



## Student Technology Fee Committee

Minutes - May 11<sup>th</sup> 2021

Zoom Remote Meeting

**Members in attendance:** CIO Ron Solomon (RS) - Chair, IT Project Manager John Warren (JW) - Co-Chair, Dean of Students Dr. Donovan Johnson (DJ), Director of Student Life Tommy Morris (TM), Asst Director of Student Life Jolanda Taylor (JT), SGA President Tara Mitchell (TaM), SGA Treasurer Raeleonne Owens (RO), SGA Secretary Cassidy Guidry (CG), SGA Historian Jarrell Jingles (JJ)

**Approval of minutes:** JW asked for approval of the meeting minutes for March 2021. TaM called for a motion to approve the minutes. CG seconded the motion to approve the minutes.

### **Open Issues Discussed:**

- JW had no open items to discussed and asked the STC if anyone anything they would like to be updated on. RO asked if the new podiums in Cypress had been deployed. RS and JW confirmed those have been deployed and are currently working but would need to have additional unforeseen electric work completed on the drop down screen to make them motorized and it would be discussed during new business.
- JW explained that the agenda today would be to discuss where we currently stand with funds, to vote on new items requested by IT and lastly to go over the annual budget, answer questions and vote on it.

## **New Business :**

- JW brought up our annual funds balance provided by VC Leblanc and discussed where we started out at the beginning of the fiscal year and where we currently are today (Funds balance included in posted documentation). RO asked about the equipment and operations fees, tagged (state) items and if that would go up or down. RS explained those are items purchased by STC to date, that are state tagged and anything that is over \$1,000.00. RS explained that next year could be a different value up or down depending on what's purchased. RO voiced concerned about being slightly below where the STC funding currently is. RS explained that the reduction in funds generated, while still good, was expected due to Covid and a decreased enrollment and that with an increased enrollment expected that the funds generated would be greater and increase the overall budget for STC as expected.
- JW brought up the first item to vote on. The electric screens needing to be wired back into the college's electric system to function properly with the podiums and lift up and go down as needed for classroom instruction.

The vote to approve/disapprove for the electric wiring for classroom screens in Cypress for \$1,750.00 is below:

- Tara Mitchell - Approve
  - Raeleonne Owens - Approve
  - Cassidy Guidry - Approve
  - Jarrell Jingles - Approve (chat notification)
- JW brought up the toner that is needed to be replaced and have spares in place for the printing stations for students to use around the college. RS confirmed this was for about 6 months worth based on the usage that was there in the 2019 year.

The vote to approve/disapprove toner replacement and extra toner for student labs on campus for \$737.98 is below:

- o Tara Mitchell - Approve
  - o Raeleonne Owens - Approve
  - o Cassidy Guidry - Approve
  - o Jarrell Jingles - Approve (chat notification)
- JW brought up the Hooper Rd podium that has an Extron device in it that controls the podium and helps faculty switch to different inputs and viewing options in the classroom that needs to be repaired.

The vote to approve/disapprove for the repair Extron device for the Hooper Rd classroom podium for \$250.00 is below:

- o Tara Mitchell - Approve
  - o Raeleonne Owens - Approve
  - o Cassidy Guidry - Approve
  - o Jarrell Jingles - Approve (chat notification)
- JW brought up that 36 Chromebooks need to be ordered for the students at the college for the summer semester. TaM asked if 36 would be enough. RS explained that with the 36 being requested and the current number still on hand (10-15) and Chromebooks that would be returned that the 36 would be enough to get us through the semester this summer. RO asked if IT is requesting periodically that the students return them if needed to be cleaned and redistributed back out. RS explained that the email does go out with the request and if the student needs the Chromebook to continue their education at BRCC to respond to the email with a message to extend. RS also explained that the agreement that each student signed explained they were responsible for it and any damages, loss, etc would have to be paid.

The vote to approve/disapprove for the purchase of 36 Chromebooks for student use for \$9,899.64 is below:

- o Tara Mitchell - Approve
  - o Raeleonne Owens - Approve
  - o Cassidy Guidry - Approve
  - o Jarrell Jingles - Approve (chat notification)
- 
- JW brought up that the annual budget needed to be discussed and voted on. RS went through the budget one line item at a time (Budget for FY 2021-2022 attached in posted documentation). RO brought up that she liked Plato and believed it to be a good tool for students needing remedial classes. TaM brought up that she did not like Smartthinking as the response time for issues and questions was very poor from the company. RS and JW will voice those issues to the ALC and let them know of SGA's thoughts/concerns with those two applications being used and to contact SGA for further discussions.

