



OFFICE OF THE PRESIDENT
Dr. Joe Schaffer

To: LCCC Board of Trustees

From: Joe Schaffer, President

Date: October 28, 2020

Subject: Request for Spending Authority for CARES Act Funds Expenditures

The federal CARES Act provided significant appropriations to states and educational institutions to assist with mitigating the impacts of the COVID-19 pandemic. Unfortunately, the legislation that accompanied these appropriations placed numerous restrictions and limitations, including one that requires the expenditure of the funds before the end of the calendar year. This has created a compressed window to spend significant dollars in a planned, strategic way.

Fortunately, LCCC has developed a system to manage the requests, review, and authorization of these items. In fact, I am proud to say that the mechanisms, processes, and structures the College has implemented are likely the most advanced in the state and will position us to navigate the current situation, as well as being prepared to navigate the uncertain future with regard to how these funds may be reported and audited.

In addition, you as the Board of Trustees have given me some latitude to move forward with expenditures of CARES Act funding even when those expenditures exceed the policy threshold for spending authority. This latitude was given with the caveat that I bring you any past, current, or anticipated expenditures over \$60,000 at your next planned meeting.

To that end, attached to this memorandum is a detailed list of the specific CARES funding expenditures LCCC has, is, or plans to make that exceed your spending authority threshold of \$60,000. They are presented here for your consideration. My recommendation, to be considered for your action, is provided below. Thank you for your support and consideration of this request.

<p>Staff Recommendation: That the Board of Trustees authorizes the President to expend the necessary CARES Act funds for the purposes outlined in the attached list of CARES \$60,000+ Purchases report.</p>

