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COMMUNITY COLLEGE

Student Technology Committee
Meeting Agenda
February 5, 2018
1:00pm

Fall 2017 December Meeting

Meeting Facilitator: John Warren

Invitees: VC Helen Harris, Dr. Teresa Jones, Ron Solomon, Tommy Morris, Cedric Noel, SGA President Donald Fountain, SGA Vice President Richard Roberts

I. Call to order

II. Roll call

III. Call for motion of approval of minutes from last meetings. October and December

IV. Open issues:

a) Student Center Xerox copy station is ready for deployment. An Atrium/ITC issue is causing a delay

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

c) Update on power issues in the lab at the Jackson site and VDI installation that is to follow. VC Harris follow up with Jarkus.

d) Update on changes needed for the Student Technology form. Minor language change to form per Dr. Jones. Form update on minor changes?

e) Update on System Office taking over student emails and the possible Wi-Fi solution that would follow. LCTCS update on testing?

f) Discuss proposed form for proposals and requests for departments using student tech funds.

g) Discuss the SGA video messaging system for Mid-City. Any further talks to MTV about them possibly bringing in a messaging system?

h) Discuss Student Technology budget as needed.

i) STC webpage has been created and is ready for data to be loaded on it

j) STC policies refreshed and reviewed.

k) Two new SGA positions need to have login and email accounts

V. New business

VI. Next Meeting Planned: 1st week of May

VII. Call for motion to adjourn

Student Technology Fee Committee

Minutes – February, 5th 2018

Vice- Chancellors' Conference Room 2nd Fl. Gov. Bldg. meeting

Members in attendance*: Chief Information Officer Ron Solomon (RS) - Chair, IT Project Manager John Warren (JW) - Co-Chair, Vice Chancellor Helen Harris (HH), Director of Student Programs Tommy Morris (TM), SGA Vice President Richard Roberts (RR), SGA Vice President Marvin Bryant (MB), SGA Treasurer Kimberly Hayes (KH), Student Life Office Daisy Santos (DS)*

Approval of minutes: JW asked for approval of the meeting minutes from October 2017 and December 2017. RS motioned that the minutes be accepted and TM seconded for October 2017. TM motioned that the minutes be accepted and RS seconded for December 2017.

Open Issues Discussed:

- JW informed that the card readers attached to the Magnolia 2nd floor and Student Center are up and running however they are not accessing the BearBucks account that students can load their own personal funds to. Atrium and ITC are aware of the issue and are working towards a resolution currently. JW explained there is another option for readers and it's $800 more per reader to move to that solution. HH asked how many of these readers would we need. JW explained that currently it would be 3 readers that would need to be purchased for the current number of readers that are deployed but to cover all of BRCC the number would be 12. RS asked if Atrium recommended ITC. JW explained they did and all other ITC products are working well but this specific reader is not only an issue for BRCC but other colleges and universities as well. A resolution should be in place by the end of the semester. HH asked if students are printing and copying a lot these days. JW confirmed that the paper/toner that is used confirms that they are doing a lot of both.

- JW brought up the proposal for SGA funding for the charging stations around campus for mobile devices and explained that we're remodeling the student center and that will be discussed further in those meetings. JW explained that students would be able to rent a locker to charge their devices that would only unlock with their ID card/Credit Card. MB asked if the cables would be provided to charge the devices. JW explained that both cables and electric outlets were provided.
- JW asked for an update on power issues at the Jackson site. HH said we were given $50k for funds to update the electric at that site and it's being moved on with the LCTCS's Anthony Brown leading that project. It should be happening within the next month.
- JW brought up the minor changes in the language on the Student Technology form and that Dr. Jones requested. RS said the changes are complete. RS explained that the form had 2 new objectives added and a rating section added to decide who has priority for funding if it comes down to more requests than funds were submitted. RS explained this will be published on the STC webpage once it's all approved. JW brought up the new webpage and RS and JW discussed locations and sections of the webpage for the form. JW asked if this was being voted on today for approval and RS said the form was not needing to be approved it was fine.
- JW asked if there is any update with the system office taking over student emails and the possible Wi-Fi solution. RS explained that we're currently working with LCTCS on getting students moved over from Gmail to Office 365. This will give students not only O365 for free but allow them to navigate the campus Wi-Fi without needing to constantly connect. JW asked if this was a licensing issue and RS confirmed it was something being worked out with LCTCS. RS said he will follow up with them and expects a Fall semester deployment
- JW brought up updating wording on same student tech form and RS confirmed that was included in the previous conversation with the language change on the form.
- JW discussed the SGA video messaging system. TM said that MTV would be more music video than messaging with their system. TM said this is related to the retrofitting of the Student Center and it will be discussed further during that time.
- HH began going over the 2017/2018 budget for the Student Technology Fee. HH said it's a $592k budget asked to spend for this current fiscal year.

