



Student Technology Fee Committee

Minutes - May 19th 2020

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 Programs Tommy Morris (TM), SGA President Tara Mitchell (TaM), SGA VP of Student Programming Cydney Muhammad (CM), SGA VP of Policy Tamara Williams (TW), Parliamentarian Melanie Rubin (MR), SGA Historian Tamerick Zachary (TZ), SGA Secretary Carlie Thompson (CT), SGA Treasurer Raeleonne Owens (RO), Student Jarrell Jingles (JJ), Director of ALC Jeanne Stacy (JS), ALC Coordinator Nina Joshi (NJ)

Open Issues Discussed:

- JW opened the meeting by introducing everyone including Jeanne Stacy and Nina Joshi from the ALC and informed the group that they're going to have a couple of proposals that they want to go over and put up for a vote.
- JW turned the meeting over to RS to go over a revote for podiums for New Roads and informed the group that the New Roads site is not being used at this time and for the foreseeable future and that IT would like to redirect that technology to the Jackson site where it can be used. The group agreed that there was no vote needed as the intent of the vote was to provide students at a rural site the same technology as those students at Mid-City and the students at New Roads could still use the technology once moved to the Jackson site.

New Business:

- JW turned the call over to Jeanne Stacy and Nina Joshi to go over the funding request for Smart Thinking Online Tutoring for \$8,100.00. Jeanne and Nina discussed the student benefits of the application. The number of hours that are being requested which is 300 with 197 hours rolled over from last year. Jeanne explained that the tutoring app gives students 24/7 access to subjects areas that aren't covered by the ALC also. Study groups are also provided to students through the application. CT discussed some issues using the software and accessing subjects at certain times and communication between her and the ALC. Jeanne apologized for the issues and asked for more information and stated that there is overwhelmingly positive feedback but did understand that there are technical glitches that can happen. It was confirmed that the application works with Chromebooks.

The vote to approve/disapprove is below:

- o Tara Mitchell - Approve
- o Melanie Rubin - Approve
- o Tamerick Zachary - Approve
- o Raeleonne Owens - Approve
- o Carlie Thompson - Approve
- o Jarrell Jingles - Approve

JW moved to the next item for vote. NJ explained the need for 10 new TI-84 Plus graphic calculators for math tutoring for \$1,199.90. The recommendation came from math faculty. The calculators are also loaned to students for testing if they've forgotten theirs. NJ explained that these new calculators are replacing really old calculators.

The vote to approve/disapprove is below:

- o Tara Mitchell - Approve
- o Melanie Rubin - Approve
- o Tamerick Zachary - Approve
- o Raeleonne Owens - Approve

- o Carlie Thompson - Approve
- o Jarrell Jingles - Approve

JW turned the meeting over to RS to discuss Proctorio for students testing during the summer. RS explained that there was currently no hard number to base the quote off of but needed to know if we can vote on a price limit for him to use to purchase the needed licenses for Proctorio for the summer semester. DJ had preliminary numbers that we already had between 300 and 450 students enrolled and later discovered that total enrollment was currently at 3100. It was determined that 3500 licenses would be approved for \$52,500.00 at \$15 per license for the summer to use the product to see if we would go with it into the Fall semester.

- o Tara Mitchell - Approve
- o Melanie Rubin - Approve
- o Raeleonne Owens - Approve
- o Carlie Thompson - Approve
- o Jarrell Jingles - Approve

Next Meeting: 2nd week of June

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

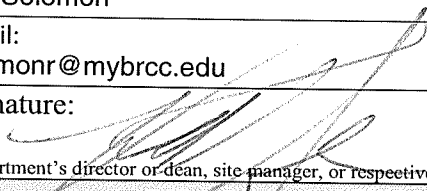
MEETING OPENED: 3:00 p.m.

MEETING ADJOURNED: 4:08 p.m.

RECORDER: John Warren

Baton Rouge Community College Student Technology Fee Committee

Funds Request

Department Information			
Department Requesting Funds: Information Technology		Date: 4-16-2020	
Representative: Ron Solomon		Title: CIO	
Email: solomonr@mybrcc.edu		Phone Number: 225-216-8267	
Signature:  <small>(Department's director or dean, site manager, or respective Vice Chancellor)</small>		Description/Justification of request: <small>Provide a simple way for non-technical users to take any paper-based form and quickly build a sophisticated interactive work flow that can enhance the college's enrollment process for students</small>	
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 checked="" 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: All BRCC Students			
Initial Cost: \$6,500.00 for 1st Year	Recurring Costs: \$6,000.00 each year for 2 additional years	Other Sources of Funds: N/A	Duration of Funds (end date): Spring 2023
Impact on college priorities: The Dynamic Forms service allows students to securely complete, upload and electronically sign enrollment forms and other paperwork in a convenient format.			
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.