CARES \$60,000+ Purchases



Report Totals:
Active Projects: 20
Total Estimated Amount: \$4,247,552

Procurement Status	Primary	CARES Funding Source	Estimated Total of Request	President Memo Approval Status	Item Requested
1In progress	Chad Marley	Treasury CRF - LCCC#1	\$185,000.00	In progress	Key Card System for Residence Hall Group living locations are areas identified as higher COVID transmission risk. Being able to quickly ascertain individuals exposure to positive cases is necessary for effective response. Implementation of a key card system will allow LCCC and County Health to quickly ascertain points of intersection with positive cases for the purposes of sanitization and contact tracing
2In progress	Bill Zink	Treasury CRF - LCCC#1	\$430,000.00	In progress	Migrating Pneumatic Building System Controls to Digital Controls to Regulate Indoor Air Quality and Air Changeover Rate Migration from pneumatic to digital building system controls allow for enhanced controllability of the indoor space air changover rate and achevie proper balancing. The complete air changeover of LCCC's indoor spaces varies greatly by building - between a rate of 6 to 20 times per hour. At the lower end of this trunover rate, COVID-19 transmission concerns intensify. A transition from pneumatic to digital controls will increase the ability of the Physical Plant to monitor and adjust indoor air quality, patitularly in higher transmission risk (greater density, high volume traffic) areas.
3In progress	Kari Brown-Herbst	Treasury CRF - LCCC#1	\$305,000.00	In progress	Flexible use, multi-configuration classroom furniture supplementation Traditional campus classroom furniture was designed for static layouts maximizing room capacity. Currently classrooms must meet individual distancing needs, accommodate study cohort models, and be arranged for effective hybrid/remote delivery. High usage classrooms have been identified as requiring supplemental furniture that easily permits moving and reconfiguring.
4In progress	Chad Marley	Treasury CRF - LCCC#2	\$535,000.00	In progress	Smart Video Conferencing and Transmission System LCCC is delivering multiple courses in a hybrid format – combining on-campus and remote student access. This format allows LCCC to offer classes that keep classrooms at an optimal spacing/lower density, and allows LCCC to serve students who cannot attend in person (due to personal or family member health vulnerability concerns). In order to provide remote students a more comparable classroom experience, LCCC is needing to upgrade the hybrid classrooms to enhance the in-classroom communication, instruction, and interaction of the instructor with both on-campus and off-campus students.
5In progress	Rick Johnson	Treasury CRF - LCCC#3	\$335,228.00	In progress	Additional Re-Directed Salaries Due to On-Going and Expanded COVID Response Activities CARES Priority 7 through the WCCC fulfilled known re-directed salaries at the time it was submitted. Since April, additional COVID-response position duties include: Mental Health and Wellness, Public Safety Officer, Employee Benefits under CARES Act, COVID Health Screening Tracking and Reporting, and Campus Facilities COVID Operational Adaptations.
6In progress	Lisa Trimble	Treasury CRF - LCCC#5	\$105,000.00	In progress	Communicating the COVID Safety Precautions Established to Enable Individuals to Start or Continue their Education During COVID-19 LCCC and the State have made significant investments in opening and operating campuses safely and in providing remote education options for those that cannot attend in-person. Many students and potential students are unaware of their COVID-period options and the precautions being taken. LCCC is seeking funds to provide these groups with information about their education and training choices available during the pandemic and the educational and financial support services available to them.
7Goods Arriving Services in Progress	Chad Marley	Treasury CRF - WCCC #3	\$420,000.00	Approval recorded	Technology Access (Items for Bucket #3) Chad Marley, Chief Technology Officer, and the ITS team are recommending the investment in several technology solutions to improve access to technology for students and employees. These technology solutions are detailed in the included table below, but include converting desktop computers for staff and faculty to laptop devices, providing hotspots for students and employees, expanding our Wi-Fi network to cover certain parking lots, updating classroom equipment for hybrid or online instruction, and acquiring more laptops to loan out to our student population. [CSRT] - Total board request broken into bucket #3 and #4 9/13/2020
8Goods Ordered	Tracy Perko	Treasury CRF - WCCC #3	\$143,200.00	Approval recorded	Surgical Simulation for HSW I would like to purchase a surgical simulator for the surgical technology program. The students would be able to utilize the mobile kit and practice surgeries while at home. This would enable the program to still teach the proper care, passing, handling and anticipation of instruments while participating in distance learning. I believe this will allow the students to be more prepared for their clinical rotations while completing lab in a virtual environment. The hospitals that we utilize as clinical sites will notice a difference in the way the students are able to progress through a procedure.
9Goods Ordered	Victoria Steel	Treasury CRF - WCCC #3	\$79,588.00	Approval recorded	R2B and COVID Process and Reporting System Support 1) There is a need to more efficiently manage intra- and inter-functional area administrative processes without requiring large investments in highly-specialized software systems. SmartSheet allows great flexibility in meeting process needs across many functions. Currently LCCC has about one dozen functional areas actively using SmartSheet and this purchase will expand our capability to new functions impacted by COVID operations, reduce the manual administration currently required, and increase the level of service provided. 2) Several functional areas have needed access to licenses to adapt to LCCC R2B operations – this has included the Student Food Center, the CARES funds as a whole (several functional areas), and the LCCC COVID dashboard. 3) Both direct COVID operations and the second-order effects of managing R2B and CARES funding operations impact students, employees and community members. Managing and reporting on the usage and federal requirements of these funds, impacts numerous external stakeholders.

