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Student Technology Fee
Special Initiatives
2005-06

Name	**Signature**	**Date Reviewed**
Dr. Jim McCrory	JM	29 Aug 05

Comments: The current system is long overdue for replacement.

Christyn Perot	CP	8/29/05

Comments: _____

Tim Chadbourne	TC	8/29/05

Comments: _____

Stephen Hoover		

Comments: _____

Dale Martin		

Comments: _____

Date Given to IS	Date Received from IS

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: Jeffrey C. Mathews Department: Department of Student Activities

College or Unit: Division of Student Affairs Campus: Natchitoches

Submitted to: Alan Sypert _Date: 8/2/2005 Fiscal Year: 04/05

1. Describe target audience.

NSU Students located on the Natchitoches Campus.

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

Upgrade of the Student Union marquis from analogue to digital video.

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

   a. Increase in number users
   b. Increase in number of events advertised
   c. Better advertising
   d. Increase in attendance at advertised events

4. Indicate how each project objective will be evaluated.

   a. Focus groups
   b. Student union customer feedback forms
   c. Student Surveys

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

In 1988 the university was given the current marquis in front of the student union by the producers of the movie Steel Magnolias. The sign is now beginning to run down. It uses a very outmoded technology and fixing it each time it breaks down is become very costly. Repair costs are in the thousands of dollars each time the marquis has to be repaired. In addition, the company has informed the Student Union that parts to repair the marquis will soon be obsolete. This will mean the marquis will become an eyesore or be torn down. The company that works on the marquis said an upgrade to the marquis could be accomplished for around 20,000 dollars.

The entire student body is served by this signage. With a more reliable sign in place, important announcements of all kinds could be placed on the marquis. Student sponsored events, athletic events, student election dates, important deadlines and a myriad of other important announcements could be made on the marquis.

One of the most difficult tasks we face in Student Activities is reaching students who do not live on campus to let them know about activities and events. The marquis is on the busiest corner of the campus and would allow us the opportunity to reach students who are commuting to campus each day.

---

5. How will funding of the project advance the University and College / unit technology plan?

This project will advance objective 1 of the technology plan by improving access to information for all students, faculty and staff via improved technology.

This project is related to objective 2 of the technology plan. While it may not be in a classroom per se, our entire campus is a place of learning for students. This multimedia improvement will advance objective 2.

This project is related to objective 3 of the technology plan. While not a laboratory, the marquis is visible to the entire community and university and needs to be upgraded to more modern technology.

This project will advance objective 5 of the technology plan by advancing and enhancing campus communication.

---

6. 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.

Jeffrey C. Mathews, Director of Student Activities and Organizations
Yonna Pasch, Assistant Director of Student Activities and Leadership Development
John Ziegler, Assistant Director of Student Activities for Greek Life

---

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

Personnel are already in place. No additional personnel will be required.

---

9. Provide a schedule for implementation and evaluation.

We would like to the new Marquis in place and have a complete evaluation of effectiveness by May 2006.

---

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

According to the manufacturer the equipment upgrade will extend the life of the marquis by twenty years.

---

11. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment.)

ELECTRONIC MESSAGE CENTER MARQUEE SIGN
NORTHWESTERN STATE UNIVERSITY
NATCHITOCHES, LA
AUGUST 23, 2005

A1-LINE@ ELECTRONIC LED MESSAGE CENTER MARQUEE SIGN

TWO Trans-Lux Fair-Play AOne-Sided@ A1-Line@ LED Message Center Displays.....$ 11,950.00

Display Matrix: 8 High x 80 Wide, 1.75" Centers
LED Type: 1.75" Outdoor Amber 90 degrees (horizontal)
Includes: Temperature / Dimmer Probe

FOUR "Flex-Face" Replacement Panels ($ 690.00 each).....2,760.00

Includes: Vinyl Artwork (no digital copy)
Delivery to Natchitoches, LA.....350.00
Installation of Message Centers.....2,700.00
Includes: Retrofitting message center displays into existing cabinet
Installation of Four New Sign Faces.....1,000.00

TOTAL $ 18,760.00

OPTIONAL ITEMS

ONE ISEwrite Wireless Remote Controller System.....add $ 1,180.00

Includes: Remote LCR with wireless transceivers and ISEwrite software

TRANS-LUX FAIR-PLAY MESSAGE CENTER ABOVE INCLUDES:

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3) LED's are rated for an average of 100,000 hours.
4) Immediate "Loaners" of all electronic components if repairs are needed.
5) Full stock of parts in Little Rock, AR.
6) Fully staffed service department in Little Rock, AR.

✓

Student Technology Fee
Special Initiatives
2005-06

Name	**Signature**	**Date Reviewed**
Dr. Jim McCrory	JM	29 Aug 05

Comments: I ~~believe~~ do not believe that adequate switch ports exist to support.

Christyn Perot	CP	8/24/05

Comments:

Tim Chadbourne	TC	8/25/05

Comments: Do we have network switches to support these added drops?

Stephen Hoover		

Comments:

Dale Martin		8/29/05

Comments:

Date Given to IS: 8/24/05

Date Received from IS: 8/29/05

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: Dr. Paul Withey Department: Chemistry and Physics

College or Unit: Science and Technology Campus: Natchitoches

Submitted to: Jennifer Long Date 8/10/05 Fiscal Year: 2005-06

1. Describe target audience.

   NSU students located on the Natchitoches Campus.

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

   This project, consisting of three parts will enable the remaining computers that are accessed by students and faculty for instruction to become networked and will improve teaching quality in the Fournet Hall lecture halls and general physics lab.

   1. Provide drop poles, cable duct, raceway walls, outlet boxes, cable, patch and wire management panels, and floor runners in order to network computers in Fournet Hall lecture halls (rooms 107, 123, 231) and general physics lab (room 124) and meet code.
   2. Install a mic/speaker system in our largest lecture hall (room 123).
   3. Install a needed electric projection screen in lecture hall room 231.

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

   Objectives:

   1. To enable use of network resources with classes and physics labs taught in Fournet Hall
   2. To allow students to clearly hear an instructor in the large lecture hall (room 123) even from the back of the class
   3. To allow clear projections on the screen in room 231 so students can clearly see from the back of the room (current screen is too small)

4. Indicate how each project objective will be evaluated.

   1. Responses collected from students and instructional faculty will be obtained regarding use and usefulness of network resources during class time.
   2. Responses collected from students in large classes regarding clarity of instructor and value of mic/speaker system in room 123. Before/after comparisons from instructors.
   3. Instructor and student responses of usefulness of screen from classes taught in room 231.

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

Networking the computers in the Fournet Hall lecture halls are needed to increase and provide easier access for classroom presentations by both students and instructors. Presentations and other electronic resources (e.g. internet, class blackboard site, shared files on the network) will be able to be accessed by/for students remotely and will provide for improved instruction.

