not submit a facilities resource request as it requires minimal to no involvement from campus facilities beyond moving the displays from the warehouse to the library. They also do not require involvement from District IT, as they will not be connected to the network or otherwise utilize campus information systems and infrastructure. Library employees will plug in a USB with the digital content uploaded to the displays.

We identified the displays and a reliable vendor in consultation with Instructional Media Services and Instructional Computer Facilities.

Page 2: Proposal Justification

Q7

Eliminate equity gaps in course success (passing grade in class)

Please explain how the technology or enhancement supports the strategic plan and impacts students, employees, the college, and/or the district. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click [here](#).

Q8

How does the request support the above priorities?

Several student respondents to a 2024 library survey reported that they were not informed or aware of many of the library's resources, asking for more or better messaging, which the digital signage can contribute. This disproportionately affects historically marginalized student populations, as they may be unaware of library services that directly support equitable course success, such as research help, access to textbooks and technology, and study spaces.

The signage will support multilingual (e.g., English, Arabic, Spanish) communication of content in an accessible format, helping to reduce equity gaps in student success and preparedness. It promotes early engagement and awareness of these services so students can get the help they need at the point of need, rather than finding out about a crucial service or resource too late into the semester or never learning it at all.

Q9

Students

Who would this impact? Please select all that apply.

Q10

What is the number of students or employees impacted per semester?

8918

Q11

How would this impact the above group(s)?

Digital signage increases student awareness of essential library services, including research help, technology collections (e.g., laptops, Wi-Fi hotspots), burden-free learning materials (e.g., textbooks on reserve, streaming films), and events. Increased awareness will lead to better student outcomes, as they will be informed about support services available to help them succeed in their courses at no cost to them.

The digital signage also supports visual communication to student populations that benefit from it, such as ESL students. The messaging will be available in English, Spanish, and Arabic, providing more equitable dissemination of library-related information to the campus population. The signage can also feature better accessibility with high contrast and large font, which can better engage with students with visual or cognitive disabilities.

Digital signage will help the library become a more dynamic, student-centered space with a sustainable and flexible communication approach tailored to student needs and interests.

Q12

No

Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

Q13

Respondent skipped this question

If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

Q14

Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed. What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

There are no significant consequences if the project is not implemented.

Q15

What is your preferred time for implementation?

July 2026 would be preferable to give us the summer to set up the displays and create meaningful messaging.

Q16

Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

In a 2024 campus-wide library survey, some student respondents indicated that they were unfamiliar with certain library services, such as checking out course materials on reserve (29%), loaning a laptop (41%), and even using the library's study spaces (20%). These are crucial areas of equity that the library supports, and the displays can inform students on how they can maximize their use of these services.

Q17**1**

How critical is this need in terms of supporting curriculum and services?

Q18**Respondent skipped this question**

Please attach any supporting data/documentation using the "Upload" button below.

Page 3: COST ANALYSIS

Q19**Hardware**

Is the request for hardware, software, or both?

Q20**New (new to the campus)**

Is the request for new or an upgrade to existing technology?

Q21

Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Bryan Cooper for assistance.

\$4,229.92

Q22**General Fund**

Funding Source:

Q23

Please attach quote using the "Upload" button below.

Chase112125%20QUO-117023-R1T2Z0%20-%201.pdf (581.9KB)

Page 4: Grant Funding Source

Q24

Respondent skipped this question

Please specify the grant that will fund the technology you are requesting.

Page 5: Evaluation Plan

Q25

Evaluationi. How do you plan to evaluate the technology after implementation?

This technology project aligns with one of our program goals: "Increase faculty, staff, and student engagement with and use of library services, resources, and spaces." We will evaluate it after implementation through biennial student surveys to gather student feedback regarding the signage content, locations, accessibility, and usefulness. We will use this data to refine messaging and promotion strategies.

Page 6: Type of Request

Q26

No

Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

Page 7: Off-Cycle Requests Only

Q27

Respondent skipped this question

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

Page 8: Technology Request Process

Q28

Respondent skipped this question

How can the Technology Request process be improved for next year?

Page 9: Ready to Submit

Q29

Yes

Are you ready to submit your technology request?

PRODUCT QUOTATION

Prepared For: GROSSMONT-CUYAMACA COMM COLLEG Matthew Chase	Prepared By: Traci Cleary
Ship To: 900 Rancho San Diego Pkwy WHS El Cajon, CA 92019 USA	10035 SW Arctic Drive Beaverton, OR 97005 United States
Bill To: 8800 GROSSMONT COLLEGE DR El Cajon, CA 92020 USA	503-601-5525
	tcleary@onediversified.com
Contract Vehicle: UC Contract 2019.001433	Quotation Number: QUO-117023-R1T2Z0 - 1
	Quotation Title: Chase112125
Due to tariffs, pricing is subject to change at any time.	Quotation Date: 1.8.2026 Payment Terms: 100% of total, NET 30 days of invoice date. Exact Tax and Freight charges applied to final invoice. Quote Valid for 30 days.

Chase112125 Pricing x 1

MANUFACTURER	PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE	NOTES
Samsung	QB55C	55" Commercial 4K UHD Display, 350 NIT	2	\$792.17	\$1,584.34	
Chief	LPAUB	Large FUSION Cart Manual Adjustable, BLK	2	\$1,094.11	\$2,188.22	
Diversified	Freight	Freight	1	\$165.00	\$165.00	

Subtotal including Freight and G&A	<u>\$3,937.56</u>
Total for Chase112125	<u>\$3,937.56</u>

Freight and G&A Total	<u>\$165.00</u>
Equipment Total	<u>\$3,772.56</u>
Estimated Sales Tax	<u>\$292.36</u>
TOTAL	<u>\$4,229.92</u>

NEW ACH AND WIRE INSTRUCTIONS

ACCOUNT NUMBER: 3666013
DOMESTIC ACH/WIRES ROUTING: 071000288
INT'L WIRES SWIFT CODE (BIC): HATRUS44

NEW REMITTANCE ADDRESS:
LOCKBOX ADDRESS
ONE DIVERSIFIED, LLC
LOCKBOX P.O. BOX 95330
CHICAGO, ILLINOIS 60694-5330

OVERNIGHT TO:
CONDUENT C/O BMO HARRIS LOCKBOX 95330
141 W. JACKSON BLVD., SUITE 1000
CHICAGO, ILLINOIS 60604

THE DIVERSIFIED DIFFERENCE

DUNS: 14-414-5443
Tax ID (EIN): 42-1617340
CAGE CODE: 3T0D9

Dedicated Global Service Centers
30-Day Satisfaction Guarantee
Contracts for Education & Government
Expertise in AV, Broadcast, IT & Security

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AUTHORIZED SIGNATURE
(Individual Authorized to Execute Agreement)

DATE OF ACCEPTANCE

AUTHORIZED SIGNATURE
(Individual Authorized to Execute Agreement)

DATE OF ACCEPTANCE

PRINTED NAME

PRINTED NAME

E-MAIL ADDRESS