



Student Technology Committee Meeting Agenda

October 2, 2017

2:00pm

Fall 2017 October 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 meeting and May meeting minutes
- IV.** Open issues:
 - a) ID reader for second floor of Magnolia was sent with the wrong firmware, waiting for new reader to come in.
 - 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.
 - d) Update on changes needed for the Student Technology form. Minor language change to form per Dr. Jones.
 - e) Palm readers for events.
 - f) Update on System Office taking over student emails and the possible Wi-Fi solution that would follow.

- g) Discuss proposed form for proposals and requests for departments using student tech funds.
 - h) Discuss the SGA video messaging system for Mid-City.
 - i) Discuss SGA getting in touch with Kizzy Payton to use constant contact for student related events.
 - j) Discuss if the ALC was notified that they would need to fill out the proposal form for the 15 standard math calculators and headphones. Also the language lab requesting new headphones. Were these departments notified to start including them in their operational budgets?
 - k) Discuss Student Technology budget as needed.
- V. New business
- VI. Next Meeting Planned: 1st week of December
- VII. Call for motion to adjourn



Student Technology Fee Committee

Minutes – October, 2nd 2017
Vice- Chancellors' Conference Room 2nd Fl. Gov. Bldg. meeting

Members in attendance: Chief Information Officer Ron Solomon - Chair, IT Project Manager John Warren - Co-Chair, Vice Chancellor Helen Harris, Director of Student Programs Tommy Morris, SGA President Elect Donald Fountain

Minutes:

Approval of minutes: JW asked for approval of the meeting minutes from May and July. HH motioned that the minutes be accepted and TM seconded.

Open Issues Discussed:

- JW informed the committee that the ID reader for the second floor of Magnolia is now working and students can copy and scan.
- JW informed that the student center copying card reader was shipped out and should be back from repair soon. TM asked where the location of the Xerox is and it was explained it was next to the Public Safety area and across from the rotunda.
- JW brought up the proposal for SGA funding for the charging stations around campus for mobile devices and asked HH for an update on the retrofitting for the student center. HH said the student center renovations are still currently being reviewed and that the Sept 15th timeframe for plans wound up being too soon to get everyone on board. The process was being slowed down purposefully to give the possibility of having the new VC of Student Services to come in and weigh in with their thoughts for the area. JW asked if we should consider going ahead and getting quotes for the charging stations in the cafeteria area. HH said we'll be looking at following the Southeastern student center design with how they have it setup with booths and small TVs in the booths and that charging stations may already come built into those. JW asked for pictures and HH showed the committee pictures that were taken on a recent trip to the campus. It was suggested that the committee take a tour to see the area as well. HH said the biggest thing is making sure SGA gets everything it needs and that all technology needs are met. HH said we're currently looking into other sources of funding with the estimate of the renovation being somewhere around \$900k to \$1million with some of the things we're discussing bringing in is around \$1.5million. RS asked if there has been a design shown yet. HH said yes and no. There is a current Architect involved and he's started putting some things together. HH gave a description of how the booths may be setup with half walls you can still see over and walk between the booths. HH brought up the food services issues we face (not STC related) and getting those vendors on campus and keeping them. Based on the vicinity and locations of other

restaurants vendors are saying they will not make money on campus. One vendor was here for a semester and even though it was free for them to be here the overhead of running the counter area and serving students was still too high. HH recommended a Community Coffee shop with small snacks may work well on campus. DF agreed that a small coffee shop like that would be beneficial on campus.