Lecture halls in Fournet Hall serve the entire student body on campus. Every student working toward a degree must complete a physical science course and all physical science courses taught on the Natchitoches campus meet in Fournet Hall. Two of the lecture halls already have large presentation screens, but the screen in the 3rd lecture hall is too small and needs to be replaced with a larger electric projection screen. In the largest lecture hall, room 123, has acoustics that make it difficult for students to hear the instructor. A mic/speaker system will solve this problem so that all students will be able to hear clearly, significantly improving the atmosphere for learning in the room.

In the general physics lab we have 10 un-networked computers (pentium 4) that are used every lab period to collect experimental data, perform data analyses, and complete lab reports. If networked, students will be able to save their data to their allotted network space, email data to themselves and lab partners, access internet resources to be discussed and included as background information, and to complete their lab write-ups. Currently, students need to bring their own floppy or CD (which is very inconvenient), and often need to run upstairs to the networked nearest computer lab for network access. This also means that instructors often find themselves with students in both locations, and is not an effective way of teaching. Increasing accessibility to networked resources may significantly improve the understanding of the lab topic and the quality of physics lab reports.

Number of students enrolled in classes utilizing lecture halls in Fournet Hall (2004-05):	3073
Number of students enrolled physics labs utilizing Fournet Hall room 124 (2004-05):	238
Total Students Served per Academic Year:	***3311***

6. How will funding of the project advance the University and College / unit technology plan?

Funding of this project will increase the number of classrooms and labs equipped with multimedia delivery systems. (Objective 2, NSU Technology Enrichment Plan, 2002 revision)

7. 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.

Dr. Paul Withey, Head, Dept. of Chemistry and Physics
Ms. Jennifer Long, Coordinator, Student Technology (and her staff)

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

- Contractor to install drop poles, floor cable duct, surface raceway walls, outlet boxes, patch and wire management panels, and run cable
- Electrician for power in ceiling and where needed
- Computer technician familiar with Windows XP software able to perform networking tasks

9. Provide a schedule for implementation and evaluation.

Aug. 2005	Obtain bids, cut purchase orders, set up contracts.
Sept. 2005	Purchased items received. Floor runners installed in lecture halls to cover wiring running across floor.
Sept.-Oct. 2005	Contractor installs drop poles, floor cable duct, surface raceway walls, outlet boxes, patch and wire management panels, and runs cable. Physical plant installs electric projection screen in room 231.
Sept. or Oct. 2005	Computer technician completes networking computers from software end.

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

Expected life:

Networking hardware (drop poles, raceway walls, patch panels, etc.)	10 years
Mic/Speaker system	5-10 years
Electric Projection Screen	5-10 years

Software upgrades will be the same as for most computers across campus when newer operating systems, network & computer technology necessitate upgrades (i.e. none anticipated).

11. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment.

Detailed Budget

Item #	*Description*	*Qty*	*Unit*	*Unit Price*	*Total*
1.	Indoor Complex Cable Contract Infrastructure/Pathways Units Data/LAN Units Support System Hardware Units Labor	1	-	$2,492.30	$2,492.30
2.	Floor Runners	3	ea.	$50.17	$150.51
3.	Mic/speaker system for room 123 Portable P.A. w/ built-in VHF wireless microphone receiver, 20W audio output, w/ lavalier/headset mic bodypack transmitter (NADY model WA-120)	1	ea.	159.95	159.95
4.	Electric Projection Screen for room 231 Deluxe Electrol Screen 70" x 70" - 99" Diagonal Matte White (Da-lite Mfr# 88082)	1	ea.	$2,169.95	$2,169.95
5.	Physical Plant Labor/Supplies (for power in ceiling and where needed)	1		$500.00	$500.00
	Total Request				$5,472.71

INDOOR COMPLEX CABLE CONTRACT
REGION 4

ESTIMATE FOR

Agency Northwestern State University
Dept. Telecommunications
Address 735 College Ave
City, Zip Nitchitoches, La 71457
Scope Fournet classroom updates 231,107,123,124

Date
Contact Dale
Phone # 318-357-5881
Fax # 318-357-6881
Email dale@nsula.edu
Engr.#

DISCLAIMER: While OTM has made a reasonable effort to review the accuracy of the information contained in these spreadsheets, OTM does not guarantee the absolute 100% accuracy or integrity of this information. The user is hereby cautioned that the unit prices in this document are subject to change due to approved price reductions. OTM does not warrant the completeness, accuracy or fitness for it's intended use by the end user. If in doubt of price accuracy, please contact State Purchasing or OTM.

Line Item	INSIDE PLANT UNITS Description	UNIT	Estimated Quantity	A R I Unit Price	Black Box Unit Price	Comnet Unit Price	REGION 4 State Contract Number 405663 A R I Extended Price	REGION 4 State Contract Number 405662 Black Box Extended Price	REGION 4 State Contract Number 405664 Comnet Extended Price
	INFRASTRUCTURE / PATHWAY UNITS	x	x						
1169	Drop Pole , 2-1/4" Square, 10'-2" Height, Material	each	5	102.34	138.00	129.44	511.70	690.00	647.20
1170	Drop Pole , 2-1/4" Square, 10'-2" Height, Labor	each	5	37.50	43.50	50.00	187.50	217.50	250.00
1175	Floor Cable Duct, 1/2" ID Wide, 5' Long, Material	5 ft	8	10.79	7.70	9.53	86.32	61.60	76.24
1176	Floor Cable Duct, 1/2" ID Wide, 5' Long, Labor	5 ft	8	5.75	4.75	6.50	46.00	38.00	52.00
1183	Surface Raceway Wall, 2" Wide, 5 Ft. Length, Material	5 ft	10	13.50	15.85	19.67	135.00	158.50	196.70
1184	Surface Raceway Wall, 2" Wide, 5 Ft. Length, Labor	5 ft	10	7.00	8.35	7.50	70.00	83.50	75.00
1201	Outlet Box, Surface Mount, Single-Gang, Material	each	8	7.04	8.00	7.56	56.32	64.00	60.48
1202	Outlet Box, Surface Mount, Single-Gang, Labor	each	8	3.00	6.50	5.50	24.00	52.00	44.00
	INDOOR PLANT UNITS	x	x						
	FIBER OPTIC UNITS	x	x						
	LEGACY SYSTEM UNITS	x	x						
	DATA/LAN UNITS	x	x						
5021	CAT-5E Cable Run, UL-CMP Plenum, Material	each	6	40.00	48.45	50.00	240.00	290.70	300.00
5022	CAT-5E Cable Run, PVC/Plenum, Labor	each	18	35.00	51.00	45.00	630.00	918.00	810.00
5078	Patch Panel, CAT-5E 110, Rack Mount, 48 Port, Material	each	1	212.36	234.00	224.73	212.36	234.00	224.73
5079	Patch Panel, CAT-5E 110, Rack Mount, Labor	each	1	5.00	13.00	11.00	5.00	13.00	11.00
	SUPPORT SYSTEM HARWARE UNITS	x	x						
6038	Wire Management Panel, Horizontal, 2-RU, Front Only, Material	each	3	51.10	57.25	55.84	153.30	171.75	167.52
6042	Wire Management Panel, Horizontal, Labor	each	3	5.00	7.25	11.00	15.00	21.75	33.00
	MISCELLANEOUS LABOR AND SERVICE UNITS	x	x						
7001	Laborer	hour	4	29.95	30.00	30.00	119.80	120.00	120.00
		x	x				==========	==========	==========
		x	x				$2,492.30	$3,134.30	$3,067.87
	MISCELLANEOUS UNITS	x	x						
			x						
			x						
			x				==========	==========	==========
NOTES:			x				$2,492.30	$3,134.30	$3,067.87
			x						
			x						
			x						
			x						
			x						
			x						

