Student Technology Committee
Meeting Agenda

October 7, 2019
2:00pm

Fall 2019 October Meeting

Meeting Facilitator: John Warren

Invitees:, Ron Solomon, Corlin LeBlanc, Tommy Morris, Paul Guidry, SGA President, SGA Vice President, SGA Secretary, SGA Treasurer, SGA Parliamentarian

I. Call to order

II. Call for motion of approval of minutes from the last meeting.

III. Open issues:

a) Discuss update for the proposal and SGA funding for charging stations around campus for mobile devices. Waiting for retrofitting for the student center.

b) Discuss the video messaging system if needed. Waiting for retrofitting for the student center.

c) Update for the audio issue in the large Cypress classroom?

d) Discuss current budget as needed

IV. New business

V. Next Meeting Planned: 2nd week of December

VI. Call for motion to adjourn

Student Technology Fee Committee

Minutes – October, 8th 2019
2nd Floor Library Conference Room

Members in attendance: *CIO Ron Solomon (RS) – Chair, IT Project Manager John Warren (JW) – Co-Chair, Asst. VC of Administration and Finance Corlin LeBlanc (CL), Director of Student Programs Tommy Morris (TM), SGA President Tara Mitchell (TaM), SGA VP of Student Programming Cydney Muhammad (CM), Parliamentarian Melanie Rubin (MR), SGA Historian Tamerick Zachary (TZ), SGA Secretary Delaney Motichek (DM), SGA Treasurer Daeleonne Owens (DO), Student Tejah Waiter (TW), Student Andrea Alford (AA), Student Chinel Biue (CB)*

Approval of minutes: JW asked for approval of the meeting minutes from July 2019. TaM motioned that the minutes be approved and MR seconded the approval.

Open Issues Discussed:

- JW opened the meeting to discuss the first two agenda items and explained that it was understood that we were still waiting on the Student Center remodel to be moved further along before anything would be decided for the charging station and the messaging system for SGA. JW explained that the charging stations would be used to secure and charge student devices while in class if they choose are charge at the tables their currently at in the dining area. JW explained there are various options for pricing with the charging units depending on branding from the company or our own BRCC branding.

- JW brought up the audio issue in the large first floor Cypress classroom and that a temporary solution has been put in place but the recommendation was to upgrade to a better system in that room. RS explained that the acoustics in that room are different because of the larger size and additional equipment is needed. JW explained that the committee would be voting today for the fix for the classroom.
- TaM asked what the holdup was for a messaging system for the SGA and it was explained that until the next phase of the retrofit begins that no decision has been made. JW caught CL up on the plans for the next phase of the retrofit. CL did not have any updates at this time and is going to research the delay and have an update for the next meeting.

New Business:

- RS began speaking about the request for raises for the IT personnel that have salaries funded by the Student Technology Committee. RS explained that the raises have already happened for all employees but the IT personnel who have salaries funded by the STC. TaM asked if the salary bump would come from the SGA budget, RS explained it comes from the STC budget only. CL explained that it's a 2% raise for three employees. CL explained that in total per year the increase in all three salaries combined would be $3,574.00. JW called for a vote on the raise for the three staff members.

  The vote to approve/disapprove is below:

  - Melanie Rubin – Approve
  - Tamerick Zachary – Approve
  - Delaney Motichek – Approve
  - Cydney Muhammed – Approve
  - Tara Mitchell – Approve
  - Tejah Waiters – Approve
  - Chinel Biue – Approve
  - Andrea Alford – Approve

- RS began explaining IT's request for updated PCs in the testing center and also at Acadian in that sites student testing lab. It's 100 PCs at around $799 per PC and they are All-In-One (AIO) units. Total cost $79,900.00

  The vote to approve/disapprove is below:
  - Melanie Rubin – Approve
  - Tamerick Zachary – Approve
  - Delaney Motichek – Approve
  - Cydney Muhammed – Approve
  - Tara Mitchell – Approve
  - Tejah Waiters – Approve
  - Chinel Biue – Approve
  - Andrea Alford – Approve

- RS passed around the quote and scope of work for the large Cypress classroom project that was discussed in old business. MR asked how soon the project would begin, RS explained that the call would be placed as soon as the meeting is over and the work would not impact any students in the classroom. Total cost $16,662.28

  The vote to approve/disapprove is below:
  - Melanie Rubin – Approve
  - Tamerick Zachary – Approve
  - Delaney Motichek – Approve
  - Cydney Muhammed – Approve
  - Tara Mitchell – Approve
  - Tejah Waiters – Approve
  - Chinel Biue – Approve
  - Andrea Alford – Approve

- RS explained the need for an open lab for students at Acadian and the cost would be for 29 data drops and a switch. Total cost $11,529.00

  The vote to approve/disapprove is below:
  - Melanie Rubin – Approve

- Tamerick Zachary – Approve
- Delaney Motichek – Approve
- Cydney Muhammed – Approve
- Tara Mitchell – Approve
- Tejah Waiters – Approve
- Chinel Biue – Approve
- Andrea Alford – Approve

- JW explained that there are two PCs for OSL that need to be voted on for the front counter area where students sit. Total cost $1596.22

  The vote to approve/disapprove is below:
  - Melanie Rubin – Approve
  - Tamerick Zachary – Approve
  - Delaney Motichek – Approve
  - Cydney Muhammed – Approve
  - Tara Mitchell – Approve
  - Tejah Waiters – Approve
  - Chinel Biue – Approve
  - Andrea Alford – Approve

