



Student Technology Fee Committee

Minutes - February 8th 2022

Zoom Remote Meeting

Members in attendance: CIO Ron Solomon (RS) - Chair, IT Project Manager John Warren (JW) - Co-Chair, Director of Student Life Tommy Morris (TM), Asst Director of Student Life Jolanda Taylor (JT), SGA President Cassidy Guidry (CG), SGA VP of Policy Tyrus Hampton (TH), SGA Raeleonne Owens (RO), SGA Treasure Jayla West (JaW), SGA Historian Kristal Corney (KC)

Approval of minutes: JW asked for approval of the meeting minutes for December 2021. CG called for a motion to approve the minutes. RO seconded the motion to approve the minutes.

Open Issues Discussed:

- JW explained that IT had no open issues currently and asked the committee if there were any they had that needed to be discussed. No one replied, JW moved on to new business.

New Business:

- JW brought up the current budget for everyone to review. RS explained what each line item was for and whether it was counted towards being positive/negative for the budget. TH asked about the date on the budget showing the incorrect year which RS and JW said they would follow up on with our

VC of Finance to verify once the meeting was over. RS and JW believed that it was just a simple mistype of the year and all budget information was correct. This was later confirmed by our VC of Finance and JW sent an email out to the STC on 2-14-22 to inform everyone.

- JW introduced the request from Rhett Poche to increase the student Adobe CC licenses from 155 to 200 (45 more licenses) due to the increased enrollment in the ETEC program. KC asked how licenses were distributed to the students and if book vouchers could be used towards the license. JW and RS explained that these licenses are tied to the email accounts of students and once that student is no longer enrolled in the program the license is freed up to give to another student.

The vote to approve/disapprove the 45 additional licenses for Adobe CC for students in ETEC for a total of \$5323.50 is below:

- Cassidy Guidry - Approve
 - Tyrus Hampton - Abstain
 - Jayla West - Approve
 - Raeleonne Owens- Approve
 - Kristal Corney - Approve
 - Randy Thames - Approve
- JW brought up the need for a secure charging cart for the Hooper Rd. site and their 36 Chromebooks that students use. RO asked if more than one charging cart was needed, it was explained that only one is needed at that site currently.

The vote to approve/disapprove the 36 bay secure charging cart for Hooper Rd. to be purchased with Student Technology funds for a total of \$1,318.00 is below:

- o Cassidy Guidry - Approve
 - o Tyrus Hampton - Approve
 - o Jayla West - Approve
 - o Raeleonne Owens- Approve
 - o Kristal Corney - Approve
 - o Randy Thames - Approve
-
- JW brought up the need for 8 new data drops around campus. This would be to enhance the wireless coverage by allowing the installation of more Wireless Access Points (APs) to be deployed. RO asked if we could use 5g towers, RS explained it was different technology and the APs around campus are from the BRCC network and 5G would be from your local AT&T/Verizon/etc provider. KC asked if this would improve desktop and laptop speeds, RS explained that connectivity for desktops is from our wired network which is directly patched in to the back of the desktop devices to give them internet. Laptops utilizing wireless would be effected by the internal wireless access points unless outside of the building. CG brought up issues regarding the internet being inconsistent, password issues with the wireless network for students and the overall frustration that students have been feeling regarding the above issues. RS explained that the BRCC IT has recently gone through replacing every switch in every data closet at every site. This upgrade was needed to provide a larger degree of security on our networks while also bolstering network traffic. Being that we're at the end of infrastructure migration, we can't fully swap over to the new network until the old network (wireless side) is completely removed. This has caused some unforeseen instability by needing to run both systems in parallel with each other. JW and RS weren't aware of students not currently using the original login method for WiFi and it would be investigated as to why a temporary solution is still being used. CG asked if our PR department could put out information regarding how students should log into the wireless network. RS said something would be made to help guide students with those questions. RT asked about time to complete the projects. JW explained that due to

shipping delays it could be a couple months from when the equipment was ordered.