This Itemization is an ESTIMATE of work to be performed as stated in Section 6.2.3 "Orders" of the contract. Actual work performed will be itemized on the invoice. In no case will the actual work performed exceed the TOTAL DOLLAR AMOUNT of the Release Order, UNLESS A CHANGE ORDER IS ISSUED for the additional work.

Jennifer Long

From: Paul Withey
Sent: Wednesday, August 24, 2005 11:11 AM
To: Jennifer Long
Subject: RE: Special Initiatives
Attachments: Networking Fournet Hall computers - Student Technology Fee Special Initiative Form.doc

Jennifer,

Attached is our proposal. The only thing missing is the price for the mic/speaker system for room 123. I (last week) and Tammy (yesterday) have both tried to get a price quote for this. We've left voice and email messages with the only sales rep that the NADY wireless people say we need to get price quotes from (the web site doesn't post prices). We'll keep trying this afternoon and I'll send you an updated version if we are able to obtain price information.

Do you want a hard copy also?

Paul Withey
Head, Department of Chemistry and Physics
Northwestern State University

From: Jennifer Long
Sent: Wednesday, August 24, 2005 9:36 AM
To: Jeffrey Mathews; jjenning001@student.nsula.edu; Cindy Davis; Paul Withey; Bette Howell-Maroney; Steven Hicks
Subject: Special Initiatives

Within the last few weeks or days all of you have been given the opportunity to turn in a proposal to Student Technology for funding for equipment your department may need to further student education. Please be aware that I must have this paperwork (Special Initiative Form, Quotes, Budget) turned in to me by this afternoon, August 24, 2005, 4:00 p.m. I must have it so I can have the proposal approved by the IS Technical staff.

Thank you and I look forward to hearing from you.

Steve: Dr. Weaver has your form.

Jennifer

Jennifer Long
Student Technology
Watson Library, Room 113D
Natchitoches,, LA 71497
Voice: 318-357-6482
Cell: 318-663-1279
FAX: 318-357-6480

✓

Student Technology Fee
Special Initiatives
2005-06

Name	**Signature**	**Date Reviewed**
Dr. Jim McCrory	JM	29 Aug 05

Comments: Network implications are not clear.

Christyn Perot	Christyn Perot	8/24/05

Comments:

Tim Chadbourne	TC	8/24/05

Comments:

Stephen Hoover		

Comments:

Dale Martin	DM	8-24-05

Comments: Need info on wiring so an official estimate can be done

Date Given to IS: 8/23/05

Date Received from IS: 8/29/05

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: Kristy Vienne Department Auxiliary Services

College or Unit: One Card Operations Campus: Natchitoches Campus

Submitted to: Alan Sypert, SGA President Date 8/15/05 Fiscal Year: 2005-06

1. Describe target audience.

Northwestern State University Faculty, Staff, and Students. In addition, it can also be utilized by the LSMSA student community and visitors to the NSU library upon purchasing a Visitor Pass. Though intended for primary usage by the NSU community, the project will also ensure that visitors and guests to the university are also allowed to utilize the library's resources.

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

The project that we are requesting funding for is to expand the One Card services to include copy and microfilm readers for the NSU Watson Library as well as two additional copiers around campus for student use; currently planned for the NSU Student Union and a residence hall. The proposed readers for the NSU Watson library will be utilized on copy machines and microfilm readers located on all three floors of the Watson Library for student usage.

This initiative also includes wiring ports for the various card readers, microfilm readers, and copy readers.

We feel that this initiative is important because it will make copying easier and more convenient for students around campus. It will also bring the Natchitoches campus up to speed with the Leesville and Shreveport campuses who implemented One Card copy readers in Fall of 2004. We do not feel that this will interfere with the STAT's copy center in the library because these copiers will be for use by NSU students, LSMSA students, and visitors to the library as well as include microfilm readers.

It is also imperative that these locations receive new copy readers so that the older, outdated, and sometimes inoperable copiers currently in the library can be replaced with the new Xerox copiers for patron usage. The current contract with an outside vendor is not being renewed and therefore copy services in the Watson library may come to a halt without the implementation of a replacement system. We think that the best and most cost effective system for replacement is the NSU One Card program.

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

Expansion of available services to students on the Natchitoches campus to include copy services is one of the measurable objectives listed in the ITAC/STAT project implementation report written before the NSU One Card program was started in the spring of 2003. In addition to achieving

another priority of the ITAC/STAT report, measuring any increase in deposits on the Natchitoches campus due to copy readers as well as monitoring daily usage of the copy locations will also be looked at in order to determine the impact and usage by the NSU community. All data for the One Card program and this initiative will be collected, tallied, and reported in the NSU One Card Quarterly Report as part of SACS accreditation.

4. Indicate how each project objective will be evaluated.

Student surveys and satisfaction questionnaires will be distributed via email by the One Card Office as a means to determine what students' likes and dislikes are, as well as a medium for determining what new programs the students want. Library staff members will also be consulted in regards to this program by conducting a focus group. All data for the One Card program and this initiative will be collected, tallied, and reported in the NSU One Card Quarterly Report.

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

It is important to continue to expand the services of the One Card initiative in order to continue to grow the program and continue to increase the convenience to NSU students of services provided as stated in the goals of the ITAC/STAT report in Spring 2003. Currently, students have to purchase a temporary card at the library or go to an outside agency off campus to make copies. This would bring copies closer to the students and provide a more convenient means of copy services to the NSU community. This project also decreases the gap between the services operated on the Natchitoches campus versus those at the Leesville and Shreveport campuses

The more students who have access to the One Card services or who have a need that can be filled by using the NSU One Card program, the more the program will expand, reaching a broader number of students and making the program more self-sufficient. The NSU One Card program has shown a large growth in a short amount of time due to the dedication of both the Division of Student Affairs, the Student Government Association, the staff of the NSU One Card Office, and the support of the students themselves to the program.

6. How will funding of the project advance the University and College / unit technology plan?

This objective continues to support the five year technology plan instituted by the University by expanding the services to Natchitoches students.

7. 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.

