batonrouge
COMMUNITY COLLEGE

Student Technology Committee
Meeting Agenda

May 14, 2019
3:00pm

Spring 2019 May Meeting

Meeting Facilitator: John Warren

Invitees: VC Helen Harris, Ron Solomon, 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 SGA video messaging system for Mid-City. Retrofitting Student Center may include this still? Waiting for retrofitting for the student center.

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

    d) Discuss new student email domain and if it was brought up in the SGA meeting.

    e) Discuss the free print credits being removed at the end of every semester and added back at the beginning of a new semester.

    f) Discuss current budget as needed

IV. New business

V. Next Meeting Planned: 1st week of July

VI. Call for motion to adjourn

baton rouge
COMMUNITY COLLEGE

Student Technology Fee Committee

Minutes – May, 14th 2019
Student Center Room #152

Members in attendance: *Chief Information Officer Ron Solomon (RS) - Chair, IT Project Manager John Warren (JW) - Co-Chair, VC of Administration and Finance Helen Harris (HH), Dean of Students Paul Guidry (PG), Director of Student Programs Tommy Morris (TM), Student Life Tyquencia Johnson (TJ), Public Relations Director Kizzy Payton (KP), SGA Anaya Askins (AA), SGA Vice President Jackline Filipe (JF), SGA Sean Nicholson (SN),*

Approval of minutes: JW asked for approval of the meeting minutes from February 2019. PG motioned that the minutes be approved and AA 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. TM confirmed that was correct and we could move forward with the other agenda items as there was no updates to give.
- 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. A quote from our AV vendor was already given and will be voted for approval for funding to move forward with that technology in our July meeting.

- JW asked about the new student email domain and if it was discussed in the previous SGA meeting. JF said that the new domain that was chosen was brccbears.edu as the new student domain. RS explained that there is an issue with purchasing that domain, educational institutions are only allowed one .edu domain. RS explained that we'll need to create a sub domain (example: students.mybrcc.edu) for students to use. It was agreed that they would keep the voted on bears in the new email domain as bears.mybrcc.edu
- The IT student worker list topic was brought up and JF was asked if there were any other discussions she'd like to go over about it before it was removed from the open issues discussed section. JF confirmed that there was nothing further to discuss and could be removed from the agenda.
- JW brought up an issue where Atrium (ID card system) wasn't given out the proper free print credits to some students at the beginning of the semester because of how the carryover feature of the previous semester print funds was set up and asked if the SGA had brought this up and decided on how to proceed. The carryover is the feature that will be removed at the end of each semester and the students will receive their $10 free print credits at the beginning of each semester. TM explained that they announced it to the student body and announced it verbally at the meeting that the carryover free print balance would be removed at the end of each semester but students will receive the $10 free print still at the beginning of every semester.

New Business:

- HH began by explaining that merit increases were just given out to BRCC for the first time in years and that there are persons that work for the IT Help Desk and IT that are funded with Student Tech funds. HH requested that a vote be placed to allow those persons to also receive their merit increase as well.

  The vote to approve/disapprove is below:

  o Anaya Askins - Approve

- Jackline Felipe – Approve
- Sean Nicholson – Approve
- Iusdenia Micolo – Approve
- Tommy Morris – Approve
- Paul Guidry – Approve

- RS asked for funds to replace old bulb projectors with laser projectors.

  The vote to approve/disapprove is below:

  - Anaya Askins – Approve
  - Jackline Felipe – Approve
  - Sean Nicholson – Approve
  - Iusdenia Micolo – Approve
  - Tommy Morris – Approve
  - Paul Guidry – Approve

- RS asked for new VDI units to replace our current EOL VDI units.

