

# Mt. San Antonio College

## Quarter 4 Information Technology Project Proposal Intake Report

### Executive Summary

This report summarizes the Quarter 4 (Q4) intake cycle, evaluation methodology, leadership review, and resulting recommendations.

For Q4, the project submission period closed on November 26, 2025. There were a total of 11 proposals submitted, with 9 advancing to evaluation and scoring.

### Review and Recommendation

IT leadership reviewed high-scoring proposals to assess feasibility, dependencies, and resource capacity. Projects were categorized as Approved, On Hold, Declined, or Reclassified.

| Decision        | Rank | Score | Project Title                                               | Division                | Primary Strategic Driver                  |
|-----------------|------|-------|-------------------------------------------------------------|-------------------------|-------------------------------------------|
| Approved        | 1    | 61    | Temporary Employment Electronic Timekeeping System          | Administrative Services | Operational efficiency / Payroll accuracy |
| Approved        | 2    | 50    | Revamp of Online New Student Orientation (Ethos)            | Student Services        | Legacy system replacement                 |
| Approved        | 3    | 49    | ProcessMaker – Prospect & Applicant Modules                 | Student Services        | Student experience / AB 928               |
| Approved        | 4    | 45    | Student Veterans – Customized Refunding & PD Hold Exclusion | Student Services        | Federal compliance                        |
| Approved        | 5    | 45    | Financial Aid Homepage Revamp                               | Student Services        | Title IV compliance                       |
| Approved        | 6    | 40    | PantrySoft Integration at the Food Pantry                   | Student Services        | Program sustainability                    |
| Approved        | 7    | 32    | Roster / Waitlist / Add Code Automation                     | Instruction             | Registration efficiency                   |
| Declined        | 8    | 8     | Cognos                                                      | Human Resources         | Resource & governance constraints         |
| On Hold         | —    | —     | Career Center – Career Readiness Software                   | Student Services        | Vendor not selected                       |
| Service Request | —    | —     | Inreach Services Call Center Mass Calling System            | Student Services        | Reclassified                              |
| Service Request | —    | —     | Iris Photo Booth                                            | Student Services        | Reclassified                              |

## Project Summaries and IT Recommendations

### Temporary Employment Electronic Timekeeping System

**Division:** Administrative Services

**Rank / Score:** 1 / 61

**Anticipated Timeline:** TBD

#### Summary and Rationale

Approval is recommended to modernize and standardize timekeeping for temporary employees. The current environment relies on multiple disconnected tools, creating inefficiencies, payroll inaccuracies, and internal control risks. A centralized electronic system will improve payroll accuracy, strengthen controls, enable real-time reporting, and reduce manual effort.

**Key Dependency:** Final vendor selection and contract execution.

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### Revamp of Online New Student Orientation (Ethos)

**Division:** Student Services

**Rank / Score:** 2 / 50

**Anticipated Timeline:** TBD

#### Summary and Rationale

Approval is recommended to eliminate reliance on deprecated Banner Self-Service 8 logic and reduce technical debt. The project aligns with Ellucian's Ethos integration strategy and positions the College for future Banner SaaS modernization efforts.

**Key Dependency:** Coordination with Advantage Design Group to finalize scope and timeline.

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### ProcessMaker – Prospect and Applicant Modules (TES)

**Division:** Student Services

**Rank / Score:** 3 / 49

**Anticipated Timeline:** May 2025 – April 2027

**Funding:** AB 928

#### Summary and Rationale

Approval is recommended to automate transcript intake and evaluation for prospective students. TES will replace a labor-intensive process, improving efficiency, consistency, transparency, and compliance with AB 928 requirements.

**Key Dependency:** Confirmation from A&R on future-state transcript intake and extraction processes, following the approved decision to fully deprecate OnBase and Banner transcript functionality, including all internal and external integrations, as part of this project.

## Student Veterans – Customized Refunding & PD Hold Exclusion

**Division:** Student Services

**Rank / Score:** 4 / 45

**Anticipated Timeline:** August 2025- June 2026

**Funding:** AB 928

### Summary and Rationale

Approval is recommended to ensure compliance with Title IV regulations and the Veterans Benefits and Transition Act. The project reduces compliance risk, minimizes manual intervention, and removes administrative barriers for student veterans.

**Key Dependency:** This project is dependent on the availability and engagement of designated business and functional resources to support requirements definition, solution validation, testing, and change readiness. Timely decision-making and formal business sign-off are required throughout the project lifecycle to maintain schedule and reduce delivery risk.

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## Financial Aid Homepage Revamp

**Division:** Student Services

**Rank / Score:** 5 / 45

**Anticipated Timeline:** January 2026 – April 2026

### Summary and Rationale

Approval is recommended to address federal and state consumer-information requirements while improving accessibility and usability. Clear and accurate financial aid information reduces regulatory risk and improves student experience.

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## PantrySoft Integration at the Food Pantry

**Division:** Student Services

**Rank / Score:** 6 / 40

**Anticipated Timeline:** May 2026 – September 2026

### Summary and Rationale

Approval is recommended to support data-driven operations, inventory management, and long-term sustainability of the Mountie Fresh Food Pantry as student demand continues to increase.

**Key Dependency:** SSO and file specification requirements are dependent on vendor-provided configurations, technical documentation, and support to ensure proper system integration, security, and functionality.

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## Roster / Waitlist / Add Code Automation

**Division:** Instruction

**Rank / Score:** 7 / 32

**Anticipated Timeline:** TBD

### Summary and Rationale

Approval is recommended to address functional gaps in the SSB9 environment. Automating roster distribution and waitlist management improves registration efficiency, reduces student confusion, and decreases manual workload.

**Key Dependency:** Coordination between Instruction and Admissions & Records, including faculty participation.

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## Projects Not Recommended or Deferred

### Declined – Cognos (Human Resources)

This proposal is not recommended due to limited internal technical expertise, lack of approved funding for external consulting, unresolved data governance approvals, and redundancy with the College-supported Argos reporting platform.

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### On Hold – Career Center Career Readiness Software (Student Services)

This proposal is placed on hold pending final vendor selection. Without a confirmed solution, IT cannot adequately assess technical requirements, integration needs, or support implications.

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