The vote to approve/disapprove the 8 additional data drops for wireless access points to be purchased with Student Technology funds for a total of \$1,333.53 is below:

- o Cassidy Guidry - Approve
 - o Tyrus Hampton - Approve
 - o Jayla West - Approve
 - o Raeleonne Owens- Approve
 - o Kristal Corney - Approve
 - o Randy Thames - Approve
-
- JW brought up the need to have 3 data drops installed for various student technology improvement projects, 3 data drops in the Louisiana building for improved wireless coverage and have the existing (old) APs removed from ATC/ACC and replaced with the new APs. CG requested a further explanation of the difference between internal/external network in relation to desktop and wireless devices not being accessible. RS explained that is from the last couple of months during this infrastructure upgrade. While trying to have a graceful cutover to the new network there were several unforeseen events that happened to cause those outages and it's why we're pushing hard for these last expenses, once these last devices are off of our network we can fully cut over to the new network and not need to run a parallel system. KC asked if there was an ETA on this projects completion. RS explained that if the votes are approved and depending on the supply chain we would have this done as quickly as possible.

The vote to approve/disapprove the 6 additional data drops and replacing the old APs with new APs to be purchased with Student Technology funds for a total of \$2,818.83 is below:

- o Cassidy Guidry - Approve
 - o Tyrus Hampton - Approve
 - o Jayla West - Approve
 - o Raeleonne Owens- Approve
 - o Kristal Corney - Approve
 - o Randy Thames - Approve
- JW brought up the need to have a data and electric drop installed at both Jackson and Port Allen. The drops would be for the Visix messaging system that is displayed around the college and provide those sites access to that messaging system.

The vote to approve/disapprove electric and data drops for the Jackson site to be purchased with Student Technology funds for a total of \$600.00 is below:

- o Cassidy Guidry - Approve
- o Tyrus Hampton - Approve
- o Jayla West - Approve
- o Raeleonne Owens- Approve
- o Kristal Corney - Approve
- o Randy Thames - Approve

The vote to approve/disapprove electric and data drops for the Port Allen site to be purchased with Student Technology funds for a total of \$600.00 is below:

- o Cassidy Guidry - Approve
 - o Tyrus Hampton - Approve
 - o Jayla West - Approve
 - o Raeleonne Owens- Approve
 - o Kristal Corney - Approve
 - o Randy Thames - Approve
- JW brought up the need to reapprove the Net Support - Monitoring Testing software. This is for testing staff to monitor multiple stations at once while testing is happening. RS explained this is something that has been supported by STC since first needing it. RO asked what was the feedback on using this software and is it still the best choice for the testing center. RS explained that the person over the testing site is very pleased with this application and everything it offers and is very comfortable with using this solution.

The vote to approve/disapprove the NetSupport Test Monitoring software to be purchased with Student Technology funds for a total of \$1,381.25 is below:

- o Cassidy Guidry - Approve
 - o Tyrus Hampton - Approve
 - o Jayla West - Approve
 - o Raeleonne Owens- Approve
 - o Kristal Corney - Approve
 - o Randy Thames - Approve
- JW brought up the need to have a vendor/technician to come in for the Sound Studio to decommission the old equipment, install the new equipment, test and configure it for the next group of students that will begin utilizing the lab. RO asked if the warranty came with it and if that was a concern moving forward. RS explained that the equipment has not been ordered yet and it should come with a standard 1

year warranty. JW explained the goal is to have this up and running this summer and ready to go for the fall 2022 semester. RS also explained that the warranty would cover anything possibly being damaged but also we would follow up if the installer has insurance on them as well.

The vote to approve/disapprove the cost of installation from a vendor/technician for the Sound Studio with Student Technology funds for a total of \$10,000.00 is below:

- o Cassidy Guidry - Approve
 - o Tyrus Hampton - Approve
 - o Jayla West - Approve
 - o Raeleonne Owens- Approve
 - o Kristal Corney - Approve
 - o Randy Thames - Approve
-
- RS closed with a statement to the STC. He very much appreciates the feedback that they provide to us and it is very helpful. He really appreciates the hard questions and he wants to encourage everyone keep that up.

Next Meeting: 2nd week of May

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

MEETING OPENED: 3:05 p.m.

MEETING ADJOURNED: 4:28 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: <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.			
Which objective would this advance?			
<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.			
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Beneficiaries of funds:			
Initial Cost:	Recurring Costs:	Other Sources of Funds:	Duration of Funds (end date):
Impact on college priorities:			
Office Use Only			
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Stipulations:			
Signatures of Quorum:			

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To: Student Technology Fee Committee
From: Gail Suberbielle, Dean of Liberal Arts
Re: Support for funds request
Date: 8 February 2022

Dear Committee Members:

I am writing to offer my full support of Mr. Rhett Poché, Department Chairperson for Fine Arts, Communication, and Social Sciences, in seeking funds from your committee to hire an audio technician to install the audio equipment that we will be purchasing from the funds that you graciously allotted to us in your November meeting. Additionally, that technician will perform much-needed baseline maintenance of the audio recording studio to render it usable for students and faculty. These critical upgrades and maintenance will give students access to the best equipment to help train them for the growing demand for workers in this industry.