Kristy Vienne, Assistant Director of Auxiliary Services for One Card Operations; Danny Prudhomme, One Card Technical Support Specialist; Gail Kwak, Watson Library technology staff member; Incumbent to be Named, Telecommunications & Information Systems; Tim Chadbourne, System Administrator

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

The One Card Technical Support Specialist will handle any technical issues that arise with the CSVT, copier, or microfilm readers. The One Card Office staff will be responsible for collecting money from the CSVT station in Watson Library that will collect all funds for the Card Program.

9. Provide a schedule for implementation and evaluation.

Once approved, the equipment will be ordered from Diebold and normally takes approximately 6-8 weeks from the time the PO is approved and the equipment arrives on campus. While waiting for the equipment to arrive, policy and procedures will be put into place to ensure the most reliable services are brought to students and patrons of the NSU Watson library. Marketing and promotion of the One Card will be done to notify the NSU community of the new services being offered.

In addition, the technicians will work to insure that all necessary wiring and ports are in place and that all employees are properly trained on the necessary equipment. All services should be made available to students for the start of the Spring 2006 Semester.

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

Hardware expected life is 7 to 10 years. Software upgrades are included in the services contract through the same version. A software upgrade to the next version may be necessary in the next three to four year. The NSU CS Gold system is currently upgraded to the highest level of CS Gold software for general release.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received. Equipment will not be purchased until an acceptable policy is in place to ensure equipment security.

Any new equipment received will go under the NSU One Card Office's main inventory control list. The One Card Technical Support Specialist is in charge of monitoring all inventories and maintaining random audits of our inventory in order to ensure assets are in place. Any equipment removed for repair is handled as a movable property request through the warehouse and is maintained in our "transitional" folder until repaired and put back into place. Most of the readers in this request are secured onto the equipment itself. It will be the responsibility of the One Card Technical Support Specialist to communicate with the vendors when any equipment is exchanged out. The benefit to this system is an on-line and off-line mode which is monitored daily; therefore any equipment off-line will be noticed early on and investigated.

12. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of

existing hardware/software or other equipment.

Funds Requested from STAT		
Item	**Number**	**Unit Cost**
Diebold Equipment for Watson Library Initiative		$14,709
Wiring for Locations		$500.00
TOTAL FUNDING REQUESTED		$15,209

$14,687.00

The CBORD Group *Card Systems Division*

Natchitoches Library Copies

Quote for: **Northwestern State University**

Date: **9/10/2005**

Quote is Valid for 30 Days

Terms: **FOB : Net 30 days after shippment**

Equipment includes one year parts and labor

Price does not include State and Local Taxes

Sole Source Statement below

Qty	Part No.	Description	Unit Price	Total Price	Unit Freight	Total Freight
	Copier Readers and Accessories					
12	GR-679-0044-000	C2005ip Kit for Magnetic Stripe Only.	$ 1,145	$ 13,740	$ 6	$ 72
7	GR-674-5543-000	C2005 Cable 9V-24V (Digital Bookmark)	$ 65	$ 455	$ 6	$ 42
2 ~~5~~	GR-674-5606-000	Cannon Micro Film Cable(see note)	$ 74	$ 370	$ 6	$ 30
		SubTotal	**$ 1,284**	**$ 14,565**		
		Freight		$ 144		$ 144
		Total	**$ 1,284**	**$ 14,709**		

The CBORD Group Card systems Division is the only known source available for the Copier Reader part numbers listed above.

Note: Will need specific Model number for Microfilm Reader to insure Compatibility

Proposal for the Purchase of Diebold CS GOLD 4.0 for the expansion of The One Card Program Northwestern State University

Prepared by Kristy Vienne, One Card Coordinator

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I. SIGNATURE PAGE-ONE CARD COMMITTEE

We are pleased to recommend and endorse the following proposal to the ITAC committee members and Dr. Randall Webb for consideration.

Bobby Nowlin, co-chair	Stacie Cosby, co-chair
Kristy Vienne	Tracy Brown
Jennifer Long	Dr. Jim McCrory
Daphne Sampite	Donnie Cox
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Dr. Dennis Tucker	Dr. Frank Fuller

II. INTRODUCTION

Northwestern State University, using funds in its Systems Revenue account, purchased the Diebold Integrated Campus Access Management (ICAM) system in 1997. Since the University's purchase of this system, there has been a successful transition of the Natchitoches campus to the use of this card for identification purposes. The Dining Module has been successfully operational since the spring of 2000. With an additional investment the University then expanded its use of the system to include access control readers for residence halls in the Fall 2001 semester.

Today, we are currently researching the expansion of the system to address campus needs now and in the future. This process is necessary to keep the functions that we are currently running on the ICAM system operating efficiently and effectively. The current system and server have reached their maximum capacity and will eventually be unable to keep up with the growing number of transactions and data being transmitted and stored by the system, as well as the availability of technical support provided for the software. As the industry moves to newer, more advanced technology, such as Windows and Oracle based platforms, the support offered for the older platforms like ICAM, will eventually cease to exist. If we should choose not to upgrade our current system, it will eventually become obsolete and the university will have to start the program all over again, from the ground up, which would be a very uneconomical solution and be the more costly road for the future. Something has to be done before that occurs.

To expand our current ICAM system into a fully developed One Card System, both on and off campus, we must take the steps now to upgrade our current system so that we can continue our current services as well as enable additional functions like vending, laundry, facility access, event access, and numerous entitlement programs, that would include electronic voting, attendance, allow automated equipment check out, and many more. The entitlement program really has an unlimited scope that it may be used for, and some additional program ideas are listed throughout this proposal. Equally important as the convenience of automatic transactions is the ability of the system to record the transactions and data that are run through the system, and allow users to retrieve it for informational purposes and statistical analysis. Again, our current system does not have the capacity to provide this information.

The greatest disadvantage to the upgrade of this type of system is funding and support issues for both hardware and software. The new One Card systems on the market are not inexpensive, and can sometimes be costly to support because of the Oracle based language that they are written in. This type of software technology requires either an on-site Oracle programmer or that the university have a contract in place to provide technically support via a hotline for problems or questions. It is also essentially that the campus has an infrastructure in place to troubleshoot on campus hardware issues. This team must have training on the equipment and not only now how to remedy a problem, but recognize the problem before it happens, therefore limiting potential down time.

WHAT IS A ONE CARD SYSTEM?

Since the early 1950s, colleges and universities have used some type of ID card system as the primary method of identifying members of the campus community. Over the years this card has evolved from a simple piece of paper to include a computer generated full color picture with machine readable media in chip, stripe and bar code formats. With the evolution of the card has also come, the evolution of the student, or the customer. Today's customer on the present university campus has needs and the technological savvy to be best served by the capabilities of a commerce and access system that is paperless. This type of system, most commonly known as a "one card" system, is the platform that will meet the needs of today's customer in the new millennium where universities are competitive for each and every student. ***By definition, a one card system utilizes a single ID card as the platform to carry one or more electronic mediums or readable devices that provide a unique identity, allowing the system to perform necessary security, monetary, and privilege functions in a controlled environment.*** Simply put this means that the identification card concurrently allows its carrier: access to building entrances or designated rooms within buildings, use of the tri-co library system, bookstore purchases, access to the dining services, vending and laundry machines, and charges for the use of public printers, copiers, etc.