- Dean Gail Suberbielle, Department Chair Rhett Poche, Dr. Charles Brooks and Instructor Ricky Tucker presented a request for upgrading the colleges recording studio so students will be able to be trained on the latest technology. Dr. Brooks explained that currently while students can be taught they aren't being given ideal access to the latest software and hardware that they would encounter in the real world. The upgrade would allow for more updated instruction and a better learning experience for the students. MR asked how long it would take to complete the project if approved. Dr. Brooks explained that once all equipment arrived that he would have it setup in a day. TaM asked to explain what the ProTools software was. Dr. Brooks explained that it's an industry standard software and is used everywhere both locally and nationally. TM asked how many students are currently enrolled in ETEC. Dean Suberbielle explained that there are

currently almost 300 students enrolled in that degree program. Total cost: **This will need to be voted on again. The total requested was less than the actual costs**

The vote to approve/disapprove is below:
- Melanie Rubin – Approve
- Tamerick Zachary – Approve
- Delaney Motichek – Approve
- Cydney Muhammed – Approve
- Tara Mitchell – Approve
- Tejah Waiters – Approve
- Chinel Biue – Approve
- Andrea Alford – Approve
- Dealonne Owens – Approve

- Dr. Wendy Devall began by explaining that the laptops her department is requesting to replace were purchased back in 2010 no longer are functioning to help captionists who are taking notes for students. She is requesting 3 new laptops. Total cost $3,189.81

  The vote to approve/disapprove is below:
  - Melanie Rubin – Approve
  - Tamerick Zachary – Approve
  - Delaney Motichek – Approve
  - Cydney Muhammed – Approve
  - Tara Mitchell – Approve
  - Tejah Waiters – Approve
  - Chinel Biue – Approve
  - Andrea Alford – Approve
  - Dealonne Owens – Approve

- Dr. Devall explained that another request is for webcams for each site that services could be offered to students that would like to speak with a counselor remotely. MR asked if students at the main site would also have the option to use the webcams. Dr. Devall confirmed that option would be available for them as well. Total cost $882.70

The vote to approve/disapprove is below:

- Melanie Rubin – Approve
- Tamerick Zachary – Approve
- Delaney Motichek – Approve
- Cydney Muhammed – Approve
- Tara Mitchell – Approve
- Tejah Waiters – Approve
- Chinel Biue – Approve
- Andrea Alford – Approve
- Dealonne Owens – Approve

- Dr. Devall asked for hardware/software platform called UbiDuo at all sites that gives disabled students the ability to type to a counselor and allow the student to type back. Total cost $21,330.00

  The vote to approve/disapprove is below:

  - Melanie Rubin – Approve
  - Tamerick Zachary – Approve
  - Delaney Motichek – Approve
  - Cydney Muhammed – Approve
  - Tara Mitchell – Approve
  - Tejah Waiters – Approve
  - Chinel Biue – Approve
  - Andrea Alford – Approve
  - Dealonne Owens – Approve

- Wendy asked for Surface Go's for her department to allow for a more paperless department as she's moving online forms to our website. TM asked that Dr. Devall explain how all of this ties into compliance with state and federal regulations for our students. Dr. Devall explained that for compliance and accreditation guidelines all services that

are provided at the main campus must be provided for all sites and the requested technology would give her department that opportunity to provide those services to those other sites. Total cost $3684.52

The vote to approve/disapprove is below:

- Melanie Rubin – Approve
- Tamerick Zachary – Approve
- Delaney Motichek – Approve
- Cydney Muhammed – Approve
- Tara Mitchell – Approve
- Tejah Waiters – Approve
- Chinel Biue – Approve
- Andrea Alford – Approve
- Dealonne Owens – Approve

Next Meeting: 2nd week of December

JW called for a motion to adjourn the meeting. TaM motioned to adjourn and MR seconded.

MEETING OPENED: 2:00 p.m.

MEETING ADJOURNED: 2:57 p.m.

RECORDER: John Warren

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: Information Technology			Date: 09/20/2019
Representative: Ron Solomon		Title: Chief Information Officer	
Email: solomonr@mybrcc.edu		Phone Number: 225-216-8267	
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request: create open lab at acadian	

Goals and Objectives

Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.

Which objective would this advance?

- ☑ Objective 1.1: To provide public access computers with current software as well as network connectivity.
- ☐ Objective 1.2: To provide the BRCC student body with access to state-of-the-art software and hardware, including classroom technologies which support student learning.
- ☐ Objective 1.3: To increase access to the campus network and internet resources via wireless internet and other innovative access options.
- ☑ Objective 1.4: To ensure that instructional laboratories and open laboratories are equipped with the most current equipment appropriate to teaching and learning in the various disciplines of the College.
- ☐ Objective 2.1: To enhance student learning by providing support programs in order to optimize the use of multi-media and other instructional technologies.
- ☐ Objective 2.2: To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)

Beneficiaries of funds: Will provide students access to computers at Acadian

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
$11,529	n/a	n/a	n/a

Impact on college priorities: Students will not have an area to access computers

Office Use Only

☑ Approved ☐ Partially Approved ☐ Not Approved	Total Amount Approved:	Rating:
Stipulations:		
Signatures of Quorum:		

- **Please attach a detailed cost breakdown and any other relevant information that is relevant. Academic Departments must include a letter of support from their Dean. Student Services or Administrative Departments must include a letter of support from their Department Head.**
- **If funding is for a recurring item, funding can be provided for up to two years. Afterward, the requestor must reapply for future funding consideration.**
- **If the cost for a recurring item increases after the first payment, this approval allows for subsequent payments to be made at the increased rate as long as funding is available.**
- **Submit all request fund from to student_tech@mybrcc.edu by the 1st of October, December, February, May, or July.**

Raeleonne Queens		Approve
Melanie Rubio	Melanie Rubio	Approve
Tamenck Zachary	Tamenck Zachary	Approve
Delaney Motichek	Delaney Motichek	approved
Cydney Muhammad		APPROVED
Ta-a Mitchell		
Chinel Blue	Chinel Blue	Approved
Tejan Waiters	Tejan Waiters	APPROVE
Andrea Alford	Andrea Alford	Approve

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: Information Technology			Date: 09/20/2019
Representative: Ron Solomon		Title: Chief Information Officer	
Email: solomonr@mybrcc.edu		Phone Number: 225-216-8267	
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request: replace replace aging computers in testing center and labs	

Goals and Objectives

Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.