Please do not hesitate to contact me if you have any questions regarding this request or my support of it.

Sincerely,

A handwritten signature in blue ink that reads "Gail Suberbielle".

Gail Suberbielle, Ed.D., Dean of Liberal Arts

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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 1167963.00
Customer Name: John Warren
Company Name: Baton Rouge Community College
Quote Name: Anywhere Cart 36 device Unit
Quote Date: December 13, 2021
Phone Number: 2252168271
Fax Number:

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	36 Bay Cycle Charge MPN: AC-PLUS Contract(s): NASPO Admin MNWNC-114 NASPO - Louisiana 4400002524	1	\$1,318.00	\$1,318.00

Sub-Total: \$1,318.00
Shipping & Handling : Included
Taxes: Tax Exempt
Total for Item 1: \$1,318.00

This quote will expire January 12, 2022.
To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total: \$1,318.00
Shipping & Handling : Included
Taxes: Tax Exempt
Total: \$1,318.00

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.

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.

Baton Rouge Community College Student Technology Fee Committee

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1500 Government St
Baton Rouge, LA 70802

CAJUN
ELECTRIC

Estimate

Date **2/8/2022**

Estimate # **CO020723**

Bill To:

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

Jobsite Location

BRCC JACKSON CAMPUS
3337 Highway 10
Jackson, LA 70748
225-634-2636

Rep Adam

ITEM	QTY	DESCRIPTION	TOTAL
		BRCC Jackson Campus:	
Electrical	1	Wire and install Data	300.00
Electrical	1	Wire and install 120v receptacle	300.00

This estimate is only valid for 15 days, based on the current supply and delivery fluctuations.

Subtotal	\$600.00
Sales Tax (0.0%)	\$0.00
Total	\$600.00

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Baton Rouge Community College
Purchasing Department

Mail Address: 201 Community College Drive
Baton Rouge, LA 70806

Voice: (225) 216-8439 Fax: (225) 216-8039



PURCHASE ORDER

Number: **21221808**

Please show this number on all packages and documents related to this order.

Date: 05/23/22

Page #: 1

Vendor: Cajun Electric, LLC 1500 Government Street Baton Rouge LA 70802 Phone: 927-3358 Fax: 927-0244	Ship To: Confirming-Do not duplicate Already received or completed Requested By: Ron Solomon	Bill To: Baton Rouge Community College Accounts Payable 201 Community College Drive Baton Rouge, LA 70806
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INVOICES MUST BE ITEMIZED SHOWING QUANTITY, UNIT PRICE AND TOTAL. INVOICE IN DUPLICATE.

Address all correspondence to the attention of Accounts Payable in the Accounting Department - (225) 216-8086

Item	Qty.	U/M	Item Description	Unit Price	Extended Price
			Data and electrical for the Jackson and Port Allen PUBLIC WORKS IMPROVEMENT To replace PO 20211691 and 20211612 respectfully		
1	4.00	EA	Data Drops	150.0000	600.00
2	4.00	EA	Wire and install receptacle with wire mold	150.0000	600.00

FOB:	TOTAL: 1,200.00
REQ NO: R0006291	TERMS: Net 30 Days
DELIVERY DATE: 06/30/22	AUTHORIZED SIGNATURE:

Account	Amount
110001-620001-7148BF-600-	600.00
110001-620001-7148BH-600-	600.00

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<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.
- 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.



1500 Government St
Baton Rouge, LA 70802

CAJUN
ELECTRIC

Estimate

Date **2/8/2022**

Estimate # Data/ Power

Bill To:

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

Jobsite Location

BRCC PORT ALLEN CAMPUS
3233 Rosedale Road
Port Allen, LA 70767
225-342-5061

Rep Adam

ITEM	QTY	DESCRIPTION	TOTAL
		BRCC Port Allen: Provide Data and Power in the Developmental Testing Lab	
Electrical	1	Surface Mounted 120v Receptacle	300.00
Electrical	1	Surface Mounted Data drop	300.00

This estimate is only valid for 15 days, based on the current supply and delivery fluctuations.

Subtotal	\$600.00
Sales Tax (0.0%)	\$0.00
Total	\$600.00