

Minot State University
Request for Additional CRF Funds

2/2/2021

Minot State University requests \$1,024,845 of unspent Coronavirus Relief Funds be reallocated to Minot State's CRF budget as follows:

Nursing Department	PPE & Protective Equipment for student clinicals. (Student will be exposed to COVID positive patients)	\$15,000
Student Housing & Dining	Dakota Hall will remain as an isolation center (Deliveries and meal deliveries are required)	\$10,000
Enhance air filtration & Flow	Replacement of ionization tubes and various HVAC Equipment. (see enclosed JCI letter)	\$368,375
Development of online Speech Pathology Program. Instructional Design	(see enclosed letter)	\$153,900
Faculty Training and Development – Online Digital Teaching and Learning	(see enclosed letter)	\$35,600
Additional Hybrid Flex Academic Classroom Technology enhancements	(see enclosed letter)	<u>\$441,970</u>
TOTAL REQUEST		<u>\$1,024,845</u>



Johnson Controls, Inc.
Controls Group
1251 18th Street N.W. Suite B
Minot, ND 58703
Tel. 866/818-5332
Fax: 866/598-6956

INGENUITY WELCOME

TO: Minot State University
Brian Smith
500 University Ave W
Minot ND, 58707

DATE: 02/02/2021

PROJECT: Campus Proposals

JCI has proposed to Minot State a variety of projects aimed to either improve or enhance building functionality in relation to air quality and also provide replacement parts for Ionization units.

During October 2020 to December 2020, JCI installed AtmosAir Ionization units throughout a majority of the campus. The ionization units have replacement ion tubes that will need to be replaced after a certain period of use. It is the recommendation of JCI to purchase these replacement tubes now to not only beat inventory and industry demands, but to have on hand in the event an ion tube should fail.

JCI has also proposed a complete upgrade to the AC system at Model Hall. This upgrade would eliminate the outdated R22 rooftop condensing units and coils within the building now and be replaced with new more efficient R410A condensing units and coils that will allow for air conditioning and better overall optimization of the building air flow.

In McCulloch Hall, Science Building it is recommended to replace the existing air compressor and air dryer. By doing so, this will allow for better functionality within the pneumatic system controls for items such as air dampers and outside air. It is also recommended replacing not just the compressor, but also the air drier as excessive liquid and condensing water in the air stream can be extremely damaging to equipment, tools and processes that rely on compressed air. The water can cause corrosion in the tank and piping, wash out lubricating oils from pneumatic tools, emulsify with the grease used in cylinders, clump blasting media and fog painted surfaces. Therefore, it is desirable to remove condensing moisture from the air stream to prevent damage to equipment, air tools and processes.

In the Dome, only the dryer is in need of replacing. Please see above as to reasoning for dryer replacement.

In Crane Hall and Administration, only the compressor is in need of replacing. The dryer currently in place is newer and does not require replacing. Again, this would provide better functionality within the pneumatic system controls for items such as air dampers and outside air.

The Science Building is in need of a new Vacuum Pump for the Phoenix hood systems within the facilities classrooms. There is currently not enough air storage with the current pump to safely operate the system. JCI proposes to replace the unit with a $\frac{3}{4}$ HP system with a 30 gallon tank, which is larger than current tank size, allowing for the ventilation systems within the classroom to operate at peak performance and prevent gases from leaking from the isolation hoods.

Administration Building and Science Building have old cabinet unit heaters that need to be replaced. These units currently do not function efficiently. JCI proposes to install 1 unit in each of the Southwest and Southeast entrances of Admin and also 2 units in the hallway of 1st Floor Science Building. The new Modine units will provide a more efficient operation and provide better air flow and movement within the specified space.

Proposed Project List:

Ionization Tube replacement: \$84,000
Model Hall CU replacement: \$149,500
McCulloch Hall Compressor and dryer: \$8,800
Science Center compressor and dryer: \$9,800
Administration compressor only: \$5,895
Crane Hall compressor only: \$5,895
Dome new dryer only: \$5,100
Science Center Vacuum Pump: \$8,995
Administration cabinet unit heaters (2): \$7,695
Science Center cabinet unit heaters (2): \$7,695

Total quoted projects: \$293,375

For consideration, we are finalizing a budget price for the Phoenix Valve retrofit in room 318 of Science to update and improve the system within the hoods in that classroom. We would be able supply firm pricing after 2/5/2021.

Phoenix Valves retrofit in room 318 of Science Center: Budget Proposal of \$75,000

Classroom Technology Podiums

The COVID-19 pandemic has forced the University to install new A/V technology into podiums that are small or still designed for overhead transparency projectors. They lack inbuilt equipment rack, wire management, document camera trays, and space for the dual local and remote monitor. Almost all classrooms and many labs are now capable of quality distance/hybrid delivery, but the increased amount of equipment is difficult to maintain by IT staff or function with faculty efficiently. In order to accomplish the needed classroom infrastructure improvements, the University is requesting \$400,000 in funding for modern multimedia podiums in approximately 70 classrooms.