Which objective would this advance?

- ☑ Objective 1.1: To provide public access computers with current software as well as network connectivity.
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Beneficiaries of funds: Students will have current PC technology to support testing and instructional needs.

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
$79,900	n/a	n/a	n/a

Impact on college priorities: PCs will not suppport cuurent testing and instructional needs

Office Use Only

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Raeleone Owens	[illegible]	Approve
Melanie Rubin	Melanie Rubin	Approve
Tamerick Zachary	Tamerick Zachary	Approve
Delaney Notichek	Delaney Notichek	approved
Sydney Muhammad	[illegible]	approved
Tara Mitchell	[illegible]	approved
Chiel Blue	Chiel Blue	Approved
Tejan Waiters	Tejan Waiters	Approve
Andrea Alford	Andrea Alford	Approve

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: Information Technology			Date: 09/20/2019
Representative: Ron Solomon		Title: Chief Information Officer	
Email: solomonr@mybrcc.edu		Phone Number: 225-216-8267	
Signature: (Department's director or dean, area manager, or respective Vice Chancellor)		Description/Justification of request: replace AV equipment in cypress 118	

Goals and Objectives

Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.

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- ☐ Objective 2.2: To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)

Beneficiaries of funds: Students in this large classroom will about to hear clearly from any location

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
$16,662.28	n/a		n/a

Impact on college priorities: Students will have difficulty hearing lecture from a distance.

Office Use Only

☑ Approved ☐ Partially Approved ☐ Not Approved	Total Amount Approved:	Rating:

Stipulations:

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RaeLeonne Owens		Approve
Melanie Rubin	Melanie Rubin	Approve
Tamerick Zachary	Tamerick Zachary	Approve
Delaney Motichek	Delaney Motichek	approved
Cydney Muhammad		approved
Ta-9 Mitchell		approved
Chirel Blue	Chirel Blue	Approved
Tejah Waiters	Tejah Waiters	Approve
Andrea Alford	Andrea Alford	Approve

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: SPAR/SGA/OSL			Date: 10-8-19
Representative: Tommy Morris		Title: Director of Student Life	
Email: morrist@mybrcc.edu		Phone Number: 225-216-8535	
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request: New Front Desk PCs	

Goals and Objectives

Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.

Which objective would this advance?

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Beneficiaries of funds:
OSL/SGA student workers that work the front counter of SPAR

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
1596.22	N/A	N/A	N/A

Impact on college priorities:
Will provide faster response times to students needing assistance

Office Use Only

☑ Approved ☐ Partially Approved ☐ Not Approved	Total Amount Approved: 1596.22	Rating:

Stipulations:
N/A

Signatures of Quorum:

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Raeleonne Owens	[signature]	Approve
Melanie Rubio	Melanie Rubio	Approve
Tamerick Zachary	Tamerick zachary	Approve
Delaney Motichek	[signature]	approved
Cydney Muhammad	[signature]	Approved
Tara Mitchell	[signature]	Approved
Chinel Blue	Chinel Blue	Approved
Tejan Waiters	Tejan Waiters	Approve
Andrea Alford	Andrea Alford	Approve

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information	
Department Requesting Funds: Counseling and Disability Services	Date: 06/26/19
Representative: Wendy R. Devall	Title: Director of Advising, Counseling and Disability Services
Email: devallw@mybrcc.edu	Phone Number: 225/216-8503
Signature: Wendy R Devall (Department's director or dean, site manager, or respective Vice Chancellor)	Description/Justification of request: laptops needed for captionists to provide real-time access to information for deaf and hard of hearing students

Goals and Objectives

Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.

Which objective would this advance?

- ☐ Objective 1.1: To provide public access computers with current software as well as network connectivity.
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- ☑ Objective 2.2: To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)

Beneficiaries of funds:
Students who are deaf and hard of hearing and other students with disabilities who may attend those classes and need notes as part of their accommodations.

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
$3189.81	0	0	

Impact on college priorities:
to provide access to students to meet their educational needs

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☑ Approved ☐ Partially Approved ☐ Not Approved	Total Amount Approved:	Rating:
Stipulations:		
Signatures of Quorum:		

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batonrouge
COMMUNITY COLLEGE®
201 Community College Drive
Baton Rouge, LA 70806
225. 216. 8000
www.mybrcc.edu

26 June 2019

Attention Student Technology Fee Committee:

In the interest of outstanding student support for Baton Rouge Community College students, I support the request from the office of Counseling and Disability Services for funding to purchase new laptops for the captionists. The current laptops are outdated and ineffective in providing the type of service to students needing captioning and related assistance in the classroom.

We ask for your support.

Thank you,

Sarah Barlow, Ph.D.

Assistant Vice Chancellor of Student Affairs

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: Counseling and Disability Services			Date: 9/30/19
Representative: Wendy R. Devall		Title: Director of Student Success	
Email: devallw@mybrcc.edu		Phone Number: 225/216-8503	
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request: To allow students in Counseling and Disability Services to submit online paperwork while meeting with a counselor.	

