



TECH FEE COMMITTEE
MEETING NOTES
June 1, 2015

I. Call to Order and Determination of Quorum

The meeting was called to order by Tracy Stanley at 9:05am.

II. Roll Call

Members Present:

David Rosi, Drew Davidson (ASLCC President), Amina Jama Warsame (ASLCC VP Activities), Ignacio Bautista (ASLCC VP Affairs), Mikayla LaFontaine (ASLCC Chief Justice), Kendra Sprague, Davis Boswell (ASLCC Finance Director), Roxana Ahmadifard and Tracy Stanley

Members Absent:

Maddie Coy (ASLCC Secretary)

Advisory Representatives Present:

Megan Wiggins

Brandon Ray

Advisory Representatives Absent:

None

Guests:

Kim Salsbury, Garry Lienhard, Darlene deVida and Chad Meadors

III. Approval of Agenda

Roxana Ahmadifard requested that New Business (VII) be moved in front of Reports because we had a lot of items to vote on and some of the students couldn't stay for the full two hours. David Rosi moved to approve the June 1, 2015 agenda with the amendment made by Roxana. Davis Boswell seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

IV. Approval of Minutes

Drew Davidson moved to approve the April 27, 2015 meeting minutes. Davis Boswell seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

V. Reports

a. Chairperson- Tracy Stanley

None

b. Other Members

Roxana Ahmadifard updated the Committee on the ending balance for the 2014-2015 school year which was \$75,568.00 prior to the approved fund requests from the meeting today.

- Digital signage needs to be added as a line item due to the reoccurring costs of the maintenance of the screens and players; a line item of \$1,300 was added based on the 5 players at \$220 a piece plus a little extra for unknown expenses.
- The two Technician positions under 'Personnel Expenses' will be eliminated next year.
- Elias Hayes' position, Communications Consultant 2, will no longer be covered by Tech Fee as of July 1, 2015.
- A line item of \$7,000 for copy machine maintenance and \$500 for credit card machines was added.
- The ending 2014-2015 balance after today's requests is \$41,771.00.

Roxana would like to see a line item for equipment or general technology for the students to use each year at their discretion. She talked to Tracy about what, from an IT perspective, she thinks would be beneficial for students to have to use and they came up with a list of items such as a GoPro, video recording equipment, a portable backpack, a collaborative learning space and computers upstairs in the Library. David Rosi suggested that next year's ASLCC Student Government officers survey the student body to see what they would like to see updated or added to campus. Since the Library already checks out some items, Roxana suggested that we work with Library staff to come up with a way to keep track and check out equipment bought in the future. David Rosi suggested that a line item of \$50,000 be added to the budget for 'Student Use Technology.' David also asked that the Committee think about putting a line item into the budget for updating the readerboard on 15th Avenue. Brandon Ray will bring price quotes to the Committee next year before deciding on a line item for this.

Roxana requested an update from Brandon Ray on the Pharaohs System. She handed out a spreadsheet of what's been brought in and taken out of the account monthly. Roxana had questions about some of the months that were blank and why there were some drastic differences between some of the months. Brandon stated that he got the report from Molly Howard in the Finance office and would ask her about why some months were blank. As for the big decreases in months such as December, Brandon reported that at one time the money was being put into a different account so when they figured that out they moved it. David Rosi requested that we find out how many sheets of paper are actually being used so we can come up with a number to base each month off of, to have a better idea of how much money should be coming in. Kim Salsbury said she will keep track of Lab 2 and Gary Lienhard will ask Jack Humphrey to keep track of the copiers. Gary will look into this and email Roxana the numbers.

Roxana talked to Molly Howard in the Finance Office about having a distinct and separate account for a Tech Fee Committee Reserve account. Molly said that we couldn't do this because it's a lab fee and you can't separate lab fees into different accounts. Since we can't have a distinct account,

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Roxana suggested that we make a line item for Reserve money that includes carry over that's not spent each year. There would be about \$300,000 that's rolled over from the 2014-2015 budget.

Ignacio Bautista approves the 2015-2016 to include:

- Line item of \$1,300 for Digital Signage
- Line item of \$7,000 for Copy Machine Maintenance
- Line item of \$500 for Credit Card Machines
- Line item of \$50,000 for Student Use Technology
- Line item of \$300,000 for Reserves
- Line item of \$15,000 for Instructional Labs Under 'Requests'
- Line item of \$10,000 for ASLCC Student Government Computers & Printer Under 'Requests'
- Line item of \$22,706.43 for Outdoor Wireless System Under 'Requests'

Davis Boswell seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

VI. Old Business

a. Darlene deVida- Monthly Lab Spending Report

Darlene deVida handed out her monthly memo that included the breakdown of what's been spent in the Instructional Labs so far this year. So far \$8,577.15 has been spent of the \$20,000 budget, leaving a current balance of \$11,422.85. As noted on the memo, they are now currently taking inventory and will be replenishing the consumables during the up-coming months.