  The vote to approve/disapprove is below:

  - Anaya Askins – Approve
  - Jackline Felipe – Approve
  - Sean Nicholson – Approve
  - Iusdenia Micolo – Approve
  - Tommy Morris – Approve
  - Paul Guidry – Approve

- KP began explaining the issues with our current website and that it is outdated and needs a fresh look along with meeting the ADA compliance needs that all educational websites must meet. KP explained that her department has met with several vendors in the area, had discussions and received quotes from each vendor. There they chose the vendor Covalent Logic to work with on recreating and implementing a new website for BRCC. The total cost of the

redesign is $33,900. KP asked that Student Technology cover 60% of the cost which would be $20,340. KP explained that the IT department and the PR department would split the remaining balance $13,560. The recurring cost would be $30,000 a year after the first year of $33,900. KP would then come back and ask for half of that cost from Student Technology, which would be $15,000. KP explained that this past year a number of things have changed on the website and that was due to getting in compliance with ADA.

The vote to approve/disapprove is below:

- o Anaya Askins - Approve
- o Jackline Felipe - Approve
- o Sean Nicholson - Approve
- o Iusdenia Micolo - Approve
- o Tommy Morris - Approve
- o Paul Guidry - Approve

- RS passed around the Student Technology FY 2019-2020 budget and explained that it has all licensing, salaries, etc. in it. RS asked for a vote for approval to the budget. PG asked about the Atrium JSA line item, it was explained that's the Card ID system that the college uses.

  The vote to approve/disapprove is below:

  - o Anaya Askins - Approve
  - o Jackline Felipe - Approve
  - o Sean Nicholson - Approve
  - o Iusdenia Micolo - Approve
  - o Tommy Morris - Approve
  - o Paul Guidry - Approve

Next Meeting: 2nd week of July

JW called for a motion to adjourn the meeting. PG motioned to adjourn and JF seconded.
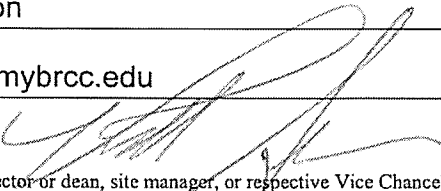

MEETING OPENED: 3:05 p.m.

MEETING ADJOURNED: 3:46 p.m.

RECORDER: John Warren

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information	
Department Requesting Funds: Information Technology	Date: 4/26/2019
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: To replace bulb projectors in classrooms with laser projectors

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, Faculty			
Initial Cost: $23,400	Recurring Costs: n/a	Other Sources of Funds: n/a	Duration of Funds (end date):

Impact on college priorities: Classroom projectors will lose it's clarity or not display because of bulb technology

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.

[signature] – approve

Amaya Askins – approve

Juckline Filibe – approve

Iusdehnia Micolo – Approve

Sean Nicholson – Approve

Paul Hundry – approve

Phone: 1.888.912.3151
Fax: 1.601.399.5077
Online: www.howardcomputers.com

HOWARD
TECHNOLOGY SOLUTIONS

Howard Computers
P.O. Box 1588
Laurel, MS 39441

Online Quotation

Quote No:	AP2 927759.00	**Quote Date:**	April 16, 2019
Customer Name:	Ron Solomon	**Phone Number:**	2252168267
Company Name:	Baton Rouge Community College	**Fax Number:**	
Quote Name:	15 Laser Projectors		
Contract:	NASPO ValuePoint Contract MNWNC-114 4400002524 â€" Computer equipment 4400004980 â€" AV equipment		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	**Accessories**			
1:	Epson PowerLite L500W - 3LCD projector - 5000 lumens (white) - 5000 lumens (color) - WXGA (1280 x 800) - 16:10 - 720p - LAN - Epson Brighter Futures Education Program **MPN:** V11H908020	15	$1,560.00	$23,400.00

Sub-Total:	$23,400.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total for Item 1:	$23,400.00

This quote will expire May 16, 2019.
To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

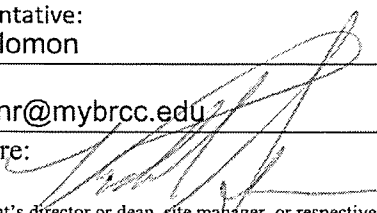|	
Sub-Total:	$23,400.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total:	$23,400.00

Notes:

NASPO ValuePoint Contract MNWNC-114

Pricing and availability subject to change without notice.
Packaging, Shipping, and Handling fees are not included unless specifically stated.
Prices and lease payments do not include applicable taxes.
Ship dates are approximations and are not guarantees.
Quick ship items not available in Alaska, Hawaii, or outside the United States.
Specific state laws may affect shipment of products.
If Purchaser fails to pay any invoice in full within the time quoted herein,
Seller may, without notice, accelerate the due date of all outstanding invoices
and require that all outstanding invoices, including any interest thereon, be
immediately due and payable in full.
For product return policies and information please visit:
http://www.howardcomputers.com/pdf/warranties/HTS_ReturnPolicy.pdf

Funds Request

Department Information		
Department Requesting Funds: Information Technology		Date: 4/26/2019
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: To replace VDI endpoints, in labs and classrooms, with supported technology that will support furture VDI infrustructure upgrades.

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

Initial Cost: $49,450	Recurring Costs: n/a	Other Sources of Funds: n/a	Duration of Funds (end date):

Impact on college priorities: Student labs and classrooms that containts VDI endpoints will not have access to microsoft applications, email, and the internet.

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.
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- Submit all request fund from to student_tech@mybrcc.edu by the 1st of October, December, February, May, or July.

[signature] – approve

[signature] – approve

Jacklin Filipe – Approve

Iusdenia Micolo – Approve

Sean Nicholson – Approve

Paul Hurley – Approve

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Online: www.howardcomputers.com

Howard Computers
P.O. Box 1588
Laurel, MS 39441

HOWARD
TECHNOLOGY SOLUTIONS

Online Quotation

Quote No:	AP2 927701.00	**Quote Date:**	April 16, 2019
Customer Name:	Duc Nguyen	**Phone Number:**	2252168066
Company Name:	Baton Rouge Community College	**Fax Number:**	
Quote Name:	RX-HDX Ncomputing		
Contract:	NASPO ValuePoint Contract MNWNC-114 4400002524 â€" Computer equipment 4400004980 â€" AV equipment		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	NComputing RX-series RX-HDX - USFF - Cortex-A53 1.2 GHz - 1 GB - 8 GB MPN: RX-HDX-V	430	$115.00	$49,450.00

Sub-Total:	$49,450.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total for Item 1:	$49,450.00

This quote will expire May 16, 2019.
To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	$49,450.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total:	$49,450.00

Notes:

NASPO ValuePoint Contract MNWNC-114

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Ship dates are approximations and are not guarantees.
Quick ship items not available in Alaska, Hawaii, or outside the United States.
Specific state laws may affect shipment of products.
If Purchaser fails to pay any invoice in full within the time quoted herein,
Seller may, without notice, accelerate the due date of all outstanding invoices
and require that all outstanding invoices, including any interest thereon, be
immediately due and payable in full.
For product return policies and information please visit:
http://www.howardcomputers.com/pdf/warranties/HTS_ReturnPolicy.pdf

COVALENT logic

Prepared on *23 April 2019* for:

Kizzy Payton
Baton Rouge Community College

WEBSITE REDESIGN OVERVIEW

Development and launching a redesigned website is oftentimes harder than building a completely new site. The old website must be maintained while the new one is being created and content must be migrated, Google search transformed, 404 errors resolved and there are as many moving parts as in a complex engine.

Covalent Logic's team of software engineers, graphic designers, copywriting, project managers and content management experts specialize in moving your content from an outdated design and technology into a responsive, well-designed system capable of supporting you for years to come. The process for a full system redesign and migration is outlined below in four parts:

Site Design—creation of the visual aesthetic for the site is a collaborative process where we will provide custom options and your will offer your feedback and perspective. Together, we will land on a site design that is uniquely adept for your organization's current state and future growth.

Content Management Software—Our Cicero content management system will be customized to your needs and then integrated with your custom design.

Content Migration—Moving the content from site to site can be an arduous process. Our team is adept and efficient at moving, so let us do the heavy lifting.

Site Training, Hosting and Support—After the launch of your site, Covalent's engineers ensure your site is operational as well as server upgrades are performed with minimal interruptions of your site. All the while, you receive unlimited technical support to manage your site's content and consulting to discuss your organization's ongoing needs.

We look forward to becoming your organization's partner and building your website, your brand and your virtual identity together.