Goals and Objectives
Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.
Which objective would this advance?
☐ Objective 1.1: To provide public access computers with current software as well as network connectivity.
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☑ Objective 2.2: To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)
Beneficiaries of funds:

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
3684.52			

Impact on college priorities: Help student with disabilities use services with better ease of submitting online data efficiently.

Office Use Only		
☑ Approved ☐ Partially Approved ☐ Not Approved	Total Amount Approved:	Rating:
Stipulations:		
Signatures of Quorum:		

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QUOTE CONFIRMATION

PEOPLE WHO GET IT

DEAR JON HENRIOTT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KWMM184	9/12/2019	SURFACE 1	4417584	$3,684.52

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Surface Go - 10" - Pentium Gold 4415Y - 8GB RAM - 128GB SSD Mfg. Part#: JTS-00001 UNSPSC: 43211509 Contract: National IPA Technology Solutions Education (2018011-01)	4	5178146	$558.25	$2,233.00
Microsoft Surface Go Type Cover CDW - Black Mfg. Part#: KCN-00001-EDU UNSPSC: 43211706 Contract: National IPA Technology Solutions Education (2018011-01)	4	5178236	$82.78	$331.12
Microsoft Surface Pen - Stylus - Bluetooth 4.0 - Black - EDU Only Mfg. Part#: EYV-00001-CS UNSPSC: 43211709 Contract: National IPA Technology Solutions Education (2018011-01)	4	4762826	$82.78	$331.12
Microsoft Complete for Enterprise - extended service agreement - 2 years Mfg. Part#: WJ3-00048 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions Education (2018011-01)	4	5178648	$197.32	$789.28

PURCHASER BILLING INFO		
Billing Address: BATON ROUGE COMMUNITY COLLEGE ACCTS PAYABLE 201 COMMUNITY COLLEGE DR BATON ROUGE, LA 70806-4156 **Phone:** (225) 216-8604 **Payment Terms:** NET 30 Days-Govt/Ed	**SUBTOTAL**	$3,684.52
	SHIPPING	$0.00
	SALES TAX	$0.00
	GRAND TOTAL	**$3,684.52**
DELIVER TO	**Please remit payments to:**	
Shipping Address: BATON ROUGE COMMUNITY COLLEGE BLAND WASHINGTON 201 COMMUNITY COLLEGE DR BATON ROUGE, LA 70806-4156 **Phone:** (225) 216-8604 **Shipping Method:** UPS Ground	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information	
Department Requesting Funds: Counseling and Disability Services	Date: 9/30/19
Representative: Wendy R. Devall	Title: Director of Student Success
Email: devallw@mybrcc.edu	Phone Number: 225/216-8503
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)	Description/Justification of request: cameras will be used to provide counseling services to the other campus sites. This will help us be compliant with SACSCOC

Goals and Objectives
Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.
Which objective would this advance?
☐ Objective 1.1: To provide public access computers with current software as well as network connectivity.
☐ Objective 1.2: To provide the BRCC student body with access to state-of-the-art software and hardware, including classroom technologies which support student learning.
☐ Objective 1.3: To increase access to the campus network and internet resources via wireless internet and other innovative access options.
☐ Objective 1.4: To ensure that instructional laboratories and open laboratories are equipped with the most current equipment appropriate to teaching and learning in the various disciplines of the College.
☐ Objective 2.1: To enhance student learning by providing support programs in order to optimize the use of multi-media and other instructional technologies.
☑ Objective 2.2: To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)
Beneficiaries of funds:

Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
882.70			

Impact on college priorities: Help with the SACCOC priority of providing the same services to all campuses

Office Use Only		
☑ Approved ☐ Partially Approved ☐ Not Approved	Total Amount Approved:	Rating:
Stipulations:		
Signatures of Quorum:		

- **Please attach a detailed cost breakdown and any other relevant information that is relevant. Academic Departments must include a letter of support from their Dean. Student Services or Administrative Departments must include a letter of support from their Department Head.**
- **If funding is for a recurring item, funding can be provided for up to two years. Afterward, the requestor must reapply for future funding consideration.**
- **If the cost for a recurring item increases after the first payment, this approval allows for subsequent payments to be made at the increased rate as long as funding is available.**
- **Submit all request fund from to student_tech@mybrcc.edu by the 1st of October, December, February, May, or July.**

QUOTE CONFIRMATION

PEOPLE WHO GET IT

DEAR JON HENRIOTT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KWXT852	9/23/2019	WEBCAMS	4417584	$882.70

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Logitech C920 HD Pro Web Camera Mfg. Part#: 960-000764 UNSPSC: 45121520 Contract: National IPA Technology Solutions Education (2018011-01)	13	2588857	$67.90	$882.70

PURCHASER BILLING INFO

Billing Address:
BATON ROUGE COMMUNITY COLLEGE
ACCTS PAYABLE
201 COMMUNITY COLLEGE DR
BATON ROUGE, LA 70806-4156
Phone: (225) 216-8604
Payment Terms: NET 30 Days-Govt/Ed

DELIVER TO

Shipping Address:
BATON ROUGE COMMUNITY COLLEGE
BLAND WASHINGTON
201 COMMUNITY COLLEGE DR
BATON ROUGE, LA 70806-4156
Phone: (225) 216-8604
Shipping Method: UPS Ground

SUBTOTAL	$882.70
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$882.70**

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION

Sean Monaghan | (866) 224-6280 | seamona@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

