

Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2023-24
Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: Leeann Sticker, Catherine Davidson, Juanita Darby For: Charging Tables _____

Department/Unit: Leesville/Fort Johnson College: NA Campus: Leesville/Fort Johnson _____

Which [NSTEP](#) Goals/Objectives does this project meet? 2,5,6,7

Requested equipment will be located/installed/housed? Building (Room) A (room 121)

Does the department receive lab fees? The Leesville Campus currently has \$0 lab fee money

Are department property policies and procedures in place for requested equipment? Yes

Which individual will be responsible for property control of the requested equipment?

Signature: Martha Koury Date: Nov 8, 2023

Proposal Requested Amount: \$ \$19,202 (all or any part would be appreciated) Budget

Attached: Yes

Proposal delivered to Student Technology ***Emailed.*** Date ~~November~~ 8, 2023

1. Describe target audience.

All students who proctor, take classes, or get advised at the Leesville/Fort Campus

2. Describe project/initiative for which you are requesting funds.

To add charging tables to one room (room 121) complete with 12 Charging Tables (with build in electrical outlets and USB ports, etc.) to create a multi-purpose room including use for general proctoring for students using personal devices, for nursing exams where students are required to use personal devices, and for an open student room at all other times for a place where students can use, while charge their personal devices.

***This grant can be funded in part or full. We can add tables later depending on amount of money available.**

***All electrical is already in place in every room and is appropriate to support the Charging tables.**

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

To change out all tables in one room (room 121) to Charging Tables.

4. Indicate how each project objective will be evaluated.

Data collection counting number of students using room 121.

5. If funded, which [NSTEP](#) objective(s) will this funding of this project advance? How will funding of the project advance the University and College/unit technology plan?

NSTEP

- 2. To provide classrooms with updated technology and multimedia.**
- 5. To upgrade and maintain campus communication network and infrastructure.**
- 6. To provide a system for maintenance, upgrade, user training, and support of technology that will extend into the future.**
- 7. To encourage technology initiatives by faculty, staff and students.**

Leesville/Fort Campus

The Leesville Campus is dedicated to the University Technology Plan Goals.

3. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

I ask students every year what technology improvements they need to assist in their education and every year the majority of the student state that they need to be able to charge devices while on campus. There are limited outlets in all of the classrooms. The vast majority of student utilize devices including computers and ipads during lectures, exams, working on assignments, studying, and other related activities.

The Nursing Clinical students are required to use personal ipads during lecture, interactive classroom assignments, and all testing, including ATI testing. Students are often utilizing their iPads 4 hours at a time and need the ability to recharge the battery.

Proctoring students is a primary service of the Leesville/Fort Johnson Campus. In each year in the 5 years before 2020 the Leesville Campus served between 1450 to 2350 individual proctoring sessions for students. Often so many students are proctoring in the two computer labs that they must wait until an open computer is available. A room with charging tables could also be utilized as an overflow proctoring room and will also be used for proctoring exams that must be or can be taken using the students own personal devices. The room which will contain the charging tables (Room 121) is right next to the other two proctoring rooms.

For the 2021-2022 academic year, the Leesville/Fort Johnson Campus served approximately 420 face-to-face students and provided an additional 1250 individual proctoring sessions and for the 2022-2023 academic year another 828 individual proctoring sessions. In addition, so far this semester (Fall 2023) until November 2, 2023 at noon, 325 individual proctoring sessions has taken place.

The student population at the Leesville/Fort Johnson Campus consists of a variety of students including high school students, traditional students, non-traditional and older students, and military members and family.

4. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Leeann Sticker, Catherine Davidson, Juanita Darby: Faculty

5. Describe any personnel (technical or otherwise) required to support the project/initiative.

Catherine Merchant: Administrative Assistant 3/ Leesville Campus Proctor

Martha Koury: Leesville Campus Director

6. Provide a schedule for implementation and evaluation.

Charging tables will be installed immediately upon arrival. Evaluation will be as soon as classes are held after tables are added to rooms.

7. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

Expected life should be 15-20 years. No upgrades needed within 5 years.

8. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee.
If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.

The Leesville/Fort Johnson campus has campus security personnel. Classrooms are only open during business hours. However, tables would be very difficult to carry off without anyone

noticing.

9. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department.

The Leesville Campus has 4 lab fee accounts but are restricted to use for these lab courses only:

\$17,134 Biology

\$600 Social sciences

\$46,449 English

\$6,442 CIS

10. Attach a detailed budget.

11. Attach two (2) letters of support for the project from the following individuals: the requesting department's Dean, the appropriate Vice President or for student request, the SGA President from the requesting campus.