- JW asked for an update on power issues at the Jackson site. HH asked if the work was going through IT or Facilities, it was confirmed it was facilities. HH asked if RS was working with Jarkus McKinley on the issue. HH said she would follow up with Jarkus on it.
- JW brought up the minor changes in the language on the Student Technology form and that Dr. Jones requested the font be larger and that request for funds be changed to request for funding and it be in all caps. RS made notes of the changes to be made to the form.
- JW brought up palm readers and that we're currently waiting to hear back from Jon Gear with Atrium on best solutions. RS brought up using the iPad minis instead of waiting to purchase them for Atrium. RS said we need to find use for the minis. TM asked about the swipe pad which RS explained it was already attached and after the meeting we could go see the devices in RS's office.
- JW asked if there is any update with the system office taking over student emails and the possible Wi-Fi solution. RS said System Office is currently in the process of cleaning up their system. Delta and BRCC are leading the charge to put all of the students email accounts under O365 hosted by the System Office. RS said that all students have been given access to the full suite of Office 2016. JW explained the IT Help Desk had access to help students with any issues that they may run into when setting up the account and installing the software suite. RS mentioned that he's still working with the system office for a more seamless Wi-Fi experience for students when walking from one building to another. We're waiting for LCTCS to complete their testing. JW brought up the saturation that can occur on the wireless access points (WAPs) and that there may be a need to purchase more in the future.
- JW brought up updating wording on same student tech form to allow for all proposals to be brought forth for the beginning of the calendar year in January to allow time to decide on budgeting for the upcoming new fiscal year in July. RS sent the form out to the ALC

and the Library as they've been the areas using the reoccurring funds and they would need to be in the December meeting to propose the request to continue funding. HH requested a website where all of the STC information can be contained. HH asked to put everyone requesting funds to be on the same timeframe.

- JW discussed the SGA video messaging system. TM and the SGA has a concern with pricing and if it's needed at this time. DF said it could be brought up at the next SGA meeting. RS sees merit in the Student Center having the messaging system. TM brought up that MTV wants to come in and put up video/audio in the area and be utilized to broadcast BRCCs messages along with it. DF believes that the cabinet would be all for video with sound. TM explained that the MTV agreement could potentially limit what BRCC could put on the messaging system and it's built in and controlled by MTV. TM will follow up with that.
- JW brought up SGA meeting with Kizzy Payton for constant contact solution for student emails that are distributed for events. TM said it has been taken care of.
- DF brought up that the ALC is in need of and 15 standard math calculators and headphones for tutors and students to use. DF confirmed that this has been completed and the forms were submitted to them to turn in to present in the December meeting. The language lab has their headphones now. JW asked if putting these items in their operational budget is something they need to do or if they should use student technology funds for these items. HH said if they really need it and there is no other funding that they can request it in both their operational budget and from student technology funds. HH also said that since the calculators and headphones are not considered needed for day to day operations in those departments that this type of purchase because it's for students, they can request student tech funds.
- HH requested that at every meeting there will be a copy of the Student Technology budget and year to date expenditures that she will provide. HH will provide a representation of this budget and show exactly what's on the budget currently and to respond if it's approved or disapproved so it can be put in the budget for FY 17/18.

New Business:

- RS brought up we need a STC webpage with everything that goes on with student technology to include minutes, budget, etc. Also recommended that SGA do the same thing as well as it would help both areas out with auditing.
- RS brought up that the STC policies need to be refreshed and reviewed and to also state that we need to add to the policy that it needs to be reviewed every 2 years to make sure it has the most current data. RS will make a draft of the renewed policy to present and voted on at the next meeting. HH informed the committee that there is a more formal policy process here at the college and that things must be checked off before being presented to the Chancellor. BRCC Student Technology plan is currently being audited and are unsure as to how it's going to go because of how things had been done in the past with the level of approvals. HH explained that the IT Help Desk has been supported by student technology funds. HH also explained that it's possible that there may be an audit finding for the student technology fee implementation. That transparency will address these issues.
- DF said that there was a constitution vote and that two new positions have been created SGA Historian and SGA VP of Programming and requested email and desktop login for the new positions. JW explained that whatever was needed can be done but IT Help Desk tickets would need to be created for these requests.

Next Meeting: 1st Week of December

JW called a motion to adjourn meeting. HH motioned to adjourn. TM seconded.

MEETING OPENED: 2:05 p.m.

MEETING ADJOURNED: 2:46 p.m.

RECORDER: John Warren

