Student Technology Fee Committee

Members in attendance: *CIO Ron Solomon (RS) – Chair, IT Project Manager John Warren (JW) – Co-Chair, VC of Finance Corlin LeBlanc (CL) or Proxy, Dean of Students Dr. Donavan Johnson (DJ), Director of Student Life Tommy Morris (TM), Asst Director of Student Life Jolanda Taylor (JT), SGA President Tara Mitchell (TaM), SGA Vice President Melanie Rubin (MR), SGA Secretary Cassidy Guidry (CG), SGA Treasurer Raeleonne Owens (RO), Jarrell Jingles (JJ), Karlie Thompson (KT)*

Approval of minutes: JW asked for approval of the meeting minutes for September 2020. TaM called for a motion to approve the minutes. CG seconded the motion to approve the minutes.

Open Issues Discussed:

- JW explained that all open issues from previous meetings (Student Center Remodel and Digital Signage for the SGA are currently on hold and those will be reopened at a later date that is TBD)

New Business:

- JW brought up the current STC funds balance and allowed everyone time to review the document and ask any questions. Corlin went over that the beginning balance at the top plus the fall and summer revenues minus the expenses of the year

to date left a balance of $1,032,020.44. Everyone reviewed the document and no further questions were asked.

- JW began discussing the first item for approval. The Xerox student print stations needed three additional hardware devices called Foreign Interface Kits for students to be able to use the copiers located around the college. Each device is $150.00 and three devices were currently needed for a total of $450.00. TaM asked where these devices will be going. JW explained one would be going to Acadian, Frazier and a TBD site.

  The vote to approve/disapprove for the Student Xerox copier foreign interface kit for $450.00 is below:

    o Tara Mitchell – Approve
    o Melanie Rubin – Approve
    o Cassidy Guidry – Approve
    o Karlie Thompson – Approve
    o Raeleonne Owens – Approve
    o Jarrell Jingles – Approve

- JW moved to the next item, which was adding electric and data for a podium in a classroom at the Hooper Rd site. It included wiring for a projector and screen in the ceiling, power for the podium and two data drops. The total is $950.00. RO asked if there were any other rooms that had this problem currently. JW explained that this was the only current room that was having these issues.

  The vote to approve/disapprove for adding electric and data for a podium at Hooper Rd for $950.00 is below:

    o Tara Mitchell – Approve
    o Melanie Rubin – Approve
    o Cassidy Guidry – Approve
    o Karlie Thompson – Approve
    o Raeleonne Owens – Approve
    o Jarrell Jingles – Approve

- JW asked if there were any other questions before closing the meeting out. RO asked if the other podiums were installed from the previous approval. RS explained that they have been ordered but not installed as of yet. JJ asked if there was a way to create a virtual sign in sheet for students that attend meetings to keep track of who was there. RS recommended that Adobe Sign should be looked into for that purpose. TM and JT explained that Presence.io would be able to handle that virtual signature with an attendance log/roster.

Next Meeting: 3rd week of November

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

MEETING OPENED: 3:00 p.m.

MEETING ADJOURNED: 3:33 p.m.

RECORDER: John Warren

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information		
Department Requesting Funds:		Date:
Representative:		Title:
Email:		Phone Number:
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request:
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):
Impact on college priorities:			

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.**

Cajun Electric, LLC

1500 Government St
Baton Rouge, LA 70802

Estimate

Date	**9/15/2020**
Estimate #	Hooper

Bill To:

Baton Rouge Community College
Attn: Purchasing
201 Community College Dr.
Baton Rouge, Louisiana 70806
United States

Jobsite Location

BRCC Hooper Road
10700 Hooper Road
Central, LA 70818

ITEM	QTY	DESCRIPTION	TOTAL
		BRCC Hopper Rd. Campus	
		RM 114 A	
Electrical	1	Wire and install receptacle above ceiling leaving a 10' whip for powering TV projector	175.00
Electrical	1	Projector Screen, install power above ceiling on left side of wall above ceiling	175.00
Electrical	1	Podium Power, Podium will be located in the right hand corner next to the projector screen. Power will need to be located on the side wall to avoid tripping over the wires.	200.00
Electrical	2	Cat 6 Data drop, verify location. Podium and projector?	400.00
		Tech Notes: See attached pictures	

Subtotal	$950.00
Sales Tax (0.0%)	$0.00
Total	**$950.00**

P 225.927.3358   F 225.927.0244   E info@cajunelectricbr.com
www.cajunelectricbr.com

SUPERIOR OFFICE PRODUCTS

SALES QUOTE

Sales Quote No: QT10273
Date: 7/29/20
Account No: BR03

533 Highlandia Dr., Suite "C"   Baton Rouge, LA 70810

(225) 291-9376 (O)   (225) 292-9376 (F)   www.superiorbr.com

Bill To: Baton Rouge Community College
Attn: Hillary Stephenson
201 Community College Drive
Baton Rouge, LA 70806
USA

Ship To: Baton Rouge Community College
Attn: John Warren
201 Community College Drive
Baton Rouge, LA 70806
USA

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Jay Olinde	John Warren	United Parcel Service	20th	8/28/20

Notes

Item No	Description	Quantity	UM	Price	Disc	Amount
498K14141	Foreign Interface Kit	3.00	EA	$150.00	0.00	$450.00

Subtotal	$450.00
Discount	$0.00
Freight	$0.00
Sales Tax	$44.78
Sales Order Total	$494.78

Authorized Signature_____Date_____

Subject Standard Terms & Conditions for Superior Office Products, Inc.

Thank you for your business!

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information		
Department Requesting Funds:		Date:
Representative:	Title:	
Email:	Phone Number:	
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)	Description/Justification of request:	

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):
Impact on college priorities:			

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.**