Budget

Item	Total	Price Each	Total
Charging Tables	12	\$1356.00	\$16,272
Starter Power Cables (To power each row or individual tables)	6	\$90.00	\$540
Package/Handling			\$324
Shipping			\$2,066
TOTAL			\$19,202

PROJECT COMMENT Q62135.PR.4

Thank you for your interest in SMARTdesks products. **INSIDE DELIVERY AND ASSEMBLY IS NOT INCLUDED. IF YOU REQUIRE EITHER SERVICE PLEASE ADVISE SO IT CAN BE QUOTED!**

Use your email address and quote number to sign in to the SMARTdesks Quote Portal at <https://console2018.smartdesks.com/customerview>. This portal allows you to view and print your quote. You can also add your billing and shipping information directly to the quote, by clicking the "Add" button in the top right corner of each form field.

We welcome you to leave comments/questions in the comments box and upload documents to the portal using the "Upload File" button. Please click on the "Additional Info" button to add more details about your technology requirements, room dimensions, bid information (if applicable), and note any additional project requirements you may have.

Please do not hesitate to contact me directly if have any questions or if I can provide any information to help you with your project.

Thank you,

Kate Tomasunas
kate@smartdesks.com
800.770.7042 ext 808

QUOTE ITEMS FOR 62135.PR.4

Quantity	Item Number	Description	Item Price	Extended Price
1.	12	NSL-722628-VFS NS Series, Double NESTA Table; rectangular top and one Villa Power/Data Port in silver, each Villa Power/Data Port contains 2 power outlets (110V AC), 2 RJ-45 cat 6 inserts and 2 interconnecting Daisylink Cables (UL listed), table top lifts up for easy transport and storage; two single column, arched base, tubular steel legs with wire management holes (2" diameter column: 14 gauge steel, 1.5" diameter main bars: 14 gauge steel), locking casters; two 24" Neat Links wire management channels included; top finished in high-pressure laminate, modesty panel matches top, default leg color is Silver (Black available upon request); 72" W x 26" D x 28" H. MSRP:\$2,713.00	1,356.00	16,272.00
	OPTIONS			
	6	PD-42-AP1-72 Customized Unit #42 20AP1-72. Starter Power Cable for a 4 wire unit, Circuit 1 Only. 20AMP Standard Molded Plug/Female Connector, 72" MSRP:\$179.00	90.00	540.00
	1	FINISH-TABLE-LAM Please visit these pages to select - Laminate color for the top - PVC color for the edge trim - Leg color: Silver Laminates * The default color for the leg is Silver. Black is available via special request. MSRP:\$0.00	0.00	0.00
			ITEM TOTAL:	16,812.00
2.	3	SA-CR-TABLE Package/Handling/Crating/SkidFee, Table MSRP IS DISCOUNTED PRICE MSRP:\$108.00	108.00	324.00
			ITEM TOTAL:	324.00

QUOTED FREIGHT TERMS AND CONDITIONS

Due to the volatility of fuel costs and external factors affecting shipping costs, the freight costs for your order will be recalculated 7 days prior to shipment.

If the recalculated freight is higher than the quoted estimate, the additional cost will be added to your final invoice.

If the recalculated freight is less than the quoted estimate, the difference will be deducted from your final invoice.

Freight Comment: Liftgate delivery to 71446

TOTALS

SubTotal:	17,136.00
Tax (USE TAX 0.000%):	0.00
T/E or Resale #:	
CRLG Freight:	2,066.00

Project Total \$19,202.00

As of July 1, 2022 a 2% processing fee will be added to credit card transactions.

QUOTE ITEMS FOR 62135.PR.4

Quantity	Item Number	Description	Item Price	Extended Price
		<ul style="list-style-type: none">• Your Purchase Order must match the Quote• Inside Delivery is not included unless it is specified in the Quote• Installation/Assembly are quoted separately, and require a separate purchase order.• Standard terms are 50% deposit and balance due prior to shipping. Orders under \$3,000 require prepayment• Any changes to ship address must be requested in writing 7 business day prior to shipment.• Customer will be responsible for any applicable re-consignment fees and additional freight costs to ship to alternate address.• Once the order is placed into production, Customer requests for changes to "Delivery Date" will not be accepted.• In the event Customer cannot receive product by the "Delivery Date", Customer shall be responsible for Storage fees.		