b. Darlene deVida- Update on Plan for Access to Lab 7 and Lab 8

Darlene deVida reported that she hasn't done a whole lot with Lab 7 and Lab 8 but she has made plans to revise Lab 8 into a dedicated space for Engineering, Machine trades and Cad rather than having it serve as a general use. She stated that Lab 7 should remain general use but is still struggling over how to monitor the space and will work on a plan over the summer.

c. Drew Davidson- Follow-Up on the Status of the Learning Commons Whisper Room

Drew Davidson emailed Melinda but hasn't heard a response. Maggie Stuart said there are no power outlets in the area where the room is going but they are working to make that happen. Brandon Ray said he and Richard Hamilton looked at the area prior to the request and he's not sure how that got past them. Drew Davidson asked Brandon when he thinks the Whisper Room will be installed and ready to use. Brandon said he would follow up with Richard about the power issues and report back to the Committee. Tracy Stanley stated that although this is not about the same project, she was wondering about the updated on the new screen for the Clubs & Orgs Room that the Committee also approved. The screen has yet to be hung up yet. Brandon said he would check on this as well.

d. Garry Lienhard- Update on Site License for Digital Signage

Garry Lienhard reported that he contacted the Visix rep about a site license for the College digital signage. The rep got back to him with a quote that included unlimited players anywhere on LCC's campus for \$30,000; this would be a one-time fee but did not include annual maintenance costs or the costs of the screens. He explained that if we want each of the screens to show different images and playlists, each screen needs to have its own player which are about \$1,500 each. The yearly maintenance for each player is about \$220. Garry replied back and asked if we could either do \$25,000 for unlimited players with annual maintenance included or \$20,000 for unlimited players without the annual maintenance included; he has not heard back from the rep on this yet. Drew Davidson stated that he thinks it would be cheaper to get them as we need them. The Committee agreed that since our campus is so small, spending this amount of money wouldn't be cost-effective for the number of screens we need/could use.

e. David Rosi and Kim Salsbury- Update on Signage for BTEC Labs and Incorporation into New Student Orientations

David Rosi reported that signs have been put up to notify students that the BTEC labs are in fact general use but if there is someone that's specifically in a BTEC course that needs a computer, they have first priority.

VII. New Business

a. Brandon Ray- Fund Request for Document Capture & Management System (\$40,000)

Brandon gave some background on this request before it was brought to discussion. He informed the group that this is a matching project, LCC would put in \$40,000 and they're asking Tech Fee Committee to put in \$40,000 to replace the existing system. Currently the server is in the Admissions Building because Financial Aid uses it the bulk of the time as well as Human Resources; it is also used in IT, DSS, Instruction and Advising. This system allows departments to scan documents to a database so there's no physical paper and all departments can see it easily; streamlines services to students and other parts of campus. The operating system, software and hardware are out of warranty and aren't supported by the suppliers. The state has a contract with a system called Quillix Capture and it's compatible with ctLink. He has checked with other schools that use this system and the amount is about \$80,000 so that's why there are no specifics on the cost breakdown portion on the fund request, they need to get a quote. Brandon would suggest that the Committee approve the funds contingent on the College spending their portion first.

Darlene deVida started the discussion by explaining that ctLink is a system where each school has their own separate operation but it feeds into a state-wide, large database that all schools feed into. Brandon said that it will replace systems such as FMS and SMS but it doesn't have the capability for storage of documents in a large capacity. Drew Davidson asked how this would impact students directly. Brandon said that it will help with workflow of documents from one area to the next and there are work studies in HR and Financial Aid that learn how to use the system and would gain experience with it. David Rosi stated that if storing documents is the question at hand then it sounds like it's an infrastructure piece of equipment. Drew Davidson stated that he believes the College

needs this system but the students do not need to pay for it because it is not directly impacting the students.

Drew moved to approve the \$40,000 for the document capture and management system. Davis Boswell seconded the motion; none were in favor, all were opposed and none abstained. Motion did not pass unanimously.

b. Brandon Ray- Fund Request for Redundant Internet Access (\$10,000/year)

Brandon prefaced this request saying that they are not looking to add a backup provider until July 2016 when ctcLink goes online so he's just getting a feel for how the Committee feels about funding this and is not looking for it to be voted on until next year. He expressed the need for a backup internet provider. Since the College currently has a single internet provider, if the system goes down everything goes down including Canvas, student information systems and internet access for staff and faculty. Cascade Networks can provide the College a second service of 100 megabytes for \$10,000 per year; Cascade Networks said the price could be even lower with a contract of multiple years. Brandon suggested that the guest wireless be routed through this system because there would be less regulation than the state network. Then when a problem arises with the state network, the College could tie into Cascade Networks so we could be operational. Brandon asked that we put a placeholder in the 2015-2016 budget so that it could be voted on next year and we would have funds to do it.