Classroom/Lab Computers

With more students being required to move to remote learning, the current lab status of the MAC labs cannot handle "Remote Access". An upgrade to the new version of MAC's will allow students to remote into the iMac and use the software installed on campus computers. This will allow students to continue to use expensive software titles without incurring the cost of purchasing the software causing individuals an undue financial hardship. We are requesting that we be able to replace the old iMac lab with the newer, more up to date iMac's in our 2 labs. We would need 30 new iMac's @ \$1,399.00 (\$41,970.00) We would need these for Swain 109 (TEK), and Hartnett 230 (Art Lab)

Proposal for Online Course Design

for:

Ann Beste-Guldborg, PhD, MA

CCC/SLP

Chairperson, Department of
Communication Disorders

Robert Norman, D.E.T.

Director | Center for Extended
Learning



Joe Thomas, M.S., M.B.A.

Chief Academic Officer

201.519.5297

November 10, 2020

PROPOSAL

Online Course Development Services

Symbiosis will collaborate with Minot State University (Client) to convert existing coursework from in-person modality to be offered in an online format. Symbiosis and Client will work together to accomplish the objectives of the Project. Symbiosis will provide the services described below.

1. SUMMARY OF SERVICES

Based on the course content provided by the Client, Symbiosis will provide professional services to work with client's assigned Subject Matter Experts (SMEs) to redesign and customize courses for online delivery.

2. SCOPE

WORK PACKAGE	ACTIVITIES / TASKS
Professional Services for Custom Course Development (Plus)	<ul style="list-style-type: none">○ Define online course development strategy and standards○ Review the existing course materials and identify areas of for pedagogical improvement for fully online delivery○ Create courses that are consistent with your institution's branding and quality standards○ Course Length: 2-3 pages of learning notes per unit. Up to 20 pages custom content provided by Subject Matter Expert (SME) per course○ Recommend and implement best strategies for Section 508 compliance○ Enhance content by adding up to 30 stock and 5 custom graphics and instructor-provided media○ Provide copyediting and quality assurance course content for content integrity and accessibility○ Weekly meeting with SME (remote) or as needed○ Upload content in Learning Management System; Announcements, Assignments, Discussion Boards and Grade Center

3. DELIVERABLES

Symbiosis's responsibilities are included in the scope of the project. The parties understand and agree that these activities and tasks will be completed according to the agreed upon Course Development Timeline (Schedule B) and that Symbiosis does not guarantee that all activities and

tasks will be completed and delivered in the estimated time frame for this SOW, if Client's fails to execute its responsibilities (Sec. 5).

4. ASSUMPTIONS AND CONSTRAINTS

This section identifies the major assumptions and constraints used to establish the project estimates, plans and approach. Assumptions are expectations that form the basis for decisions. Constraints are restrictions associated with the project.

- Transitioning existing in-person courses.
- Publisher PowerPoints and other content that is not created by the Faculty will not be copyedited or reviewed and updated for accessibility.
- SME will be required to provide transcripts for video content. Symbiosis responsibility will be limited to uploading the video files and adding the audio transcripts as attachments.
- Content will be provided by the Subject Matter Expert (SME) as per Course Development Timeline (Schedule B).
- If needed, the courses will be developed in multiple staggered waves. For example, Wave I: 5 courses, Wave II: 15 courses, Wave III: 30 courses
- If Client requires a Purchase Order to be issued in order for Symbiosis to be paid for the Services, then Client must check the requirement off at the bottom of this SOW and issue the Purchase Order within 5 days of the execution of this SOW. Client's failure to provide a Purchase Order does not relieve Client of their obligation to pay for the Services rendered or expenses incurred in accordance with the terms of the Agreement.

5. CLIENT RESPONSIBILITIES

This section identifies Client's responsibilities. Client's failure to execute its responsibilities may impact the schedule and/or cost of this engagement.

Client will provide the course content (syllabus, course documents, video scripts, textbooks, exams etc.), expertise and personnel throughout the engagement (executive sponsorship, project management, subject matter experts, course content reviewers, etc.) and will coordinate and manage the involvement of any third parties. Client will review and approve work within the timeframe in Schedule B. Symbiosis shall provide Client reasonable notice of the time within which Symbiosis requires approval so as not to impact the work schedule. Client will designate a single individual who will provide formal acceptance of work products. Client will provide the necessary infrastructure for the engagement, including, but not limited to: (i) facilities for video shooting; (ii) system and network access; (iii) hardware, software and product documentation; (iv) development/test environments and sample data testing; and (v) any IDs and passwords.

6. PROJECT LOCATION

Symbiosis will conduct this engagement remotely.

7. PERIOD OF SERVICES

Estimated Start Date: November 16, 2020

Estimated End Date: May 31, 2021

8. FEES AND EXPENSES

This is a Professional Services (Fixed Price) engagement. The course listed on Schedule A cannot be modified or reduced. Each stage of the work described below shall commence promptly upon completion of the prior stage. The following fee structure and invoicing schedule is based upon the current understanding of scope of the engagement, the resources required, the anticipated duration and the requirements as outlined in this SOW.