COMPANY INFORMATION

COMPANY	Northwestern State University	FIRST NAME	Leeann
ADDRESS1	3329 University Parkway	LAST NAME	Sticker
ADDRESS2		EMAIL	stickerl@nsula.edu
CITY	Leesville	PHONE	337-392-3106
STATE	LA	CELL	
ZIP	71446	FAX	
COUNTRY	United States	WEBSITE	

BILL TO

FIRST NAME	COMPANY
LAST NAME	ADDRESS 1
EMAIL	ADDRESS 2
PHONE	CITY
CELL	STATE ZIP
FAX	COUNTRY

INT'L. ORDERS SHIPPING INFO

FIRST NAME	COMPANY
LAST NAME	ADDRESS 1
EMAIL	ADDRESS 2
PHONE	CITY
CELL	STATE ZIP
FAX	COUNTRY

SHIP TO

FIRST NAME	COMPANY
LAST NAME	ADDRESS 1
EMAIL	ADDRESS 2
PHONE	CITY
CELL	STATE
FAX	COUNTRY

BACKUP SHIPPING

FIRST NAME
LAST NAME
EMAIL
PHONE
CELL
FAX

All quotes are based on U.S. dollars.

Quotes are valid for 30 days.*

Quotes for foreign customers outside the U.S. do not include additional custom fees or taxes.

Additional Custom fees, taxes, duty fees are the responsibility of the customer to pay.

Orders shipped outside the USA 48 contiguous states will require additional lead time.

*Due to fluctuating fuel costs, Freight will be re-quoted on orders submitted two weeks from date of quote.

This quote is based on standard pricing.

It is the responsibility of the customer to notify CBT Supply if you have the following conditions:

1. Prevailing or Union Wage requirements that apply to any delivery, assembly or installations including any special building requirements, specific minimums, or requirements for the Installer's Certificate of Insurance.
2. The quotation will be modified to reflect the conditions of (1.)

To place your order:

- Log-into your quote: console2018.smartdesks.com/customerview
 - Enter your email address and quote #
- Complete the requested information below.
 - Enter the name, email address, phone and fax number for your **Accounts Payable contact** and **Shipping information**.
- Print the quote and sign it.
- If you generate a Purchase Order, please attach it to the Quote.
- Send us a copy of your state tax exempt/resale certificate if appropriate, otherwise you may be charged sales tax.
- Fax all pages to 410-697-1614 or send via email to: sales@smartdesks.com

Standard Payment Policy

Standard terms are 50% deposit and balance due prior to shipping. Orders under \$3,000 require prepayment. Payments are accepted in the form of Credit Card, ETF, or Check. It is the Customer's responsibility to pay all applicable Sales and Use Tax to the State when Sales and Use Tax does not appear on the Invoice.

- Individual and pre-installed electrical connections, connection boxes, electronic components require payment prior to shipment.
- All terms are subject to the discretion and final determination by CBT Supply Inc. d/b/a Smartdesks.

Individual and pre-installed electrical connections, connection boxes, electronic components, and all custom furniture items are not returnable or refundable.

All other items are subject to inspection for damage via photo documentation or reason for return before Seller will consider return or refund.

All Returns require a Return Authorization number. A Restocking charge will be applied.

International Orders

Prepayment is required. All pricing is in U. S. dollars. Shipments are FOB Origin. Customer is responsible for arranging shipment.

- Please provide address and contact information for your Freight Forwarder or Carrier on the Quote Console using your quote # and email address to sign in: <https://console2018.smartdesks.com/customerview>
- If you are using a broker please provide address and contact information for your broker on the Quote Console using your quote # and email address to sign in: <https://console2018.smartdesks.com/customerview>
- Customer is responsible for all taxes, duties, fees, storage charges, and shipment charges associated with the order. Customer is responsible for all customs processing and clearance.
- Customer to notify and provide information to Seller for Customs Documents Required.

Seller will not refund payments for goods that are refused for delivery at customs.