![COVALENT logic]

PROJECT INITIATION

During this project, the client will receive services as described in the attached proposal. **_This proposal is valid for 90 days_**. A date-specific timeline detailing the work process and estimated delivery dates will be provided upon initiation of development.

Services beyond the scope of this project will be identified, estimated and billed at the following hourly rates:

Programming: $250 / hour

Consulting: $250 / hour

Graphic and Web Design: $200 / hour

Copywriting: $125 / hour

Project Management: $150 / hour

Audio/Video: $150 / hour

Data Entry: $75 / hour

Research: $75 / hour

Web Maintenance: $50 / hour

If the client should choose to terminate development at any time in the process of this project, Covalent Logic will process bill for the work completed. All invoices are due upon receipt. Interest will be charged at 1.5% per month. To initiate this project, please sign below indicating acceptance of the proposed scope of services and payment terms.

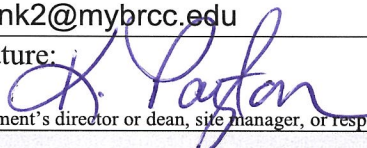_____
Baton Rouge Community College

_____
Covalent Logic

_____
Representative Name

_____
Representative Name

_____
Date

_____
Date

Baton Rouge Community College
Student Technology Fee Committee

Funds Request

Department Information		
Department Requesting Funds: Marketing and Public Relations		Date: 4/26/19
Representative: Kizzy Payton		Title: Executive Dir., Marketing and Public Relations
Email: paytonk2@mybrcc.edu		Phone Number: 2252168404
Signature: (Department's director or dean, site manager, or respective Vice Chancellor)		Description/Justification of request: Redesign of BRCC Website

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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☑ 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, Faculty, Staff			
Initial Cost: 20,340	Recurring Costs: 15,000	Other Sources of Funds: Acad. Support, IT, PR	Duration of Funds (end date): 2 years

Impact on college priorities:
Fulfill ADA compliance requirements. Enhance recruitment efforts and dissemination of information.

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.
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- Submit all request fund from to student_tech@mybrcc.edu by the 1st of October, December, February, May, or July.

Budget Request By Organization
FY 2019-2020

250003 Student Technology

Account	Campus	Funding Code	Justification for Request	Amount	Pct
6002 Classified Salaries				$59,278	8.36%
6003 Unclassified Salaries				$134,025	18.54%
6010 Student Labor	BA Mid-City	Continuation	student workers for computer labs and IT help desk Fall, Spring, Summer	$71,000	10.31%
6010 Student Labor	BB Frazier	Continuation	student workers for computer lab Fall, Spring, Summer	$15,000	2.18%
6010 Student Labor	BE Acadian	Continuation	student workers for computer lab Fall, Spring, Summer	$10,000	1.45%
6010 Student Labor	BN Central (Hooper Rd)	New	student workers for computer lab Fall, Spring, Summer (to be staffed during a future semester)	$0	0.00%
6010 Student Labor	BO Ardendale - ATC Building	New	student workers for computer lab Fall, Spring, Summer (to be staffed during a future semester)	$0	0.00%
6100 Related Benefits				$77,321	10.76%
6100 Related Benefits	BA Mid-City	Continuation	additional related benefits for full-time positions due to fluctuating rates and employee elections	$30,000	4.36%
6100 Related Benefits	BA Mid-City	Continuation	related benefits for budgeted student worker wages (10% of wages), if needed based on student hires	$7,100	1.03%
6100 Related Benefits	BB Frazier	Continuation	related benefits for budgeted student worker wages (10% of wages), if needed based on student hires	$1,500	0.22%
6100 Related Benefits	BE Acadian	Continuation	related benefits for student workers (10% of wages), if needed based on student hires	$1,000	0.15%
6100 Related Benefits	BN Central (Hooper Rd)	New	related benefits for budgeted student worker wages (10% of wages) (to be staffed during a future semester), if needed based on student hires	$0	0.00%
6100 Related Benefits	BO Ardendale - ATC Building	New	related benefits for budgeted student worker wages (10% of wages), if needed based on student hires	$0	0.00%
7076 Software License	BA Mid-City	Continuation	AccuSQL license Engineerica renewal	$3,360	0.49%
7076 Software License	BA Mid-City	Continuation	Atrium JSA card system license renewal	$36,520	5.31%