DO WE NEED SUCH A SYSTEM AND WHY?

According the National Association of Campus Card Users (NACCU), over two-thirds of the existing 3,614 colleges and universities in the United States have implemented a card system for use on their campuses. Increasing peer pressure, students' needs, student retention, and parents' safety concerns are major drivers for the employment of One-Card systems on US campuses today. In the wake of the events of September 11th, need for campus security and access control has escalated and has become the first requirement of an Emergency Preparedness Plan.

WHAT MAKES A CAMPUS CARD PROGRAM SUCCESSFUL?

Several factors contribute to making a Campus Card Program successful. They include: ***(1) the size of the program and use across campus; (2) making sure that the costs associated with implementing and managing a Campus Card program stays within the budget established; (3) the card services are reliable and experience a minimal downtime; (4) card services are secure and, therefore, are not subject to fraud and tampering; (5) the program as a whole enhances the key Auxiliary Services business functions offered by the university as well as contributing to the recruitment and retention of students to the university; and (6) the program generates revenue for the institution or card office.***

Throughout this proposal the committee has recommended and outlined ways to make sure that all of the above items are addressed. These issues are highlighted throughout the proposal and are vital to the development of this program throughout the NSU campus.

THE CHALLENGE

With the rapid development of technology ever expanding and growing throughout colleges and universities, how does one stay ahead? As initially stated, several phases of what is now known as a Campus Card or One Card program began at NSU around 1997. Today, we have library usage, dining, and access, but where do we go from here? A "One Card Task Force" was established by Dr. Webb to study the One Card system and make recommendations to the ITAC committee. The committee was given the task of making a recommendation to ITAC and subsequently to Dr. Webb about the future of the One Card program on campus. The committee was to determine what programs were needed by the One Card program. Then determine what vendors were available to offer those programs. At that point a determination will be made as to what vendor the University should choose to support the One Card program.

THE SOLUTION

The committee quickly discovered early in the process that many universities were already using technology rich transaction management systems to solve identification, access, and automated transactions issues. Of particular interest were potential enhancements to student life made possible by offering electronic access to certain spaces, library functions, lending control, and a variety of debit opportunities for vending, copying, bookstore, and dining. The committee also realized early on that there were two main players in the Campus Card system: Diebold and Blackboard. Both of which use"closed style" architecture for their systems, meaning that their systems are customized to the type of equipment supported by their individualized software platform. Both providers offered the software programs that the committee wanted for NSU. However the recommendation for a vendor is based on affordability. Since NSU had originally started its One Card system with Diebold, the Diebold proposal is far less expensive than that of Blackboard. Therefore after careful consideration, the committee recommends that the University maintain its relationship with Diebold to continue expanding and upgrading NSU's One Card program. Specific equipment and software will be needed to offer the services to the NSU community and are detailed throughout the remainder of this proposal.

TARGET MARKET

Parents, Students, Faculty, & Staff—Four very distinct targets

- They don't think alike and are looking for very different things
- How you reach each group is also very different

Parents look for savings, ease of use for them (how easy is it for them to add money), security for their children, reliability, functionality, and cost.

Students look for convenience, what's cool, what others are using, and using the newest technology.

Faculty & Staff looks for ways to streamline University transactions, save on departmental expenses, collect data on student trends, and expand services to students while optimizing resources, user friendliness, and product life expectancy.

III. PHASES OF DEVELOPMENT

A. Phase 1. – ID UPGRADE, INTEGRATIONS, & EXPANSION.

The Division of Student Affairs purchased a new DataCard Digital Imaging System to produce student ID cards using funds from the reserves in the Systems Revenue fund. The new software, hardware, and workstation were purchased at the beginning of the Spring 2003 semester to replace the older imaging system that was beyond its life expectancy. The new system is the newest on the market and will operate with either the current ICAM system or CS Gold (which it is intended to run on). Also, with the CS Gold software this photo imaging system will allow photographs to be stored on the database and retrieved at various workstations around campus if photo identification is necessary to validate a student.

ID cards are a revenue generating source for the University. For the calendar year 2002, ID cards produced approximately $15,600 of revenue for lost card replacements. Each student is given their first NSU ID card for free or anytime their ID card breaks and they bring it in we will replace it for now chare. However if the card is lost, they are charge a $25 lost card/deactivation fee.

For this reason and the reasons listed above the committee believes that the new equipment and software aids the university with both the ***third and sixth element of a successful One Card program.***

The One Card Office is currently working with the all of the Northwestern campuses to try and unify the look and type of the ID cards that are currently in circulation. It is the goal of the One Card Office to have all campus using the Mag Stripe cards, currently only utilized by the Natchitoches campus, by Fall 2003. Shreveport is currently looking at the possibility of purchasing a similar workstation to the one listed above, and the One Card Office is looking into possible short term and long term solutions for both the Cenla and Leesville campuses.

Equipment Purchased & Cost:

o ID Works 4.0 Software	$ 2020.95
o Auto 21200 Camera	$ 2673.00
o Magna Printer	$ 5300.64
o Workstation	$ 2045.59
o Installation	$ 3495.00
Total:	$15,535.18

Benefit to Students:

- Replaced equipment and software was well beyond its normal life expectancy. The equipment and software were unreliable, continually breaking down during fee payments, and causing delays and inconveniences to students and parents. Students must present a student ID when buying books, using the library, accessing residence halls, and using meal plans,

which means equipment failure is not acceptable to students. Therefore, the new equipment and software add a new sense of reliability, along with all the new capabilities it brings.

- The new equipment also produces a more durable card for the students, therefore reducing breakage and having to come in and have a new card made.

Benefits to University:

- Reliability and dependability are the main advantages to the new equipment and software. Just as students need their ID cards for various functions throughout campus, the university has that responsibility to be able to make and replace ID cards for students. Continual break downs of equipment and down time are unacceptable at the university level and can send the wrong impression to students.
- Additionally, the various features that the equipment and software will bring, such as the ability to customize cards for special events such as Freshman Connection or camps will enhance the delivery of student services and the level of professionalism of the University.

B. Phase 2. – VENDING, LAUNDRY, & SNACK MACHINES

To implement vending, laundry equipment, and have readers ordered, online, and ready for usage for introduction to students by Fall 2003. This will initially be supported by the ICAM software that we are currently running, but would be migrated over to the CS Gold version during the installation process of Gold. The vending readers enable cardholders to make purchases using either coins or their university card system. The reader will display messages and the cardholder's balance on the 2-line, 8-character display after each valid vend. The equipment is also built with tamper-resistant, rugged metal construction, which allows the readers to withstand the abuse of high traffic environments.

The committee feels that this phase will aid the University with the ***first and third element of a successful One Card program***; the first element being "size of the program" and the third being "revenue producing." Vending and laundry is a key element that students have shown interest in and will attractive students attention to the One Card program as a whole. The Revenue aspect is discussed in more detailed under university benefit.