The vote to approve/disapprove the FY 2021-2022 annual budget is below:

- o Tara Mitchell - Approve
- o Raeleonne Owens - Approve
- o Cassidy Guidry - Approve
- o Jarrell Jingles - Approve (chat notification)

**Next Meeting:** 2nd week of July

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

MEETING OPENED: 3:07 p.m.

MEETING ADJOURNED: 3:45 p.m.

RECORDER: John Warren



Cajun Electric, LLC

1500 Government St  
Baton Rouge, LA 70802

# Estimate

Date 2/12/2021

Estimate # Power

Bill To:

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

Jobsite Location

MAIN CAMPUS  
Cypress Building  
John Henriot 225-907-3318

Rep

Adam

| ITEM       | QTY | DESCRIPTION                                  | TOTAL    |
|------------|-----|--|----------|
|            |     | Scope of Work: Install power for new screens |          |
| Electrical | 10  | Wire and boxes:                              | 250.00   |
| Electrical | 10  | Labor  | 1,500.00 |

Subtotal \$1,750.00

Sales Tax (0.0%) \$0.00

**Total \$1,750.00**

# Extron Electronics

INTERFACING, SWITCHING AND CONTROL

**SALES:**


1025 E. Ball Road  
 ANAHEIM, CA 92805  
 714-491-1500  
 714-491-1517 FAX

www.extron.com

## RMA ACKNOWLEDGMENT

|   |                                   |
|---|-----------------------------------|
| RMA NO.<br><b>557819</b>                              | DATE ORDERED<br><b>06/26/2020</b> |
| CUSTOMER PURCHASE ORDER NO.                           |                                   |
| CONTACT<br><b>BRANDON MCCARROLL</b>                   |                                   |
| SHIPPING TERMS<br><b>FOB - Origin, PrePay and Add</b> |                                   |
| PAYMENT TERMS<br><b>PREPAID</b>                       |                                   |
| SHIP ACCOUNT NO.                                      |                                   |
| CUSTOMER PHONE<br><b>2252168000</b>                   | CUSTOMER FAX                      |

|                            |  |                    |  |
|----------------------------|--|--------------------|--|
| <b>REPAIR<br/>CUSTOMER</b> | <b>BRC225<br/>BATON ROUGE COMMUNITY<br/>COLLEGE<br/>201 COMMUNITY COLLEGE DR.<br/>BATON ROUGE, LA 70806<br/>UNITED STATES<br/>US</b> | <b>SHIP<br/>TO</b> | <b>Extron Electronics<br/>1230 S. Lewis Street<br/>Anaheim, CA 92805<br/>RMA # 557819<br/><br/>(If Shipping United States Postal Service)<br/>Extron Electronics<br/>1025 E. Ball Road<br/>Anaheim CA 92805<br/>RMA # 557819</b> |
|----------------------------|--|--------------------|--|

| ITEM | TOTAL QTY | ITEM NUMBER DESCRIPTION            | EXPECTED SERIAL NUMBER  | ESTIMATED REPAIR PRICE |
|------|-----------|------------------------------------|---|------------------------|
| 001  | 1         | 60-1235-01PV<br>PRO,PVS 405D,UNPKG | A16MLLA<br> | 250.00                 |

**NOTE:**

Please label outside of shipping container with RMA number shown above.

If we are unable to duplicate the fault, the unit will be updated to the latest revision and 50% of the repair cost will be charged for the update and diagnostics. If the unit has an external power supply, it must be returned with the unit.

Extron is not responsible for damages incurred during shipping to Extron. Repair costs do not include return shipping.

**USD TOTAL**

**\$ 250.00**

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



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

## Online Quotation

**Quote No:** AP2 1110518.00  
**Customer Name:** Ron Solomon  
**Company Name:** Baton Rouge Community College  
**Quote Name:** 36 Chromebooks

**Quote Date:** April 27, 2021  
**Phone Number:** 2252168267  
**Fax Number:**

### Item 1

| Category            | Description  | Qty. | Unit Price | Ext. Price |
|---------------------|--|------|------------|------------|
| <b>System Type:</b> | <b>Accessories</b>   |      |            |            |
| 1:                  | Acer Chromebook 311 CB311-9H-C12A - Celeron N4000 / 1.1 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" IPS 1366 x 768 (HD) - UHD Graphics 600 - Wi-Fi, Bluetooth - pure silver - kbd: US International<br><b>MPN:</b> NX.HKFAA.001<br>Contract(s): NASPO Admin MNWNC-114<br>NASPO - Louisiana | 36   | \$238.99   | \$8,603.64 |
| 2:                  | Google Chrome OS Management Console - License - academic<br><b>MPN:</b> CROSSWDISEDUNEW<br>Contract(s): NASPO Admin MNWNC-114<br>NASPO - Louisiana   | 36   | \$36.00    | \$1,296.00 |

