



Student Technology Committee Meeting Agenda

July 10, 2017

2:00pm

Summer 2017 July 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
- 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) Discuss if the printing for SGA Secretary PC been resolved.
 - d) Update on power issues in the lab at the Jackson site.
 - e) Update on changes needed for the Student Technology form. Minor language change to form per Dr. Jones.
 - f) Palm readers for events.

- g) Update on System Office taking over student emails and the possible Wi-Fi solution that would follow.
- h) Discuss proposed form for proposals and requests for departments using student tech funds.
- i) Discuss the SGA video messaging system for Mid-City.
- j) Discuss SGA getting in touch with Kizzy Payton to use constant contact for student related events.

V. New business

VI. Next Meeting Planned: 1st week of October

VII. Call for motion to adjourn



Student Technology Fee Committee

Minutes – July, 10th 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, Executive Director of Student Development Dr. Teresa Jones, Director of Student Programs Tommy Morris, SGA President Elect Donald Fountain, SGA Vice-President Elect Richard Roberts*

Minutes:

Approval of minutes: JW asked for approval that the meeting minutes from May and July would be called for approval at the next meeting in October.

Open Issues Discussed:

- JW informed the committee that the ID reader for the second floor of Magnolia is in but was shipped with the wrong firmware. It was sent back off to ITC for replacement and will be ready for the Fall semester
- 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 says we currently waiting for a designer and avoid bidding. When the Chancellor returns a meeting will be scheduled with an architect, interior designer, SGA, student services personnel to discuss the flow of traffic. Will move forward once final plan has been laid out. JW brought up sending out information that there currently are charging stations on campus down the hallway in Magnolia. HH said she would get PR to design signs to be placed on the charging blocks to notify students that the tables are also charging stations. TM confirmed that Cypress also has charging tables of the same design as Magnolia. TM asked if it was

possible to purchase more of the same charging station designs. HH is checking to see if those are still available in a furniture catalog that she currently has.

- JW asked if SGA secretary PC can currently print and the issue resolved. TM confirmed that it has been.
- JW asked for an update on power issues at the Jackson site. HH said they just received the quote back from the electrician for \$9000.00. The payment will come from reserves and the Chancellor will need to prioritize the issue on the list with other things that need to be done around the college. An update from HH should be coming soon as the request was submitted to the Chancellor at the end of the previous week. TM asked about the allotted money for VDI and it was confirmed by RS that there are 20 waiting to be installed. Estimated two weeks for electrical repair.
- JW brought up the minor changes in the language on the Student Technology form. RS made some changes and didn't note the changes that were made. TJ wasn't sure about what specific changes were requested. JW offered to go through minutes from last meeting and find the changes that were requested. TJ requested the font be larger and that request for funds be changed to request for funding and it be in all caps.
- JW brought up palm readers and that we're currently waiting to hear back from Jon Gear with Atrium on best solutions. TM asked if other devices could be used like iPad minis, it was confirmed that they could but ITC hardware has direct integration with Atrium. DF asked how the card readers work in the system and JW gave a brief explanation of how they connect to our network and Atrium card system. RS brought up the possibility of the devices being used for voting. TJ asked about some students not liking giving out fingerprints, etc and how that may affect attendance and what other schools are doing for that opposition that they receive from students. JW offered to find out what other schools are doing to handle that issue. It was then discussed that a palm reader did not actually read fingerprints or palms but it was a handheld device that was palm sized.
- 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 having a meeting to discuss students accessing and migrating student email accounts to this new system. This will enable students to have a permanent certificate when accessing Wi-Fi on campus and allowing building to building access without having to log back in each time. RS explained that each WAP has a max limit of 30-40 users at a time and as more students attempt to access a maxed out WAP it will drop inactive logins and the students will need to log back in again. JW explained that the WAPs do have load balancing capabilities but that there is still a potential of being dropped off the WAP and needing to authenticate again. HH asked what the purpose was for the System Office taking over the email. RS explained that the man power and maintenance associated with the current system would benefit students better to have the System Office manage it. Also having student on an O365 account will give them access to installing a free full version of Office on their devices. TM asked about student usage policy since the O365 accounts are being used through the college. RS stated there will be a policy that must be signed/accepted that student understand the do's and don'ts of using the licensed software. RS said that the student usage policy will need to be looked at. TJ stated that there is something in the code of conduct about this but it would need to be looked into further to make sure everything is covered.

- 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. TJ said finalize wording for October STC meeting. RS and JW will send out the request for the proposals to be submitted.
- JW discussed the SGA video messaging system. A meeting with the new cabinet will need to be held to discuss locations and pricing. Chancellor gets final approval. JW will send out meeting invite.
- JW brought up SGA meeting with Kizzy Payton for constant contact solution for student emails that are distributed for events. TM said that he's going to schedule a meeting to discuss this with Kizzy among other things for his department.

New Business:

- 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. Also, proposals that have been requested for the fiscal year. HH explained that Student Technology money is generated by student tech fees and enrollment is what drives the revenues that are generated. If revenues are generated and not collected, which at the end of the fiscal year the Finance department is finding that some student tech money is not collected and the college winds up covering those costs. In an average year the college generates around \$1.2 million in student technology fees. For the fiscal year of 16/17 we only generated \$852,000.00. HH explained that everyone needs to be made aware of our finances and where we are financially and what we can spend.
- DF brought up that the ALC is in need of and 15 standard math calculators and headphones for tutors and students to use. HH explained that they will need to fill out the proposal form and come to our October meeting to present their proposal. RS said the language lab is requesting headphones as well. It was discussed if these were items that should be included in their operational budgets or not as well as if students and tutors should be asked to bring their own headphones for sanitary reasons.

Next Meeting: 1st Week of October

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

MEETING OPENED: 2:02 p.m.

MEETING ADJOURNED: 2:42 p.m.

RECORDER: John Warren