Equipment Needed & Cost: $60,113**

****Budgeted and paid for by Student Technology Fees**

- See Appendix pages A-6 & A-7 for a list of equipment & cost itemization sheet

Benefits to Students:

- Students will be able to use their One Card's stored value credit system as a way to pay for soft drinks, snacks, and laundry without having to carry cash.
- It is a convenient way to store money, which provides a greater level of safety for the students as well.
- If cards are lost or stolen, all that is needed is to contact the One Card Office and the old card will be deactivated and a new card reissued

Benefits to University:

- Increased revenue from vending because of an increased usage by students. Other universities that have implemented the vending readers onto their campus card system have seen increases of sales anywhere from 25% to 400%, earning an increased commission payout for the university as a whole.
- Student satisfaction and student retention.

C. Phase 3. –UPGRADE OF ICAM SYSTEM TO GOLD

Purchase & implement the upgrade of the current ICAM system, CS Gold 4.0, in order to expand the programs that are offered through the One Card Office by July 31, 2003 for usage by students for the Fall 2003 semester. This upgrade will allow us to acquire all the needed software programs to expand our systems. The solution being proposed is a complete, single-card, online, real-time, system designed exclusively for the university environment that provides the hardware, software, communications and reader devices for NSU to successfully implement and maintain a master database of information about cardholders and their privileges. The system is designed to be a one-card system solution that enables each user to implement the System applications that best satisfy their unique campus wide system needs.

The committee feels that the upgrade from ICAM to CS Gold will aid the university with the **fifth element** of a successful One Card program in that the new programs available on CS Gold that are not on ICAM, will enhance the key Auxiliary Services business offered by the university as well as contributing to the attraction and retention of students to the university. By enhancing the students' experience by offering new technology and helping them simplify campus transactions, will make them more likely to remain at NSU, as well as recommending the university to others.

At the time of upgrade, a systems interface will need to be created in cooperation with the NSU Business Affairs Office, as well as the Registrar's Office since these departments are responsible and have approval on their FRS & SIS systems respectively.

The base system software includes the following applications upgrades; CS Entitlement, CS Stored Value Credit, CS Meal Plan, CS Access Control, CS Locations, CS Cardlink, and CS Gold Third Party.

Equipment Needed & Cost: $86,683 + service contract

- See Appendix pages A-8 & A-9 for a list of equipment & cost itemization sheet, as well as financing offers that Diebold provides on A-10-12.

Benefits to Students:

- With this enhanced upgrade, students will be able to use the One Card system for voting, elections, class attendance, bookstores purchases, and libraries, copiers, off campus merchants, event access, automated fine payment (library & parking tickets) and a variety of other options. This will allow students the convenience of many uses while only using one card instead of many.
- The stored value program would also allow students to manage their finances (pleasing parents); saving money (with possible discounts offered by vendors for using the card); and less hassle by having to only use one card for functionality on campus.

- Also, students would benefit from the idea that the balance on the card does not expire and simply rolls over to the next semester, or will be refunded when a student resigns or graduates.

Benefits to University:

- Increased revenue from vending.
- Allows for off-site retailer relationships
- Ability to analyze sales trends and influence where money is spent
- Student fines collected quicker and more conveniently
- Enables banking relationships.
- Aid in recruiting and retaining future students.
- Decrease the amount of cash circulating through campus, thus possibly reducing the amount of thefts that occur on campus because as the cards popularity grows, so does the knowledge that most students will be carrying their card instead of cash.
- Parents would be pleased with the university because of the idea of allowing students the opportunity to store money on one card that could be used throughout campus, while at the same time being easily accessible for parents to add money onto the card.

D. Phase 4. – TECHNICAL SUPPORT

Implementation will necessitate the Card One Office having access to extensive technical support to locate, troubleshoot, and remedy any technical problems that will arise from the extensive number of on-line, VTS, Point of Sale, access, Turbo Terminals, and vending devices that will be running off from the One Card system. As mentioned in the Introduction of this proposal, the new One Card program requires both software and hardware support in order to work efficiently. The software issue would be addressed by upgrading our current software contract to include 24-hour technical support as opposed to eight to five support, as well as the addition of a new support contract with Oracle. This "remote" contract as it is referred to be to support the Oracle platform that the software is written in. Currently our Information Systems department does not have an Oracle programmer and therefore the "remote" contract, which provides telephone support, is the next best thing. We will continue to renew this contract each year until our Information Systems feels that they can support the program without the remote contract.

The other technical support issue that must be addressed is on site hardware support. It is therefore recommended that at this time a new position be created to help maintain the One Card system on the Natchitoches campus, and later as needed on the Cenla, Shreveport, and Leesville campuses. This person would provide hardware installation/support and some limited software support for the campus card system. This position also takes back into account the ***third and fourth elements*** needed for having a successful One Card program. If the system is continually down and causes inconveniences to students, they will discontinue usage of the systems.

Cost: $33,000 salary, plus benefits

Benefits to Students:

- A technical person on-site would ensure that any down time from the system would be very limited to students and therefore decrease the amount of inconvenience a student may have if a reader or device would be off-line.
- This person would also be on-call for evening and emergency calls should a critical system, such as dorm access, go off-line.

Benefits to University:

- An on site technician could save the university in the long run because it would limit the amount of support that we would need from an outside vendor
- Decrease the amount of revenue lost if machines are not working properly.
- Ensure that equipment was being serviced and evaluated on a regular basis to ensure that equipment was being maintained and therefore lessen the likelihood of having to replace equipment as often.

E. Phase 5. – IMPLEMENTATION OF GOLD TO DEPARTMENT

Begin implementation of the various entitlement programs through the various departments throughout the Natchitoches campus based on a timeline to be determined at a later date. This phase is directly tied into the first and fifth elements of having a successful One Card program; "size of program and enhances key Auxiliary Services."

It should also be noted at this time that some infrastructure will be necessary to implement certain programs to various departmental locations. Infrastructure upgrades are continually happening on campus at this point and will continue to change as technological requirements change and demand larger support networks. It is also reasonable to say that a varied number of functions rely on the network for continued usage in addition to the future needs of One Card program. Such examples include computer labs for internet usage, telephone and fax machine bandwidth, and departmental personnel offices. The committee has consulted with the NSU Telecommunications Department to try and determine a fair estimate of cost based on this proposal. This task proved to be too difficult to determine based on a complete implementation plan such as this proposal suggests. The committee has determined that infrastructure will have to be analyzed on a case by case basis. If NSU continues to expand networks as it is currently doing, most departments may already have upgraded by the time One Card is available to them, therefore reducing or completely eliminating infrastructure costs for that area. An approximate figure of $45,000 has been included on page 27 of this proposal for Telecommunications/Infrastructure. Again this is only an approximate figure and could and will be subject to change.