**Sub-Total:** \$9,899.64  
**Parts & Accessories Shipping:** Included  
**Taxes:** Tax Exempt  
**Total for Item 1:** \$9,899.64

This quote will expire May 27, 2021.  
To expedite your order, please include your quote number with your Purchase Order.

### Total for all pre-configured items

**Sub-Total:** \$9,899.64  
**Parts & Accessories Shipping:** Included  
**Taxes:** Tax Exempt  
**Total:** \$9,899.64

#### Notes:

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.

Any order for kiosks must be canceled prior to 21 days from the scheduled date of shipment to avoid incurring a 50% cancellation fee. Any cancellation made within that 21-day window will automatically incur a charge equivalent to 50% of the total kiosk order being canceled.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser.

Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard 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.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.



# HARRIS TECHNOLOGIES



## INVOICE

**Invoice Number:** AR86963  
**Invoice Date:** 10/27/2020  
**Account Number:** BR01  
**Balance Due:** \$737.98

**Bill To:** Baton Rouge Community College  
 Attn: Sylvia Manolov  
 201 Community College Drive  
 Baton Rouge, LA 70806

**Ship To:** Baton Rouge Community College  
 Attn: Sylvia Manolov  
 201 Community College Drive  
 Baton Rouge, LA 70806

| Sales Order No | P. O. Number | Ship Method | Payment Terms | Payment Due |
|----------------|--------------|-------------|---------------|-------------|
| SO69689        | 12-21-2020   | Drop-ship   | Net 30        | 11/26/2020  |

| Remarks | Sales Person   |
|---------|----------------|
|         | Grant Sadowski |

| Item No | Description  | Serial No | Order | Ship | BkO | UM | Price    | Disc | Amount   |
|---------|--|-----------|-------|------|-----|----|----------|------|----------|
| J1X2W   | Dell B5460dn B5465dnf Extra High Yield Toner Cartridge (OEM# 332-2915) (45 000 Yield)<br>Equipment: 7YCMQ42<br>Serial Number: 7YCMQ42<br>Model: B5460dn<br>Location: SC LOBBY2 |           | 2.0   | 2.0  | 0.0 | EA | \$368.99 |      | \$737.98 |

Please remit payment to:  
 Harris Technologies, Inc.  
 1099 Milwaukee Ave, Suite 200  
 St. Louis, Missouri 63122

|                      |          |
|----------------------|----------|
| <b>Subtotal</b>      | \$737.98 |
| <b>Discount</b>      | \$0.00   |
| <b>Freight</b>       | \$0.00   |
| <b>Sales Tax</b>     | \$0.00   |
| <b>Invoice Total</b> | \$737.98 |
| <b>Balance Due</b>   | \$737.98 |

## Baton Rouge Community College Student Technology Fee Committee

### Funds Request

| Department Information   |                  |                                       |                               |
|--|------------------|---------------------------------------|-------------------------------|
| Department Requesting Funds:   |                  | Date:                                 |                               |
| Representative:  |                  | Title:                                |                               |
| Email:   |                  | Phone Number:                         |                               |
| Signature:<br><small>(Department's director or dean, site manager, or respective Vice Chancellor)</small>  |                  | 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.                              |                  |                                       |                               |
| <b>Which objective would this advance?</b>   |                  |                                       |                               |
| <input type="checkbox"/> Objective 1.1: To provide public access computers with current software as well as network connectivity.  |                  |                                       |                               |
| <input type="checkbox"/> 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.   |                  |                                       |                               |
| <input type="checkbox"/> Objective 1.3: To increase access to the campus network and internet resources via wireless internet and other innovative access options.   |                  |                                       |                               |
| <input type="checkbox"/> 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.                         |                  |                                       |                               |
| <input type="checkbox"/> Objective 2.1: To enhance student learning by providing support programs in order to optimize the use of multi-media and other instructional technologies.  |                  |                                       |                               |
| <input type="checkbox"/> 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  |                  |                                       |                               |
| <input type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> 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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