

Alpena Community College Board of Trustees

125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707

(989) 358-7215

Notice of Special Meeting

Date of Notice: Wednesday, September 23, 2020

Meeting Date: Friday, September 25, 2020
Meeting Time: 12:00 p.m.
Location of Meeting: Newport Center, Room 106,
665 Johnson Street, Alpena, Michigan, 49707

The Alpena Community College Board of Trustees will gather for a special meeting on Friday, September 25, 2020, at 12:00 p.m. The purpose of the meeting is to consider a bid for computer equipment. The meeting will be held in the Newport Center, Room 106 (located across from the Granum Theatre), 665 Johnson Street. The public should use the west entrance to the Newport Center, located in front of Park Arena. Citizens can join via phone, computer, or a video conferencing system. Follow the directions below for the method in which you wish to join.

Join by phone:

+1-415-655-0003

Meeting number (access code): 171 610 8200#

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Copy the following web address into a browser: <https://alpenacc.webex.com>

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

Meeting number (access code): 171 610 8200

Meeting password: VeRvZATm993

Alpena Community College provides access for individuals with disabilities to both the Roger C. Bauer Board Room and the Charles R. Donnelly Natural Resources Center. Individuals with a disability who need a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, can contact Jay Walterreit, Secretary of the Board of Trustees, at (989) 358-7215 at least one week prior to the meeting or as soon as possible.

All official proceedings and agendas are kept in the Office of the Board of Trustees, 125-C Besser Technical Center, on the Alpena campus, and can be viewed upon request between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.



Jay Walterreit

Secretary of the Board of Trustees, (989) 358-7215

SPECIAL MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Friday, September 25, 2020, 12:00 p.m.
Newport Center, Room 106
665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Introduction of Guests and Public Comment
- 5) Action Items
2.784 Bids for Student and Employee Laptops2
- 6) Board Discussion
- 7) New Business
- 8) Suggested Future Agenda Items
- 9) Next Regular Meeting: October 15, 2020.
- 10) Adjournment

2.784 Bids for Student and Employee Laptops

The COVID-19 pandemic has disrupted Alpena Community College's instructional delivery methods and, as a result, ACC staff, faculty, and students have become extremely reliant on remote information technology devices.

Over 40% of ACC students are either Early College or dual enrolled students; many of these high school students are issued Chromebook laptops by their school districts. Unfortunately, the Chromebooks do not allow licensed Office 365 productivity software to be installed, do not work well with some textbook publisher content, and may block access to Webex video conferencing software.

To address this problem, ACC proposes to issue Microsoft Surface Pro laptops to students having issues with Chromebooks. The student-issued laptops would be checked out based on need, used on a semester-by-semester basis, and students would pay a minimal insurance fee. The faculty and staff laptops would be issued to faculty teaching remotely as well as staff working remotely. The staff-issued laptops will be configured to allow limited access to ACC information systems using a newly implemented Virtual Private Network (VPN).

College officials solicited a bid from CDW-G for new laptops and covers/keyboards. CDW-G was selected as the only vendor because of their ability to purchase items from multiple distribution sites, the availability of their products, their ability to deliver the products in a timely manner, and competitive price offers from Michigan Master Computing Deals (MiDEAL) program. Specifications for the order are as follows:

- Microsoft Surface Laptop 3, 15" screen, Core i7 processor, 16GB RAM, 256GB SSD. Quantity: 40. Unit price: \$1,438.49. Extended price: \$57,539.60.
- Microsoft Surface Pro 7 touchscreen laptop, 12.3" screen, Core i5 processor, 8GB RAM, 128GB SSD. Quantity: 200. Unit price: \$906.87. Extended price: \$181,374.00.
- Microsoft Surface Pro Type Cover. Quantity: 200. Unit price: \$102.72. Extended price: \$20,544.00.

Total cost of the purchase is \$259,457.60. The funding for this purchase will come from the CARES Act.

The COVID-19 pandemic has created a high demand for remote work/learning information technology hardware; therefore, an expedient decision is needed to secure the laptops before the inventory is depleted.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of 40 Microsoft Surface Laptop 3s, 200 Microsoft Surface Pro 7s, and 200 Microsoft Surface Pro Type Covers from CDW-G at a cost not to exceed \$259,457.60. The funding for this purchase will come from the CARES Act.