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COMMUNITY COLLEGE

Student Technology Committee
Meeting Agenda
May 23, 2018
12:00pm

Spring 2018 May Meeting

Meeting Facilitator: John Warren

Invitees: VC Helen Harris, Ron Solomon, Tommy Morris, Cedric Noel, Corlin LeBlanc, Sarah Barlow, SGA President, SGA Vice President

I. Call to order

II. Roll call

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

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 update

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

   e) Discuss the SGA video messaging system for Mid-City. Retrofitting Student Center may include this still?

   f) STC policies refreshed and reviewed.

g) Vote on Student Technology Budget and Funds

V. New business

VI. Next Meeting Planned: 1st week of July

VII. Call for motion to adjourn

Student Technology Fee Committee

Minutes – May, 23rd 2018
ATC – Large Media Room

Members in attendance: *Chief Information Officer Ron Solomon (RS) – Chair, IT Project Manager John Warren (JW) – Co-Chair, CFO Corlin LeBlanc (CL), Interim Executive Director of Enrollment Management and Student Services Dr. Sarah Barlow (SB), Director of Student Programs Tommy Morris (TM), Student Life Programming Specialist Cedric Noel (CN), SGA President Lindsey Harrell (LH), SGA Vice President of Policy Tennell Bell (TB), SGA Vice President of Programming Jackline Filipe (JF), SGA Secretary Thomas Ryan (TR), Outgoing SGA President Marvin Bryant (MB), Outgoing SGA Treasurer Kimberly Hayes (KH), Student Jesse Thames(JT), Kedrick Brown (KB)*

Approval of minutes: JW asked for approval of the meeting minutes from February 2018. TM motioned that the minutes be accepted and MB seconded the approval.

Open Issues Discussed:

- JW confirmed that the card reader swipe issue for copying has been resolved. The card readers will be deployed during the summer session for use.
- JW asked for updates on the charging stations with the new remodeling/retrofitting of the cafeteria area or if we're still waiting for that to happen to discuss the need for charging stations in that area for students. TM confirmed that we're still waiting to get the proposal back from the architects. JW explained what the charging stations would be used for to the new SGA that was not aware of it.
- JW asked for updates on the power issues at the Jackson site, CL reached out to VC Harris for an update on that

issue. HH confirmed through CL that the power issues should be resolved the same week of the meeting.

- JW asked for updates on the WiFi solutions. RS updated everyone that it has been resolved where students can login once and have it carry the student login between WiFi points across campus.

- JW asked for updates on the messaging system that SGA was considering. TM explained that they would present the idea to the new officers and see where they stand on it and that it would be a large budgetary commitment.

- JW asked RS about new policy information that he passed out to everyone in attendance. RS explained that are small changes the Chancellor would like to have happen after she had reviewed it. Under the Procedures section on page 4 about reoccurring expenditures statements about reoccurring salaries for the IT Help Desk personnel. The Chancellor wanted to see percentages of what specific items can't exceed the overall budget. RS gave an example of the salaries taking 27% of the budget, so in the future the budget for salaries can't exceed 27%. RS explained that he'll put the language together and send that back out for everyone to look at for approval at the next STC meeting. RS explained on the form there is a rating box that is weighted on how badly the technology is needed. JW confirmed the above statements for RS. JW asked for everyone to take a moment and review the policy so it can be voted on. CL explained to the new SGA members how the fees are assessed and collected. JF asked to have the budget explained. RS explained what the fees are and the justification of the budget for the IT Help Desk staff members and the IT student workers at Mid-City. TB asked if there were changes to the budget from the previous year and asked to review last year's budget. SB advised the group to look at the new items that are denoted on the new budget. TR asked if the fee has gone up any since last year and it was explained that there is no change. CL explained that there is no choice and government mandated that you must pay the benefits that go along with the salaries. TM asked if RS would explain the software licenses and what that covers. RS explained that it covers BRCC's Microsoft agreement and it allows for students, faculty and staff to