© 2019 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: Counseling and Disability Services			Date: 9/20/19
Representative: Wendy R. Devall		Title: Director of Student Success	
Email: devallw@mybrcc.edu		Phone Number: 225/216-8503	
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request: UbiDuos will be used to facilitate communication between staff and students who are deaf, hard of hearing or those with communication deficiencies.	
Goals and Objectives			
Student Technology Fee Program Goal: To provide students with access to, and training in, information technology and discipline-specific equipment that represents the current state of the art technology for that discipline.			
Which objective would this advance?			
☐ Objective 1.1: To provide public access computers with current software as well as network connectivity.			
☐ Objective 1.2: To provide the BRCC student body with access to state-of-the-art software and hardware, including classroom technologies which support student learning.			
☐ Objective 1.3: To increase access to the campus network and internet resources via wireless internet and other innovative access options.			
☐ Objective 1.4: To ensure that instructional laboratories and open laboratories are equipped with the most current equipment appropriate to teaching and learning in the various disciplines of the College.			
☐ Objective 2.1: To enhance student learning by providing support programs in order to optimize the use of multi-media and other instructional technologies.			
☑ Objective 2.2: To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)			
Beneficiaries of funds: students and community members who are deaf, hard of hearing or those with communication deficits			
Initial Cost: 21,330.00	Recurring Costs: 0	Other Sources of Funds: 0	Duration of Funds (end date):
Impact on college priorities: to provide access to students to meet their educational needs			
Office Use Only			
☑ Approved ☐ Partially Approved ☐ Not Approved		Total Amount Approved:	Rating:
Stipulations:			
Signatures of Quorum:			

- **Please attach a detailed cost breakdown and any other relevant information that is relevant. Academic Departments must include a letter of support from their Dean. Student Services or Administrative Departments must include a letter of support from their Department Head.**
- **If funding is for a recurring item, funding can be provided for up to two years. Afterward, the requestor must reapply for future funding consideration.**
- **If the cost for a recurring item increases after the first payment, this approval allows for subsequent payments to be made at the increased rate as long as funding is available.**
- **Submit all request fund from to student_tech@mybrcc.edu by the 1st of October, December, February, May, or July.**

sCOMM
Freedom Through Communication

sComm
6238 Hadley
Raytown, MO 64133
Phone: (816) 350-7008 or (620) 392-5618
Fax: (816) 737-1790
Email:shelly@scomm.com

DATE August 9, 2019
Revised 9/20/19

TO Baton Rouge Community College
Attn: Wendy Devall
201 Community College Drive
Baton Rouge, LA 70806
devallw@mybrcc.edu

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Shelly Kelley		UPS	FOB Destination	Contractual Terms	Net 30 Days	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
9		UbiDuo 2 Wireless Face to Face	$ 2,395.00	$ 21,555.00
9		Carry Case (*optional)	$ 50.00	$ 450.00
9		**Shipping**	$ 25.00	$ 225.00
		Power Supply included with unit		
		No Internet or WI-FI needed		
		sComm is the Manufacturer		
		and Sole Source of the UbiDuo		
		TRAINING IS FREE		
			TOTAL DISCOUNT	$ (900.00) $ (900.00)
			SUBTOTAL	$ 21,330.00
			SALES TAX	
			TOTAL	$ 21,330.00

Quotation prepared by: Shelly Kelley
One year warranty for UbiDuo Wireless Touch Screen, Lithium Battery and Power Cord. Customer Service, Tech Support and Training are free for the life of the unit. All hardware, accessories, peripherals, parts may be returned within 30 days from the date on the packing slip or invoice for a credit or a refund of the purchase price paid.

THANK YOU FOR YOUR BUSINESS!

Raeleonne Owens		Approve all four
Melanie Rubin	Melanie Rubin	Approve all four
Tamerick Zachary	Tamerick Zachary	Approve all four
Delaney Metichek		approved all four
Sydney Muhammad		approved all four
Tara Mitchell		approved all four
Chier Blue	Chier Blue	Approved all four
Tegan Waiters	Tegan Waiters	Approve all four
Andrea Alford	Andrea Alford	Approve all four

Devall, Wendy

From: Henriott, Jon
Sent: Thursday, January 17, 2019 5:18 PM
To: Devall, Wendy
Subject: Fwd: Dell Computer - Saved Quote Information -1025614755987

Wendy

Here is quote you requested

Get Outlook for iOS

From: Dell (please do not reply) <automated_email@dell.com> on behalf of Dell Inc. <dell_automated_email@dell.com>
Sent: Thursday, January 17, 2019 5:09 PM
To: Henriott, Jon
Cc: Stephenson, Hilary
Subject: Dell Computer - Saved Quote Information -1025614755987

You have saved an eQuote 1025614755987

An eQuote is now saved in your Dell Online Store.

This will be held for 60 days and will expire on 03/18/2019

Your eQuote has been sent to:

Emailed to: henriottj@mybrcc.edu

stephensonh@mybrcc.edu

henriottj@mybrcc.edu

To retrieve this eQuote

Login to Premier

Sign in to Baton Rouge Community College NASPO ValuePoint 4400002525 / WN14AGW

Click on "Quotes" in the top menu bar and search for eQuote number 1025614755987

eQuote Name	Wendy Deval Laptops 3
Saved By	henriottj@mybrcc.edu
eQuote Description	
Authorized Buyer	Hilary Stephenson
Notes/Comments	
Account Name	Baton Rouge Community College NASPO ValuePoint 4400002525 / WN14AGW
Contract Code	WN14AGW

Shipping Info

ACCOUNTS PAYABLE
201 COMMUNITY COLLEGE DR
BATON ROUGE, LA 70806-4156
(225) 216-8439

Billing Info

ACCOUNTS PAYABLE
201 COMMUNITY COLLEGE DR
BATON ROUGE, LA 70806-4156

eQuote Summary

Description	Quantity	Unit Price	Subtotal
Dell Latitude 5580	**3**	**$985.88**	**$2,957.64**
Mobile Edge Premium Backpack - Laptop carrying backpack - Fits Laptops of Screen Sizes up to 17.3-inch	**3**	**$77.39**	**$232.17**

eQuote Subtotal	$3,189.81
Shipping*	$0.00
Shipping Discount*	$0.00
Tax*	$0.00
Environmental Disposal Fee*	$0.00