1. Academic Colleges of NSU

1a.) Time and Attendance systems would allow professors to get an accurate attendance roster for an entire semester or just for a specific test or final; therefore a computerized roster for class participation is produced.

1b.) It would also be available for the department to take attendance of faculty/staff, if desired.

1c.) Faculty could use the entitlement system to keep record of what students attended certain programs, should they need it for a grade or credit. An example would be Fine Arts and Orientation Classes needing to attend a theatrical event for school credit.

Equipment Needed & Cost:

- $14,280 for (12) 5110 Turbo Transaction Terminal

Benefits to Students:

- Accurate and computerized data log of attendance
- Allow students to know immediately if they are enrolled correctly in a class and be able to contact the appropriate persons immediately.

Benefits to University:

- Would save the instructor an average of 5-10 minutes of class time because of the automated roll system
- Accurate and computerized data log of attendance of classes & student programs
- Less paperwork

2. Alumni Affairs Office & Development Office:

2a.) Other universities provide alumni with "alumni identification" cards free of charge through a mail out program. This allows the alumni to feel a connection with the university and be able to use their card on campus at terminals & readers just as a student does. If the alumni are not on campus often, they still have the card to keep, even if they do not use it for functionality purposes. Also, the alumni card could be used to give discounts around campus or at off-campus retailers, or allow Alumni Affairs to do promotional marketing events with them.

2b.) Other universities also have community programs such as "Friends of NSU" were the community is invited to apply for an ID card that would grant them access to university events or special discounts. For example participants in this program could have first chance at theatrical event tickets or reserved seating at music events.

Equipment Needed & Cost:

- Alumni Affairs could utilize the current equipment & software of the One Card office in order to produce ID cards for alumni; therefore the only product they will need is to develop and order the design of card that they would like alumni to have.

Benefit to Students:

- All students that graduate from NSU will become an alumnus. Therefore this program may not benefit them during their college years, but will allow them to stay connected to NSU even after they graduate. They will be able to retire their student ID card after graduation and receive an alumni card.

Benefit to University:

- This could increase deposits for One Card office if many alumni took advantage of the offer. But more so than that, the university would allow those alumni to maintain a connection to the university.

3. Athletics:

3a.) the initial phase would include using the entitlement program to allow students access to the various sporting events using the system to verify their enrollment. This would prevent students who enrolled at the beginning of the semester, and received an ID sticker, and then resigned to continue to have access to sporting events for the remainder of the semester.

Equipment Needed & Cost: One stationary/direct hookup scanner at the field house and three portable ones for use at the various sporting events throughout the year.

- $4760 for (4) Turbo 5110 Transaction Terminals

Benefits to Students:

- To ensure free admission to events, and seating at sell out athletic events and concerts. Since the current system of using stickers to identify students is being abused, this will hopefully alleviate any future problems with identifying students.
- Allowing students another method of payment for the event.

Benefit to University:

- The challenge presented to most universities is to correctly identify current students from past students; this system would solve that problem. Using authorization readers these problems would be eliminated by:
  (1) Only allowing currently enrolled students to attend the event
  (2) Only allowing students to use their cards once per event thus would eliminate people using duplicate ids.

***Also, knowing that the average attendance by students at an NSU football game is around 1000, let's assume that 10% of those students are not currently enrolled at NSU. Knowing that a general admission ticket is $12 and there are six home games per year, NSU could potentially recover $7200 per year in additional revenues. NOTE! This only covers football and does not factor in other sporting events.

3b.) Implement the usage of the One Card for usage for Student Athletic Book Vouchers instead of paper vouchers

Equipment Needed & Cost:

- Everything needed for this program will be included with the CS Gold upgrade

Benefits to Students:

- The convenience of not having to keep up with a paper voucher
- Security of knowing that no one else could use their card if it was lost; unlike the paper vouchers that are currently being used, a student's card can be deactivated.

Benefits to University:

- Less paperwork and distribution concerns. The amount of the voucher could be stored on the card and activated at the Athletic Departments request.
- The increased security that the person using the voucher was who they say they are, therefore lessen university responsibility for any theft they could occur.
- Accountability. Any charges or fees could be charged on the students One Card and deducted from the Athletic Department on the spot.

4. CAPA Music Program & Activities:

4a.) the entitlement program from CS Gold would be utilized by the Music department for verification of student status for musical instruments rental and uniform checkout.

Equipment Needed & Cost:

- $2380 for (2) 5110 Turbo Transaction Terminal

Benefits to Students:

- Easier to return and check out equipment and uniforms.
- Documented records of the return, therefore decreasing liability issues.

Benefits to University:

- Currently the music department loses money every year because of damage or theft of equipment. This new system would alleviate that problem, allowing students to swipe their cards as they come in and return equipment and a log would be kept.
- This would leave a computerized record of who checked out an instrument, and what time is was checked out and in.
- It would also allow the department to charge the students card for any late fees or damage that may apply.

5. CAPA Theatre Program & Activities:

5a.) The CS GOLD entitlement program could be utilized by the Theatre Department in two ways (1) in order to allow students entry into a theatrical event with their One Card and (2) to provide faculty an accurate attendance roster of students attending a particular event, should they need to attend a certain event for class credit.

Equipment Needed & Cost:

- $1190 for (1) 5110 Turbo Transaction Terminal

Benefits to Students:

- Insurability of admission to events and seating
- Allow students another method of payment options should a charge be associated with a particular event

Benefits to University:

- The challenge presented to most universities is to correctly identify current students from past students. In addition, the university has to catch students that are using someone else's card. Using authorization readers fixes these problems by
  - Only allowing currently enrolled students to attend the event
  - Only allowing students to use their cards once per event would eliminate people using duplicate IDs. Therefore this program would require non students to purchase tickets to the necessary events

- It would allow faculty to have an accurate attendance roster for a specific event, therefore having a roster for class participation.

6. Enrollment Services:

6a.) The One Card program would be a helpful recruiting tool for Admissions & Recruiting counselors take with them on recruiting trips in order to show students some of the technology that we have on campus and demonstrate to them the new programs that we have in place. This could also be shown and demonstrated at Freshman Connection.

Equipment Needed & Cost: Enrollment Services could utilize departmental brochures and bring a terminal reader with them to demonstrate how the One Card program works. We feel that brochures and sample id cards would be the best method for school fairs and trade show type functions.

Benefit to Students:

- Prospective students would get a first hand look at the One Card program before coming to Northwestern. Enrollment Services and New Student Programs could explain the new program to freshmen at Freshman Connection.

Benefit to University:

- Help to recruit new students who desire a university with new and innovative ideas and programs. As well as one that takes a proactive approach to aiding students in streamlining programs on campus.

6b.) Portable ID Terminal for Transfer Students

Equipment Needed & Cost:

- $6879.00 for Data Card Workstation + set-up
- $2045.59 for Dell Workstation

****Budgeted by Enrollment Services**

Benefit to Students:

- This program is currently ongoing and allows Enrollment Services to issue ID cards to Transfer Students who sign an agreement to attend school here. These students are issued ID cards to allow them to attend specific events throughout the year, allowing them a sense of connection to the university.