get free copies of Microsoft under the agreement and that the payment is split between students technology fee and IT's budget. JW showed last year's budget to the group. RS explained the difference between the two budget's which was $40k more for the new year because new technology was needed in different areas to upgrade existing technology in classrooms. SB asked if there was technology for swiping for events rather than pages of sign in sheets and would that be something that this fee would pay for, it was explained that was correct and the technology does exist and is already on campus. CL gave a total amount of fees generated that totaled about $800k. JT asked what the LOUIS membership for the library. RS explained that all of the online databases for books and resources that are used by students all cover that cost. MB asked why students have to pay to print. RS explained that free print would wind up costing more in consumables and is always abused to the point of needing to disable it. JF asked for a breakdown of the number of IT student workers. RS explained that the salary is for the whole year. JF asked if we could review the salary each semester for the IT student workers and it was explained what their job/role was for the care of the labs and students in the labs. JW explained how those numbers fluctuate from the beginning of the semester and several weeks after because of student schedule changes. SB asked about a TBD item for the ATC student lab, it was explained there aren't enough students to justify an IT student worker in that lab. MB asked about the classroom technology upgrade line item and RS explained that we're moving to laser projectors that last a lot longer than standard bulb projectors, which cost more upfront but are less cost in the long run.

- RS explained the purpose of the forms that departments must fill out to request student technology funds to pay for technology for their departments and why it's needed to revote every so often to stop spending the money on items that may not be viable anymore.

New Business:

- MB notified the group that the large Cypress classroom on the bottom floor has speaker problems and classes are unable to have any audio in the room.
- A vote was called for the approval for the 2018-2019 Student Technology Fee Budget and is shown below on who voted and their vote:

    - Thomas Ryan - Approve
    - Lindsey Harrell - Approve
    - Tennell Bell - Approve
    - Jacklyn Filipe - Approve
    - Marvin Bryant - Approve
    - Jesse Thames - Approve
    - Kedrick Brown - Approve
    - Kimberly Hayes - Approve
    - Corlin Leblanc - Approve
    - John Warren - Approve
    - Sarah Barlow - Approve
    - Tommy Morris - Approve
    - Cedric Noel - Approve

- SB requested a template be created for the year in report for what technology was purchased with student technology funds.

- A vote was called for the approval **of the Student Technology Fee Plan and** to change verbiage/edits of the policy to correct grammar errors and not intent of the document and is shown below on who voted and their vote:

    - Thomas Ryan - Approve
    - Lindsey Harrell - Approve
    - Tennell Bell - Approve
    - Jacklyn Filipe - Approve
    - Marvin Bryant - Approve
    - Jesse Thames - Approve
    - Kedrick Brown - Approve
    - Kimberly Hayes - Approve
    - Corlin Leblanc - Approve
    - John Warren - Approve
    - Sarah Barlow - Approve

- o Tommy Morris – Approve
- o Cedric Noel – Approve

- RS went through the process with the group on approving the Student Technology Fee Request Forms that departments will fill out to request funds for technology in their departments. RS explained that signatures will be required from everyone on all STCRF's moving forward.
- MB asked about the Adobe Creative Cloud Suite. RS is working on a partnership with Adobe to launch a temporary initiative with Adobe which should enable BRCC students to use their software at no cost or a greatly reduced cost, then once the temporary initiative is over students will be able to continue using and purchase the software at a discounted price.

Next Meeting: 1st Week of July

JW called for a motion to adjourn the meeting. TM motioned to adjourn and JT seconded.

MEETING OPENED: 12:00 p.m.

MEETING ADJOURNED: 01:28 p.m.

RECORDER: John Warren

Student Government Association

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#	Print Name	ID Number	Signature	Affiliation (Staff, Student, Visitor)
1.	Lindsey Harrell			BRCC President
2.	Thomas Gwin			Secretary
3.	Danny Hill	D0105160		VP - Police
4.	Maria Bryant	L00354010		SGA
5.	Terry Thames	L01283993		Student
6.	Shekina Taylor	L00491091		SGA
7.	Kimberly Hayes	L01693835		SGA
8.	John Lewis	L00010222		IT Project Mgr
9.	Joe Solomon			CIO
10.	Carla White			Director of Academic A...
11.	Sarah Barlow			SL & SP
12.				
13.				
14.				