Hardware Support Services	3 Years Hardware Service with In-Home/Onsite Service After Remote Diagnosis	NBD3	[975-3461] [997-8317] [997-8328] [997-8332]	29

Mobile Edge Premium Backpack - Laptop carrying backpack - Fits Laptops of Screen Sizes up to 17.3-inch
Sku [A9143413] 3 **$269.97**

Premier Discount **$37.80**

(Unit Price after discount: $77.39 ea.) **$232.17**

eQuote Subtotal	$3,189.81
Shipping*	$0.00
Shipping Discount*	$0.00
Tax*	$0.00
Environmental Disposal Fee*	$0.00
eQuote Total*	**$3,189.81**

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Let's connect.

Legal Disclaimer: Please note that Dell cannot be responsible for pricing or other errors and reserves the right to cancel any orders arising from such errors. The amount of tax and shipping added to your order depends on where you have asked for the product to be shipped as well as on which products and/or services you've chosen to purchase. Your order is subject to Dell's Terms and Conditions of Sale which include a binding arbitration provision.

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eQuote Total*	$3,189.81

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

eQuote Details

Description	Quantity	Price
rcrc811935-4853142 | Dell Latitude 5580	**3**	**$6,155.46**
Premier Discount		**$3,197.82**
(Unit Price after discount: $985.88 ea.)		**$2,957.64**

Module	Description	Product Code	Sku	ID
Dell Latitude 5580	Dell Latitude 5580 XCTO	X5580T	[210-AKJR]	1
Processor	Intel® Core i5-6300U (Dual Core, 2.4GHz, 3M cache, 15W, vPro) supports Windows 7/8.1/10/Linux	SI56300	[379-BCFX]	146
Operating System	Windows 10 Pro 64bit English, French, Spanish	10P64M	[619-AHKN]	11
Microsoft Office	No Productivity Software	NOPSW	[630-AAPK]	1002
Graphics	Intel® HD Graphics 520 for Si5-6300UV	SUUI5V	[338-BLSQ]	149
Systems Management	No Out-of-Band Systems Management	NOVPRO	[631-ABEI]	49
Memory	8GB 2X4GB, DDR4 Memory,2400MHz,Non-ECC	8GB2D	[370-ADIC]	3
Hard Drive	2.5" 500GB 7200RPM 7mm HDD	500GB	[400-AOWD] [575-BBKV]	8
Additional Hard Drive	No Additional Hard Drive	NOAHD	[340-ADBJ]	637
LCD	Non-Touch HD (1366 x 768) LCD w/ HD Cam (WLAN)	LNHHCL	[320-BCCR] [325-BCFI] [391-BCZY]	760
Keyboard	Internal English Keyboard	ENG	[583-BDPL]	4
Mouse	No Mouse Selected	NOMSE	[570-AADK]	12
Driver	Qualcomm QCA61x4A 802.11ac Wireless Driver	1820	[555-BDFV]	7
Wireless	Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1	1820	[555-BCMW]	19

Mobile Broadband	No Wireless WAN Card	NOWW	[362-BBBB]	114
Primary Battery	3 cell, 51WHR Primary Battery	3CSMP	[451-BBXU]	112
Power Supply	E5 65W 7.4mm AC Adapter	E565W	[492-BBXF]	1015
Palmrest	Dual Point Palmrest with No Security	DPNS	[346-BCET]	55
FGA Module	No FGA	NOFGA	[817-BBBB]	572
Chassis Orientation Options	No Intel Technology enabled	NONE	[452-BBSE]	271
Carrying Cases	No Carrying Case	NONE	[460-BBEX]	118
Cable	Power Cord, US	PWRUS	[450-AAEJ]	20
Non-Microsoft Application Software	Windows 10 Software	WIN10	[340-ADFZ] [525-BBCL] [640-BBLW] [658-BBMR] [658-BBRB] [658-BCUV] [658-BDKE]	1003
Operating System Recovery Options	No Media	NOMEDIA	[620-AAOH]	200013
All in one Solution	No Stand	NOSTND	[575-BBCH]	558
TAA	No TAA	NOTAA	[340-ACQQ]	97
Canada Ship Options	US No Canada Ship Charge	USNONE	[332-1286]	111
Diagnostic CD / Diskette	No Resource DVD	NRDVD	[430-XXYG]	50
Placemat	Quick Reference Guide	PLCMT10	[340-BKCO]	60
E-Star	No Energy Star	NOESTAR	[387-BBCE]	122
Transportation from ODM to Region	Standard Shipment	STND	[800-BBGT]	200080
Processor Branding	Intel Core I5 Label	SCI5SML	[389-BHIB]	749
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	EFDOC	[340-AGIK]	21
Support Tech Sheet and Powercord	No UPC Label	NOLBL	[389-BCGW]	292
Packaging	Mix Model Packaging DAO	SHPMX	[340-AAPP] [340-BKKJ]	465
Label	Regulatory Label Included	REG	[389-BEYY]	676
Hard Drive Software	Intel Rapid Storage Technology	IRST	[409-BBKS]	707
Security Solutions	No Security Software	NOSS	[650-AAAM]	1014
Absolute Security and Workspace ONE	Absolute Resilience (Prem), Education/State & Local Government, 3 Years	ASLP3	[634-BLUL] [814-8758]	200283
Removable CD/DVD Drives	No External CD/DVD Drive	NONE	[429-AATO]	105

batonrouge
COMMUNITY COLLEGE
201 Community College Drive
Baton Rouge, LA 70806
225. 216. 8000
www.mybrcc.edu

1 October 2019

Attention Student Technology Fee Committee:

In the interest of outstanding student support for Baton Rouge Community College students at each of our sites, I support the request from the office of Counseling and Disability Services for funding to purchase the following items:

- 10 desktop cameras for skype based counseling services as well as rural site financial aid, enrollment services, and advising support.
- 4 Surface Gos for completion of forms online
- 9 Ubi Duos to enhance communication with the deaf, hard of hearing and/or communication disorders at each location.