David Rosi started the discussion by asking if the College could split the bandwidth that we currently have so that part of it could go to the College operations and part could go to the guest wireless. If so, why add more bandwidth when k20 only charges for usage. Brandon said they hadn't thought of that but even so it would still be on the state system so if it went down then the College would be down as well. The question was asked whether we need more bandwidth. Gary Lienhard said that every time the College increases the amount we have it gets used, so it would be nice to have some room to grow. Drew Davidson asked how this system would specifically benefit the students and how often the state system crashes. Brandon said that this doesn't happen often but when it does, students and professors can't use Canvas. Roxana Ahmadifard asked that for the sake of time, we table this discussion until next year since this system isn't needed until July 2016. Brandon Ray said he has gathered all of the information he needs on the Committee's feelings toward the request and the questions they have, and will come back next year. Drew Davidson requested that he come back with a report of what groups the system will support the most and bring more in-depth information.

c. Brandon Ray- Fund Request for Exterior Wireless Transmitters (\$22,706.43)

Brandon informed the Committee that the whole wireless system needed to be upgraded so the College covered the indoor areas and is requesting that Tech Fee Committee cover the outside areas. Since most offices are inside and the students are mainly spending time outside whether studying or going to or from class, this would be mostly student use.

David Rosi started the discussion and asked if we had bought outdoor wireless transmitters before and why wouldn't we use those. Gary Lienhard stated that they are at least 4 years old. The current quote is to replace those and get 9 new antennas to be placed outdoors on various locations. They will be hi-speed capable and have more power to cover more areas. The question was asked which areas would be covered. Brandon said the LCC ball field, the back parking lot of the fitness center, in front of the Health & Sciences Building, the LCC Quad, the courtyard between Vocational and Admissions and the pavilion between Main and the Health & Sciences Building. Brandon also added that the new antennas are through Cisco who the College uses frequently with other systems, and would be replacing the old ones that are through Aruba. In all, there would be 6 access points with the 9 antennas with about 250 possible connections per access point.

A question was raised about ongoing costs and Brandon clarified that what was written in the original request of \$800/year would not be requested from Tech Fee but would be picked up by the College. David Rosi suggested that the Committee create a plan to include an outdoor wireless system in their budget every few years to prepare for the next upgrade. Roxana Ahmadifard asked when the project would be done and if it would be a 60/40 split with the College which the Committee has done with several other projects. Brandon said he plans to have the project done by the end of summer so it's ready to go by fall quarter. He said it's not the 60/40 split for the outdoor wireless because the split would come from the College covering inside the buildings and Tech Fee covering outside. Drew Davidson stated that he believes this is an appropriate use of student funds because he knows of many students, including himself that try to do homework outside on nice days or answer emails and it doesn't work.

Drew moved to approve purchase of an outdoor wireless system for the amount of \$22,706.43 with the College covering the annual service costs of \$800. Davis Boswell seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

d. Roxana Ahmadifard- Fund Request for ASLCC Student Government Computers & Printer (\$8,175.59)

Roxana requested the purchase of seven new computers for the ASLCC Student Government office as well as a high grade printer. The current computers are outdated and very slow. It's hard for the students to get work done efficiently. Any student can apply to be in Student Government so they're open for everyone to use and ASLCC Student Government officers provide programs and activities for the whole campus. After looking through the request once more, she would ask that the Committee approve a slightly larger amount than the \$8,175.59 because the printer listed will be too small for the amount of printing the students do so they'll need to go up a couple sizes. Tracy Stanley confirmed that the computers are at least 6-10 years old.

Roxana amended the request to ask for no more than \$10,000. David Rosi moved to approve Roxana's amended request for seven computers and one printer for the ASLCC Student Government

office area. Davis Boswell seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

e. Darlene deVida- Fund Request to Support Instructional Computing Labs (\$15,000)

This is an annual request and is for consumables (paper, ink etc.) and some student help in the labs. Darlene deVida recognized that they did not need the full \$20,000 that they usually get so she cut the budget request by 25%. Drew Davidson thanked her for being cutting back and recognizing that they didn't need the full amount they normally request.

David Rosi moved to approve the \$15,000 fund request to support instructional computing labs. Drew Davidson seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

f. Chad Meadors- Fund Request for High Speed Computer

Chad notified the group that LCC was recently awarded \$1,100 grant by the E-Learning Council of Washington for innovative practices in Canvas and new student orientations. They are purchasing new video software and equipment to make better quality videos for e-learning and orientations but need a high speed computer to be able to run the equipment and programs efficiently. Chad is requesting only one 16GB high speed computer. He expressed that the computer and equipment will be housed in a recording room in the Rose Center. It was discussed that LCC's new Film Club could use it for projects and LCC's marketing department amongst others. David Rosi expressed his concerns about it being open and accessible since some of the areas in the Rose Center are sometimes closed. Chad said that it would be open for anyone to use and that Advising would be in charge of training people to use the equipment, checking it out and keeping track of who's using the room. David Rosi would like to see lots of advertising for the Whisper Room and this new space so students know it's available.

David Rosi moved to approve \$1,181.52 for one 16GB high speed computer to use for video editing and marketing purposes. Drew Davidson seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

VIII. Calendar

The next meeting will be held in October 2015 when students, staff and faculty are back for Fall Quarter.

IX. Adjournment

Davis Boswell moved to adjourn the meeting. Drew Davidson seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.