April 16, 2020

Ron Solomon
Chief Information Officer
Baton Rouge Community College
201 Community College Drive
Baton Rouge, LA 70806

Dear Mr. Solomon:

Dynamic Forms provides a simple way for non-technical users to take any paper-based form and quickly build a sophisticated interactive workflow that can enhance the school's business processes. This secure, state of the art workflow and electronic signature solution enables individual school departments to build and manage their own ADA compliant and device responsive forms to support their specific user's needs.

If you have any questions, please contact me at 904-613-4759 or via email at jim.grace@ngwebsolutions.com. We look forward to working with Baton Rouge Community College and hope that our solution fits your needs.

Sincerely,

A handwritten signature in black ink that reads "Jim Grace". The signature is written in a cursive, slightly slanted style.

Jim Grace
Chief Operating Officer

Baton Rouge Community College Pricing:

The license below provides BRCC with unlimited users, forms submissions, form template creation, in a couple of words, unlimited usage across the campuses. The term is up to BRCC, I have added three years as that is usually the desire of our clients.

Software License	Installation/ Setup Fee	Annual ASP Fee	Commencement Date	Term (# of years)	Total*
Dynamic Forms-Full Unlimited License	\$1,000 \$500	\$7,500 \$6,000	Agreement Sign Date	3	Year 1: \$6,500 Year 2: \$6,000 Year 3: \$6,000

What is included?

Dynamic Forms Implementation	
Setup	\$500
<ul style="list-style-type: none"> • Experienced Next Gen Project Manager runs implementation • All tasks associated with getting Baton Rouge Community College up, running and successful with Dynamic Forms • Tasks associated with Dynamic Forms integrating with BRCCs single sign on method(s) • Back-end integration – data/images prepped to return to Banner, Imaging or other backend systems • API integration with school information or other 3rd party system • Creation of 5 forms to get you started • Unlimited training for all users on web 	
Annual License	\$6,000
<ul style="list-style-type: none"> • All form hosting and storage • All ongoing training and support for all school and all organizations at all schools • All product upgrades • Consultations on forms and workflows • There are no other fees for the product 	

Optional Services		
On-site Custom Training	\$1,500 per day	\$1,500 per day
Beyond 2 Post Implementation Training sessions via Web	\$300 per session	\$300 per session
Forms Workflow Consulting	\$100 per hour	\$100 per hour
Build form for you	\$100 per form	\$100 per form

Dynamic Forms Features	
Building Forms	
- Forms Designer	Drop and Drag
- ADA/508 Compliance	X
- Mobile / Responsive Forms	X
- Pre-built Form Templates	X
- Customize your own Form Templates	X
- Prefill fields automatically	X
- Prebuilt field edits for validation	X
- Conditional Form Logic – Rules engine	X
- File Uploads	X
- Electronic Signatures	X
- ReCaptcha	X
- Prebuild or Custom Stylesheets	X
- Save as draft optional	X
Form Routing	
- Multiple participant workflow	X
- Broadcast, Sequential and limited conditional routing	X
- Customized messaging to participants	X
- Participants routing based on input or API	X
- School Use Only sections	X
- Reject form functionality	X
- Conditional Routing to serve Enterprise	X
- Auto-reminders to participants in workflow	X
- Routing to Groups/Surrogate	X
Payment Forms	
- Prebuilt payment integrations with TouchNet, CashNet, Nelnet, 5 other payment vendors	X
- Ensures PCI Compliance	X
- Custom E-mails to Payers	X
- Payment totaling fields	X
Integrations – API/SSO/Imaging	
- Restful API Infrastructure supports any API ready integration – read and write	X
- API Admin Management functionality – build and manage your own APIs	X
- API integrations can drive rules on form and conditional routing on forms	X
- Single Sign On Integrations – CAS, ADFS, InCommon, Shibboleth, most all.	X
- Imaging Integration with schedulable forms mover	X
- Move images and/or data through exchange process	X
Security	
- All forms utilize https encryption	X
- All data confidential – no sharing period	X
- Data encrypted throughout lifecycle	X
- Multiple third party audits, including SOC	X
- FERPA and HIPAA Compliant	X
Client Base	
The Dynamic Forms team works exclusively in Higher Education	Higher Ed Only