We ask for your support.

Thank you,

Sarah Barlow, Ph.D.

Assistant Vice Chancellor of Student Affairs

TRIAD
the NEWTRON GROUP

Triad
Network Services

We are pleased to submit the following proposal:

Prepared For:	LCTCS/Baton Rouge Community College
Proposal Date:	September 24, 2019
Project Description:	Acadian Campus Cable & Raceway Additions

8232 W. Darryl Drive
Baton Rouge, LA 70815
225.928-1231

John,

This proposal addresses the complete scope of work necessary to complete the Acadian Campus Cable & Raceway Additions

Please see the pricing summary for a complete breakout of these items.

Triad is thankful for your consideration and looks forward to your business.

Best regards,

Mark Kling

Audio-Visual Solutions Provider

Cypress, Classroom 118 - AV Update

Baton Rouge Community College

201 Community College

Baton Rouge, LA 70806 USA

(225)216-8605

Presented By:

Stephen Wolverton

swolverton@ies-llc.com

PROPOSAL: 5500

Cypress, Classroom 118 - AV Update

Scope of Work

- Update classroom AV equipment.
- Install a 7" touch panel in the existing podium's over-bridge
- Install an 8 input switcher that will reside in a rack cube in the podium
- Video output will go to a 4 channel DA and be sent to the existing Epson Projector and two IES provided/installed 70" flat panel displays.
- The flat panel displays will be wall mounted where the existing CRT's are located. They will be mounted on articulating wall mounts.
- Audio will be fed to an amplifier and sent to 6 drop tile speakers.
-
- END USER RESPONSIBILITIES
- Provide 110V electrical outlets at the TV locations as indicated by IES
- Assumes mounting location on wall can support the articulating mount. If not, owner is responsible for necessary blocking.
- Any patching or painting

Cypress, Classroom 118 - AV Update

PURCHASED EQUIPMENT

PART NUMBER	MFG	PART DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
00413	IES State Contract	1081092 : IES-TP-17 : 7" TOUCHSCREEN CONTROLLER	1.00	$1118.64	$1118.64
00050	IES State Contract	1080757 : IES-ACCS-49 : 6 INPUT SCALLING SWITCHER	1.00	$1849.71	$1849.71
00276	IES State Contract	1080963 : IES-ACCS-63 : 1 X 4 DISTRIBUTION AMPLIFIER	1.00	$399.51	$399.51
00348	IES State Contract	1081027 : IES-ACCS-77 : HDMI TWISTED PAIR RECEIVER	3.00	$375.54	$1126.62
00379	IES State Contract	1081058 : IES-ACCS-108 : UNIVERSAL RACK SHELF	3.00	$103.87	$311.61
00395	IES State Contract	1081074 : IES-DISPLAY-29 : 70" COMMERCIAL LCD DISPLAY	2.00	$2695.91	$5391.82
00153	IES State Contract	1080852 : IES-MOUNT-02 : TILT WALL MOUNT FOR LARGE DISPLAYS	2.00	$356.47	$712.94
00176	IES State Contract	1080874 : IES-SPKR-04 : FULL RANGE, DROP-IN-TILE SPEAKER, PAIR	3.00	$386.97	$1160.91
00063	IES State Contract	1080770 : IES-AMP-06 : 200W, 70V AMPLIFIER	1.00	$534.02	$534.02
00092	IES State Contract	1080797 : IES-CABLE-12 : 3' HIGH SPEED HDMI CABLE	3.00	$30.95	$92.85
00093	IES State Contract	1080798 : IES-CABLE-13 : 6' HIGH SPEED HDMI CABLE	2.00	$46.43	$92.86
00094	IES State Contract	1080799 : IES-CABLE-14 : 12' HIGH SPEED HDMI CABLE	2.00	$69.65	$139.30
00090	IES State Contract	1080795 : IES-CABLE-10 : VGA WITH AUDIO CABLE	1.00	$46.43	$46.43
00085	IES State Contract	1080790 : IES-CABLE-05 : AUDIO CABLE	1.00	$325.06	$325.06
00001	IES State Contract	1081143 : IES-SETUP-01 : ON-SITE INSTALLATION, LIMITED TO THE INITIAL SETUP AND DIAGNOSTICS OF EQUIP	32.00	$105.00	$3360.00
		TOTAL PURCHASED EQUIPMENT			**$16,662.28**

Cypress, Classroom 118 - AV Update

Quote Summary

Purchased Items:	$16,662.28
Total:	$16,662.28

SCOPE OF WORK

- Provide labor and material to install twenty-nine (29) new Cat6 plenum rated cables
  - Twenty-eight (28) used for PC's
  - One (1) used for a wall mounted phone
  - Provide labor to test and label four (29) new Cat6 data drops
  - Provide final documentation for drop locations and identify new network drops on a Visio drawing
- Provide labor and material to install approximately one hundred twenty (120) feet of 4" Wiremold with all necessary fittings and boxes