Payments via Credit Card, Check or EFT/ACH wire

- **To place your order** you must provide a signed quote. If you are also providing a purchase order, it must match the quote. Please upload your quote and purchase order to the Quote Console using your quote # and email address to sign in: <https://console2018.smartdesks.com/customerview>
- **Credit card payments:** Our Accounting Department will send a link to our online bill pay service with the Invoice or Proforma Invoice for a deposit: <https://console2018.smartdesks.com/customerportal>. Use your email address and the Customer# and Document# in the email you receive from the Accounting Department.
- Giving your credit card information to accounting does not automatically place your order.
- **Send checks to the address below:** Our Accounting Department will send a link to our online bill pay service for you to print the Invoice or Proforma Invoice. <https://console2018.smartdesks.com/customerportal>. Use your email address and the Customer# and Document# in the email you receive from the Accounting Department. Inside the portal click on the Invoice# to view and print your invoice.
 - Standard mail to: CBT Supply, Inc. P.O. Box 391 Hibernia, NJ 07842-0391
 - Overnight mail to: CBT Supply, Inc. 83 Jacobs Rd. Rockaway, NJ 07866
- **ACH/EFT/Wire Information:** Contact accounting@smartdesks.com 800-770-7042 ext.812 for wire information.

Change Orders

Upon Seller's acknowledgment of an order, Seller reserves the right to refuse a change order. Change orders must be requested within 72 hours of placing the order for purchase. **Upon commencement of order production, Seller will not accept change orders on special or custom items.** Before production begins, Seller will make a reasonable attempt to accommodate the requested change order. The following conditions apply:

1. Changes must be submitted in writing and require a signed, revised purchase order. Seller reserves the right to apply reasonable additional charges for materials, labor and administrative costs incurred as a result of the change order.
2. Seller reserves the right to reschedule completion and ship dates as may be reasonably required to accommodate production of the accepted change order.

Cancellations

Each SMARTdesks product is made to customer specifications and is not considered a stock item. All orders are considered special orders. Once the dealer or customer has accepted the quotation, signed and placed the order, the order may not be cancelled unless approved by Seller. Seller shall not accept cancellations once production begins. Seller reserves the sole right to approve an order cancellation. Order cancellations approved in writing by an authorized manager of CBT Supply, Inc./SMARTdesks may be subject to reasonable additional charges to the dealer or customer, which shall be assessed by and at the discretion of CBT Supply, Inc./SMARTdesks at the time of work stoppage. Such charges incurred may include but are not limited to reasonable administrative fees, materials, labor, shipping, freight, and other costs associated with the order.

Please include your quote number on all correspondence.

Quote Number: Q62135

Customer's Purchase Order/Requisition # _____

Signature _____ Date _____

- **Upload your signed quote and any supporting documents to the Quote Console using your quote # and email address to sign in: <https://console2018.smartdesks.com/customerview>**
- **Or fax forms/documents to 410-697-1614**
- **Or attach documents to an email addressed to sales@smartdesks.com**



November 6, 2023

To Whom it May Concern:

This letter is to fully support the funding of the Student Technology Fees grant requested by Dr. Leeann Sticker, et. al. for purchasing charging tables for a testing/multi-use student room, the library, and most of the classrooms at the Leesville/Fort Polk Campus.

Funding of this grant will support the current way more and more students are using technology at the campus for exams, in class assignments, lectures, studying, reading, etc. Nearly every student uses their own personal devices for all activities on campus now.

Charging tables have a very long life thus this grant will be very cost effective in support of student needs. The grant will advance several of the University and Campus Technology goals. Therefore, I recommend that the committee fund all, or at least in part, this critical grant that will benefit all students who use the Leesville/Fort Campus.

Regards,

Ms. Laurie Morrow
Executive Director
Economic Development, Innovation, & Outreach



NORTHWESTERN STATE

Leesville/Folk Polk Campus

3329 University Parkway
Leesville, LA 71446
O 337.392.3100
F 337.392.3183
leesville.nsula.edu

November 2, 2023

Student Technology Fee Grant
Selection Committee

Dear Committee:

Please know that I fully support the Student Technology Fee grant proposal submitted by Dr. Leeann Sticker to purchase charging tables for classrooms and library, designated for charging devices used during classroom instruction or for testing purposes. It is imperative that we attempt to provide students with the capability to maintain a high standard of technology driven learning while in an educational setting.

The overall cost of this project is extremely low in comparison to the benefits, making this a very cost-efficient proposal. The use of personal student devices used for daily classroom activities and testing is on the rise. These tables would not only cut out disruptions of finding adequate spaces to charge devices but would also benefit students in ease of personal technology usage.

Implementation of this proposal would be perfectly in line with both NSU's and this instructional sites' technology plans. Funding the proposal for this campus would be a wise and forward-thinking use of Student Technology Fees. In light of the above information, I ask that you give this proposal every consideration.

Sincerely,

Martha H. Koury

Director

NSU Leesville/Fort Polk