Procurement Status		Primary	CARES Funding Source	Estimated Total of Request	President Memo Approval Status	Item Requested
10	Goods Arriving Services in Progress	Chad Marley	Treasury CRF - WCCC #4	\$159,500.00	Approval recorded	Technology Access (Items for Bucket #4) Chad Marley, Chief Technology Officer, and the ITS team are recommending the investment in several technology solutions to improve access to technology for students and employees. These technology solutions are detailed in the included table below, but include converting desktop computers for staff and faculty to laptop devices, providing hotspots for students and employees, expanding our Wi-Fi network to cover certain parking lots, updating classroom equipment for hybrid or online instruction, and acquiring more laptops to loan out to our student population. [CSRT] - Total board request broken into bucket #3 and #4 9/13/2020
	Quotes/Bids/ARW/Contracting in Process Goods Ordered	Chad Marley	Treasury CRF - WCCC #4	\$312,450.00	Approval recorded	This project is to modernize teaching spaces on campus in several buildings that are being used by both credit and non-credit offerings for in-person, hybrid and on-line instruction modalities. There are really 2 main reasons for upgrading these rooms: 1.The older technology in these rooms is limiting the screen size on the podiums. The use of Smart boards or projectors rather than TV diplays means that we have to stick with 4:3 monitors on the podiums, which are all around smaller. The larger 22" monitors we use elsewhere are 16:9 aspect ratio and won't work correctly with the Smart boards or projectors. 2.The Smart boards require that we use a maximum resolution of 1024x768, which is very low. This further reduces the usable screen real estate on an already small monitor. These issues, while inconvenient, were navigable with strictly in-person classes, but are a much larger obstacle when teaching hybrid or on-line classes. The ability to see all of your students and display all of your material to people in person and online at the same time is more difficult to do with the smaller workspace these monitors provide. The low resolution also poses some quality issues. Students at home typically have a much higher resolution than this, making everything look pix-elated and stretched. In one room, students are trying to use the smart boards to view students in another room using the new camera system. They do this for social distancing reasons, but they are looking at 4k camera footage on the much lower resolution Smart board screen, causing a lot of detail to get lost. Overall, these issues put faculty and students utilizing these three buildings at a distinct disadvantage over the rest of the campus. The excel spreadsheet included here details out the rooms and the technology that will be done with this project.
12	In progress	Rick Johnson	Treasury CRF - WCCC #5	\$62,126.00	Approval recorded	Charges from Sodexo outlining Covid-19 financial impacts to reopening for the Fall and Spring.
13	Services in Progress	James Miller	Treasury CRF - WCCC #5	\$150,000.00	In progress	Student COVID Testing Contracted Services (RFP responses due August 27) This money will be used to provide rapid testing for Covid-19 testing for students and staff/faculty who might be required to test. This will also be used for surveillance testing of athletes (10% of each team each week). This amount is based on 200 tests per month (\$80 per test) and 30 tests per month (\$164). 1. This aligns with budget priorities because it will help facilitate the smooth continued operation of the college. 2. This helps ensure the health, safety and welfare of students and staff. Some students might not have the financial means to get a test, this helps them get tested if needed. 3. Impact on stakeholders is large as it offers peace of mind to students and staff if they are concerned they have been exposed to Covid-19
	Goods Arriving Services in Progress	Rick Johnson	Treasury CRF - WCCC #5	\$98,000.00	Approval recorded	Touchless Water Bottle Fillers We need 13 bottle fillers in 9 buildings. We estimate this to be a@ \$35,000 with installation. [CSRT] - To allow for contactless water dispensing.
15	Goods Ordered	Adrienne Wade	Treasury CRF - WCCC #5	\$112,000.00	Approval recorded	Handheld Sonography Units The portable handheld transducers are pocket-sized portability, and a simplified user interface enables integration into examination and training sessions. The information can be used for primary or focused assessments. It can also be used along with other medical data for clinical diagnostic purposes during routine periodic monitoring and triage assessments for adult and pediatric patients. It meets the requirements of use in the home, schools, and healthcare environment. Some require a separate tablet to be used; others are included. The program would need the ability to scan the abdomen, OB/GYN, and vascular, which typically requires two different transducers. 1) In response to COVID-19 and the LCCC R2B Phase II, we need to purchase additional technology for students to learn on. This purchase was included in the Table of Losses; however, the price is more than anticipated due to the pitfalls identified with result COVID-19 cases on campus. One of the primary reasons for this purchase is to stay in compliance with our accrediting body that does not allow simulation for competencies (see JRCDS COVID 19 4.24.20 Email Blast below). Another primary reason is for student success. 