PRICING SUMMARY

6	EA	General	6P4P24-BL-P-GCC-TPCE	Cat 6 Plenum
58	EA	Hubbell	HXJ6B	Cat 6 Blue Jacks
3	EA	Hubbell	IFP16W	6 Port Faceplate - White
3	EA	Hubbell	IFP14W	4 port faceplate - White
1	EA	Hubbell	SP6F	Stainless Wall Phone Plate w/ Cat6 Jack
1	EA	Hubbell	HPJ48	48 port modular patch panel
28	EA	AllenTel	AT1610-BU	10' Cat 6 patch cable - Blue
30	EA	AllenTel	AT1607-BU	6" Cat 6 patch cable - Blue
1	EA	Hubbell	SFBW10	White Blank inserts
15	EA	Wiremold	5400TB-WH	Two-Compartment Base - 8'
15	EA	Wiremold	5400C-WH	Full Width Cover - 8'
4	EA	Wiremold	5411FO-WH	Bend Radius Full Capacity Flat Elbow
4	EA	Wiremold	5417FO-WH	Bend Radius Full Capacity Internal Elbow
2	EA	Wiremold	5418-WH	Blank End Cap
6	EA	Wiremold	5450-WH	Device Plate
25	EA	Wiremold	5406A-WH	Cover Clip
6	EA	Wiremold	CM-EPLA-WH	Jack Plate
15	EA	Wiremold	5406TB-WH	Base Seam Clip
15	EA	Wiremold	CM2-U2KEYA-WH	Jack Insert
6	EA	Wiremold	5507B-WH	Blank Faceplate
5	EA	Wiremold	800BAC-WH	NonMetallic Raceway
1	EA	Wiremold	2348 S/51-WH	NonMetallic Raceway Box
3	EA	Wiremold	CM2-BL-WH	Blank Module

TOTAL COST..... $7,804.00

NETWORK CRAZE
we're crazy about your network!

7037 Fly Road
East Syracuse, NY 13057
Cady Kalemba
800.505.2078 X 7422
315.679.4277
ckalemba@networkcraze.com

Valid for 30 days
9/24/2019

Contact

BATON ROUGE COMMUNITY COLLEGE
201 Community College Dr
Baton Rouge, LA 70806
U.S.A.

Attn: Taylor Washington

Bill To

BATON ROUGE COMMUNITY
201 Community College Dr
Baton Rouge, LA 70806
U.S.A.

Attn: Accounts Payable
Phone: 225-216-8605

Ship To

BATON ROUGE COMMUNITY
201 Community College Dr
Baton Rouge, LA 70806
U.S.A.

Attn: Taylor Washington

Qty	Item Number	Description / Comments	Unit Price	Extended
1	WS-C2960X-48FPD-L	CAT2960-X 48PORT POE+ 2 SFP+ LAN Refurbished, Lifetime Warranty	3,250.00	3,250.00
1	C2960X-STACK	FLEXSTACK PLUS STACKING MODULE Refurbished, Lifetime Warranty	475.00	475.00
1	72-3383-0	CISCO CONSOLE CABLE	0.00	0.00
			Total	**3,725.00**
			Your Price	**3,725.00**

Contract Comments
Prepay and Add Shipping
Loading 15.22 onto switch

Full name _____ Signature _____

You may use this form as a purchase order. Initial the items you want to purchase, enter Purchase Order # (if any), sign, then mail, email or fax back to us at 315-679-4277.

PO # _____

Network Craze Technologies Inc. is an independent reseller of Cisco and Avaya products. All warranties are provided through Network Craze Technologies Inc. All logos and trademarks are property of their respective owners. Prices are subject to change based upon total purchase and product availability. Network Craze Technologies Inc, shall not be liable for loss of profits, business, goodwill, data, interruption of business, nor for incidental damages related to this agreement. Payment terms are subject to credit approval. Terms are net 30 for customers with approved credit.

Raeleonne Owens		Approve
Melanie Rubin	Melanie Rubin	Approve
Tamerick Zachary	Tamerick Zachary	Approve
Delaney Motichek	Delaney Motichek	approved
Sydney Muhammad		approved
Tara Mitchell		approved
Chinel Blue	Chinel Blue	Approved
Tejan Waiters	Tejan Waiters	Approve
Andrea Alfaro	Andrea Alfaro	Approve

Sign In Sheet

Print Name	Signature	L#	Office
John Warren		L00010222	I.T.
Melanie Rubin	Melanie Rubin	L00752924 L01329480	parliamentarian
Tamerick Zachary	Tamerick Zachary		Historian
Delaney Motichek	Delaney Motichek	L01729293	Secretary
Cydney Muhammad		L01470051	Vice President of Programming
Tejan Waiters	Tejan Waiters	L01865851	student
Andrea Alford	Andrea Alford	B0006 2855	Student
Chinei Blue	Chinei Blue	L01861982	Student
Ta-a Mitchell		1011422994	SGA President
Tommy A. Morris	Tommy A. Morris	L01366724	Director OSL
Raejeonne Owens		L00438049	Treasure

Student Technology Committee
Meeting Agenda

October 7, 2019
2:00pm

Fall 2019 October Meeting

Meeting Facilitator: John Warren

Invitees:, Ron Solomon, Corlin LeBlanc, Tommy Morris, Paul Guidry, SGA President, SGA Vice President, SGA Secretary, SGA Treasurer, SGA Parliamentarian

I. Call to order

II. Call for motion of approval of minutes from the last meeting.

III. Open issues:

a) Discuss update for the proposal and SGA funding for charging stations around campus for mobile devices. Waiting for retrofitting for the student center.

b) Discuss the video messaging system if needed. Waiting for retrofitting for the student center.

c) Update for the audio issue in the large Cypress classroom?

d) Discuss current budget as needed

IV. New business

V. Next Meeting Planned: 2nd week of December

VI. Call for motion to adjourn