This budget pays for staff that manages the labs and IT Help Desk along with licenses for the library to utilize its current software, Xerox copiers and supplies for the copiers for students. HH said we're expecting a generation of $786k based on what we've generated in the past fiscal years. HH said we need a vote of approval from students that this budget is good and understand that it's been in use since July 1st 2017. JW asked that everyone take a few minutes to look through the budget and ask any questions before it's voted on. JW asked if everyone was ready to proceed with voting and they were. HH began asking for everyone's vote

- RS approved
- MB approved
- RR approved
- KH approved
- DS approved
- HH approved

HH confirmed everyone has approved the budget for 17/18 for the Student Technology Committee Fee

- JW began showing the STC webpage and where it's located at from the main webpage for BRCC. RS explained that we will back fill with any older information that we have and make an archive section for that material. JW explained where the form and policy will be located on the webpage. JW asked that everyone look over the page and let him know if you have any suggestions for the site to please let him know. RS suggested posted current members of the STC on the page. HH informed the committee of the importance of having students on the committee and we can't move forward with plans and proposals without them.

- RS brought up that STC policies needed to be changed to be more inclusive and transparent. RS explained that the Chancellor will need to approve the policy and he wanted everyone to review it before presenting it to her. RS explained it's in a different format now and how we're going to present and implement policies moving forward as an institution. RS explained that an additional goal was added. RS explained that a rural site representative was added along with 3 additional members on the committee. HH asked that SGA members reach out to rural sites to get their feedback on how STC funds are spent. RS explained that we'll be reaching out to some tech savvy students to request them to sit on the committee to give a more student majority and buy in. HH

explained how the Student Technology Fee is collected and utilized. RS informed everyone that they were given the 2018/2019 budget and that in May we'll be voting for approval for that budget then. KH brought up that the library at the Acadian site has several PCs down around the January timeframe.

- JW asked that the new Historian and Programming accounts have a help desk ticket put in requesting the accounts be created.
- New policy draft can be reviewed by students and Chancellor to approve after vetting. HH said that the Chancellor can approve even if everyone is still vetting the policy and any changes requested can be brought back up to the Chancellor.

New Business:

- TM asked about getting a newer PC for some staff that weren't currently there when new PCs were set up. JW requested a help desk ticket for the request and we'll have one installed at the location provided we have some in stock.
- TM asked about new campus road signage around the college and if it was coming out of Student Technology Funds. HH explained they are not coming out of ST funds and all road signage will be replaced at Mid-City. HH said the other sites don't have the traffic to warrant new signage atm.
- MB brought up that the current adobe software is outdated and asked for a quote for the latest version. JW said they would get a quote for it.
- TM asked about getting Adobe software for a person on his team to create signage around campus and who would that go through. It was explained that Kizzy Payton would be the one to authorize that access. HH explained the importance of keeping PR involved because of the ADA requirements that need to be maintained with that information.
- RS brought up that students were having issues downloaded Office. He explained that Microsoft hasn't fixed it yet but we've developed a work around until a solution is in place.
- RS said that the email that will be sent out will have the policy and proposals.
- HH explained that the meeting in May could be longer because of the proposals that will be voted on. HH explained that it needs to be reviewed. HH requested everyone in SGA submit the best college email to

contact them at for the STC information that is sent out. RS asked if HH would prefer a yes/no response or if no response means it's approved. HH said she wants a yes/no response. JW offered everyone assistance at the help desk with adding additional emails to their devices if needed.

Next Meeting: 1ˢᵗ Week of May

JW called for a motion to adjourn the meeting. KH motioned to adjourn and MB seconded.

MEETING OPENED: 2:00 p.m.

MEETING ADJOURNED: 2:47 p.m.

RECORDER: John Warren

Student Technology Committee Sign-In Sheet
Spring 2018 February Meeting

Name:

Signature	Role
(signature) John D L	IT
(signature) Marc Royal	Student / VP SGA
(signature) Tammy Marie	Dir of SL
(signature)	CIO
(signature) Helen Harris	VCFA
(signature)	Student / SGA
(signature)	Student Life Office
Kimberly Hayes	SGA - Tres.