2) In response to the operational adaptations, we strive to allow for the attainment of the LCCC's Mission while keeping our students, faculty, and staff safe during these challenging times. We have designed our labs to be hybrid and to allow for limited numbers of students permitted in labs to keep our stakeholders safe but also allow for proper training in the field of sonography. Before COVID-19, the DMS program allowed an additional six hours of scanning per week for each student to practice their skills and to become competent in their scanning. Currently, students will receive 1-1.5 hours per week if they sign up for an appointment. The program requires them to learn nine different areas to be competent during the fall semester alone and typically requires 4-6 weeks of scanning before performing their competencies in the lab course. In response to COVID-19, we will not be able to accommodate all the additional hours of scanning to help students be successful in their competencies, especially with the students not allowed to return to campus following the Thanksgiving break, which shortens our semester in the lab by three weeks. The DMS faculty have pared down the requirements the best they can while maintaining the accreditation requirements for scanning. Part of this process to meet the needs of the college and the operational adaptations is to minimize the number of students on campus and to limit the amount of time on campus. The portable handheld transducers will allow 12 students and two faculty members to scan from home to attempt competencies and allow students daily on their own at home. 3) In the first month of the fall semester, the DMS program has witnessed pitfalls in their return to a business plan with a possible COVID-19 case with no results until Friday afternoon, and a positive case that resulted in that particular student quarantined along with four other students and two faculty members. The program is also requesting SonoSim to help teach the fine skills at home. The handheld will allow for the scanning of real patients at home and perform the imaging with a hands-on method. You have to train your eyes, muscles, and brain to work as one and to see the image as a diagnostic image for a physician to make a diagnosis. Part of that training is using the machine as you are moving the transducer and thinking about the correlation simultaneously. They need to have as much scan time as possible to understand their expectations in the field and to be ready to scan patients. These portable handheld transducers are not replacing the labs. Still, they are a supplemental learning source for our students to provide them the opportunity for success and to be competent sonography students.
	Quotes/Bids/ARW/Contracting in Process Goods Ordered	Chad Marley	Treasury CRF - WCCC #5	\$280,010.00	Approval recorded	Campus Camera Upgrades for R2B COVID Protocol Monitoring Looking to replace and upgrade older security cameras with Verkada, our new security camera system we implementing. Funding for this request is being sought through CARES, bucket 5. There was no funding planned in the current FY for camera replacement. This will cover the Cheyenne and Laramie (ACC) campuses. This camera system allows us to do capacity (density) management through the cameras and software by notifying personnel when an expected capacity in a certain area is reached or exceeded. The system will also assist with contact tracing by being able to load infected person's image and scanning entire system to know where they have been on campus and others that may have been in close proximity to infected person. This will allow LCCC to better monitor density and infected persons and provide a safer environment for our stakeholders.
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17	Quotes/Bids/ARW/Contracting in Process	Maryellen Tast	Treasury CRF - WCCC #5	\$65,000.00	In progress	<p>CDL Driving Simulator¹</p> <p>) This request is for a ST-Genesis Series Navistar Refurbished CDL driving simulator (see upload for details.) In alignment with Outreach and Workforce Development's objective of launching a CDL training due to industry demand, the purchase of this equipment will aid in launching this training program.</p> <p>2) Due to COVID, this training program has been delayed for several reasons including the lease of a tractor trailer. The coordinator followed up with several vendors who were sent the original RFP but never responded. He was told by several of these vendors, that due to COVID and the new activity surrounding this crisis, they were not able to response. This delayed the start of the program and forced a second RFP to be released.</p> <p>3) In order to support our stakeholders (both industry partners and our grant funding that will pay for portions to launch this program,) it's critical LCCC initiate a means to get this training program off the ground while still maintaining a safer environment for our future students and instructors. This simulator will aid in this effort.</p> <p>[CSRT] - Clarification update from requestor: The CDL simulator will allow students and their instructors six feet of social distancing and in an open area to extensively practice driving skills and techniques. While tractor driving will still be required, the time spend in the enclosed tractor will be reduced while the student can still gain the technical skills required for his or her certification.</p>
18	Quotes/Bids/ARW/Contracting in Process	James Miller	Treasury CRF - WCCC #5	150,000.00	In progress	<p>Saliva Testing Kits</p> <p>1) Providing a safe learning environment for our students allows confidence in enrolling at LCCC and provides family members with peace of mind. Health enrollment levels are always an LCCC budget priority.</p> <p>2) Quick identification of individuals who have Covid-19 allows the College to isolate/quarantine students, minimizing the potential that a Covid outbreak disruption would have on campus. It is also increases the safety of students/staff.</p> <p>3) Regular, free testing will have a significant impact on students and staff. Knowing that the College is doing all it can to prevent campus exposure to Covid-19, brings peace of mind to our stakeholders.</p>
19	AG Complications Timeline Restrictions	Kari Brown-Herbst		\$225,450.00	In progress	<p>Expansion of Virtual Lab Subscriptions</p> <p>Under COVID restrictions, LCCC has increased usage of virtual labs whenever a virtual option provides a comparable learning experience. With the continued COVID restrictions, and intermittent needs of quantantined students, LCCC is needing to expand current subscriptions (both in labs offered and number of students seved) for the Health Science and STEM courses.</p>
20	AG Complications Timeline Restrictions	Chad Marley		\$95,000.00	In progress	<p>ImageNow Expansion</p> <p>ImageNow allows for one-time handling of paperwork for conversion into electronic files and is currently used in LCCC's Financial Aid and Registrar offices. Expansion of the ImageNow license, will allow the Procurement and Contracting, and Human Resources Offices the ability to perform operations more effectively from remote locations and will lessen employee exposure (multiple employees/multiple handling) to paper forms and physical files.</p>