FEES STRUCTURE				
SERVICES	RATE PER COURSE (USD)	DISCOUNTED RATE PER COURSE (USD)	ESTIMATED COURSE(S)	ESTIMATED FEES (USD)
Professional Services for Custom Course Development (Plus) Volume Discount on Courses: 10% (0-25): 5%; (26-50): 10%; (51-75): 15%	5700	5130	30	153,900
INVOICING SCHEDULE				
Item	Milestone Description	Payment (%)		
Project Start date	Signing of the contract	50		
Delivery timeline	After course is delivered in LMS.	50		

Schedule A : List of Courses

BS in Communication Disorders

<https://www.minotstateu.edu/cd/ documents/undergrad tracking wksht.pdf>

1. CD 150 Introduction to the Profession
2. UNIV 110 First Year Seminar
3. CD 342 – Intro to Audiology
4. CD 324 Techniques
5. CD 321 Language Development
6. CD 331 Language Disabilities
7. CD 322 – Speech Sound Disorders
8. CD 412 Neurology
9. CD 427 Aural Rehabilitation
10. CD 413 Anatomy & Physiology
11. CD 408 Social and Pragmatic Communication Disorders
12. CD 420 Advanced Language Disorders
13. CD 411 Clinic

GRADUATE COMMUNICATION DISORDERS

<https://www.minotstateu.edu/cd/ documents/grad advising wksht 2020-2021.pdf>

1. 501 Intro to Graduate Studies
2. 502 Early Interdis Study
3. 522 Neurogenic Comm Dis
4. 528 Assessment in SLP
5. 524 Motor Speech Disorders
6. 534 Adolescent Language
7. 539 Aud for SLP
8. 555 Hearing Loss & Comm
9. 526 Applied Phonology
10. 532 Voice Disorders
11. 535 Dysphagia
12. 538 Language and Lit
13. 520 Fluency Disorders
14. 530 Cleft Palate
15. 536 AAC: Multiple Disabilities
16. 540 Professional Issues
17. 545 Public School Methods

Speech-Language Pathology programs across the state and nation have had difficulty maintaining student numbers during the pandemic, exacerbating the wide-spread shortages of these professionals. In North Dakota, the shortage is critical, especially in rural areas where it is difficult to recruit potential students into these programs; thereby denying people in these communities' speech-language pathology services in both the schools and in health care facilities. The fact that many of these rural residents are isolated even further because of the pandemic, makes the development of a program that will bring these professionals to their schools and health care facilities even more critical.

The development of an online undergraduate, post-baccalaureate, and graduate program in speech-language pathology will allow Minot State to push out the boundaries of its programmatic reach and recruit local community members into the profession who will, as research tells us, very likely stay and serve their communities. In addition, the program can grow outward to serve other rural areas across the nation and world; making a real and attainable difference in the lives of people with communication and swallowing disorders.

The proposal includes \$153,900.00 to develop these programs with Symbiosis an on-line course development company. When complete, Minot State will have a first-class, full scope, online speech-language pathology program that uses state of the art educational design that can bring this education to the people of North Dakota and beyond, where they live, without diminishing quality.

These programs, if developed, will be augmented by our Communication Sciences and Disorders Teletherapy Center where students can begin to provide services, in their own communities, using telehealth guidance and supervision; thereby tying a previous grant award to this current round of funding.

Cost:

30 courses @ \$5130.00 = \$153,900.00

\$1000.00 Faculty Development Time Stipend per course (\$30,000.00)

These online programs will serve as a prototype (and recruitment tool) for the development of other first-rate, state of the art online courses in programs across Minot State University. In order to keep the initiative moving forward in a financially viable way the proposal also aims to train a team of professionals at the university to work with faculty to develop strong and engaging online courses; increasing Minot State's reach even further beyond the boundaries of campus; while still offering students quality educational experiences

Programs that have indicated a desire to move forward are:

- College of Business
- Social Science
- Education
- Special Education
- School Psychology
- Criminal Justice

- World Languages
- English
- Art
- Science

This team would consist of 3 faculty Digital Teaching Consultants, 1 faculty application specialist, along with one Center for Extended Learning team member that would align the course with accessibility, copyright, and other legal requirements.

Costs for 3 faculty Digital Teaching Consultant Training through Blackboard Academy

Course A: Fundamentals of Digital Teaching & Learning \$400.00 x 3 = \$1200.00

Course B: Designing for Digital Teaching & Learning \$400.00 x 3 = \$1200.00

Course C: Excellence in Digital Teaching & Learning \$400.00 x 3 = \$1200.00

Total = \$3600.00

Cost for 1 faculty application specialist \$1000.00 Stipend for development

Cost for course legal compliance specialist \$1000.00 Stipend for development

Total Cost for the Proposal:

\$153,900

\$30,000

\$3,600

\$2,000

\$189,500