Sign In Sheet

Name	L#	Signature	Position
John S. Warren	L06060222	Q.L	IT
Kizzy Payne		K. Payne	PP/MKTg.
Jajuanna J. Gy		Paul Guidry	Student Technology
Paul Hudry		anya-Askins	SGA
Anya Askins	L01733L63		SGA
Jacklin Filipe	L0147D21	Sean Nicholson	IT
Sean Nicholson	L0169327/		IT
Roald Soloma			OSL
Tommy A. Morris	L0136024	Tommy Morris	OSL
Helen Harris		Helen Harris	VCFA

Tammy Morris – approve

Amaya Atkins – approve

Juckline Filipe – approve

Iusdénia Micolo – Approve

Sean Nicholson – Approve

Paul Hurly – Approve

Account	Location	Type	Description	Amount	Percent
7076 Software License	BA Mid-City	Continuation	EBSCO Information Services (Library - code to org code 420008 & program code 410) *	$4,574	0.66%
7076 Software License	BA Mid-City	Continuation	evaluation kit renewal (split with orgs 620001 and 420003)	$4,000	0.58%
7076 Software License	BA Mid-City	Continuation	go-print License renewal	$10,376	1.51%
7076 Software License	BA Mid-City	Continuation	LOUIS membership renewal (Library - code to org code 420008 & program code 410) *	$91,165	13.24%
7076 Software License	BA Mid-City	Continuation	Microsoft campus agreement renewal (split with org 620001)	$21,837	3.17%
7076 Software License	BA Mid-City	Continuation	OCLC fee for online catalog renewal (Library - code to org code 420008 & program code 410) *	$14,893	2.16%
7076 Software License	BA Mid-City	Continuation	Plato Education License renewal (year 3 of 3) (ALC)	$0	0.00%
7076 Software License	BA Mid-City	Continuation	Rave Communication renewal (split with org 420003)	$4,500	0.65%
7076 Software License	BA Mid-City	Continuation	smartthinking License renewal (ALC)	$8,100	1.18%
7076 Software License	BA Mid-City	Continuation	Springshare - LibGuides License	$1,143	0.17%
7087 Rentals-Office Equipment	BA Mid-City	Continuation	annual copier rental Xerox: Bien Student Tech Rotunda	$2,000	0.29%
7087 Rentals-Office Equipment	BA Mid-City	Continuation	annual copier rental Xerox: Mag 103 hall (ALC) Student Tech	$2,000	0.29%
7087 Rentals-Office Equipment	BA Mid-City	Continuation	annual copier rental Xerox: Mag Library Student Tech	$2,000	0.29%
7087 Rentals-Office Equipment	BB Frazier	Continuation	annual copier rental Xerox: FRz 123- Student Tech Lab	$2,000	0.29%
7087 Rentals-Office Equipment	BE Acadian	Continuation	annual copier rental Xerox: Acadian - Student Tech Lab	$2,000	0.29%
7202 Copier Supplies	BA Mid-City	Continuation	Copy paper and toner for student labs	$20,000	2.91%
7202 Copier Supplies	BB Frazier	Continuation	Copy paper and toner for student lab	$1,000	0.15%
7202 Copier Supplies	BE Acadian	Continuation	Copy paper and toner for student lab	$1,000	0.15%
7202 Copier Supplies	BN Central (Hooper Rd)	Continuation	Copy paper and toner for student lab	$1,000	0.15%
7202 Copier Supplies	BO Ardendale - ATC Building	Continuation	Copy paper and toner for student lab (TBD later)	$0	0.00%
7508 Education and Recreation-Taggable	BA Mid-City	Continuation	Classroom technology upgrades	$50,000	7.26%
7508 Education and Recreation-Taggable	BA Mid-City	New	ID Printer replacement	$10,000	1.45%

250003 Student Technology Total — $699,692

Grand Total — $699,692