Benefits to University:

- More convenient method for transfer students to be issued an ID
- Attract more Junior College students because of the preformed connection that they feel to NSU.

7. Health Services:

7a.) the entitlement program would allow students with the Health Services or Student Insurance plan to swipe their card in the reader which would accept or decline them based on their enrollment status. This will immediately verify enrollment or association with the university. The university staff verifies cardholder privileges and uses their Activity Reader to debit the cardholders accounts if required.

Equipment Needed & Cost:

- $1190 for (1) 5110 Turbo Transaction Terminal can be used for both Health Services & Student Insurance.

Benefit to Students:

- The system would be automatically downloaded into the reader on a daily basis. If the SIS or ICAM systems are down, the student would still be able to verify their enrollment in the Health Services or Student Insurance plan by swiping their card and therefore able to receive immediate assistance instead of having to wait to be verified until the system came up.

Benefits to University:

- This would be a time saver for the Health Services department. It would negate the staff having to acquire a social security number, look them up on the SIS, verify that they have a plan, and then administer services without delay.
- The benefit to the student of being able to be verified even if a computer is down is also an advantage to the university, and could aid Health Services in retaining its subscribers.

8. Library: Currently the One Card system is used to allow students to check out a book using their ID card. This functionality would continue as well as these added components:

***Please note that this proposal is only taking into account the hardware needed for the main branch of the library on the Natchitoches campus. The Leesville, Cenla, and Shreveport branches of the NSU Library system will need to be addressed at a later time.**
**** Also, the committee would like to note that LA School for Math, Science, & the Arts has been consulted about this possible change and the One Card Office will work with them to ensure that their students will still maintain the compatibility necessary to continue to utilize the Library.**

8a.) The Library is one of the key areas on campus for students and for usage of the One Card system. Currently, students purchase a copy card for $5.00 w/ $3.00 of stored value credit on them. This proposal would do away with the need for this extra card; students would be able to use their One Card.

- The copier contract vendor would be responsible for having the readers installed on the copiers that he supplied.
- There would be a Card System Value Terminal available in the library for non-students to purchase a non-photo temporary card
- Allowing students to process account related functions without needing a dedicated operator.
- Allow students to add money to an existing One Card, purchase a temporary card if theirs is lost,
- Inquire about the balance on an existing account.

Equipment Needed & Cost:

• (1) CS VTS Terminal	$ 9495.00
• Pedestal for CSVT	$ 395.00
• Locking Cover for Card Dispenser	$ 69.00
• US Bill Acceptor Kit	$ 695.00
• Cable, CSVT to JS8500	$ 30.00
Total:	$10,684**

****This has been budgeted & paid for by Student Tech Fees**

- $4600 for (4) Microfilm Readers
- $4600 for (4) Photo Copy Readers **(to be paid for by Vendor)**

Benefits to Students:

- The benefit of having to only have one card throughout campus instead of many.
- The students' One Card would be utilized for storing money for copy use as well as any other purchases on campus. Therefore there is no need to have a separate account just for copies. **(Keep in mind that this account is in addition to any meal plan dollars stored on the card.)**

- Students are more likely to keep up with their One Card versus the temporary copy card currently provided by the library vending machine, therefore reducing the chances that a student would lose the money stored on the card. But if their One Card is lost, it can be canceled and a new card produced, transferring the money on the old card to the new card, unlike the current method, whereas if the temporary card is lost, the money on there is just lost because there is no way to cancel the card.

Benefits to University:

- Providing convenience for both students and non-students visiting the library, as well as saving time and money.
- Currently an outside vendor is used to supply the copy cards to the library; the purchase of the VTS machine would take the place of the current system. The One Card Office would be responsible for stocking and restocking the VTS with temporary cards compatible with the new system, for reconciling the card monies received in the VTS unit and therefore eliminating the need of the outside vendor, therefore passing the money collected back to NSU and the One Card Office.

8b.) Using the Stored/Value Credit from CS Gold, students would be able to pay their library fines from a terminal reader at the counter of the library.

Equipment Needed & Cost:

- $ 1190 for (1) 5110 Turbo Terminal
- Wiring Cost if Necessary

Benefit to Students:

- Students would not have to worry about going to Business Affairs to pay fines and could pay on the spot. Also, after 3:00, when Business Affairs is closed, students are unable to check out any books until Business Affairs reopens the next day. This has been an inconvenience, especially to commuter, satellite campus, and non-traditional students who may have holds due to payment issues. This program would alleviate this problem, and allow for students to be able to check out books immediately and without delay.

Benefits to University:

- It allows the university to provide students with an alternate way to pay fees, while also allowing the university to collect fees quicker.
- This could also help with the number of bounced checks and cost associate with fines and processing due to the automatic debiting of the account, and the assurance of the funds availability.

9. Recreational Complex & Natatorium:

9a.) the entitlement program would allow both the Natatorium and the Recreational Complex to verify someone's enrollment status on the spot. Currently both areas rely on the student sticker to verify their enrollment, but like Athletics', this system is abused by students who are no longer enrolled or have resigned. This program would eliminate this problem, and increase revenue.

9b.) would allow students who wish to utilize these facilities to pay any entry fees, rental fees, or etc off of their One Card Account.

Equipment Needed & Cost:

- $3435 for (3) 5110 Turbo Transaction Terminal
  - 1 for Golf
  - 1 for Pool House
  - 1 for Natatorium

Benefits to Students:

- Helps to ensure that prices will maintain at a fair price for students. Being able to recognize students from non-students more accurately will help to increase revenue for the facility and therefore aid the department in keeping prices down.
- Allowing students another method of payment thus increasing their convenience and ease of use.
- Insurability of admission to events and seating.

Benefits to University:

- The challenge presented to most universities is to correctly identify current students from past students; this system would solve that problem. Using authorization readers fixes these problems by:
  (1) Only allowing currently enrolled students to attend the event or gain access to the facility
  (2) Only allowing students to use their cards once per event thus would eliminate people using duplicate ids.
- Increases revenue for the department and university. Currently, students abuse the system. The One Card program would force those persons not enrolled to pay full admission prices to both the pool and golf course.

10. Student Activities & Organizations Office:

10a.) The entitlement program would benefit SAO most because of utilizing it for a variety of different programs that the department offers for students, including, but not limited to, voting

for SGA and Homecoming Events, registration for events, roll call for meetings, admittance to events around campus, such as Lady of the Bracelet. .

Equipment Needed & Cost:

- $4760 for (4) 5110 Turbo Transaction Terminal

Benefits to Students:

- Aids in reassuring the reliability of contest and voting. The machine would keep a log of who voted and would only allow one vote student per event. Therefore ensuring the reliability of the outcome.
- Insures access to events and seating.
- Allows students the convenience to pay for any events with their One Card if they desire.

Benefit to University:

- It would allow them the benefit of having computerized records to analyze what students are attending the various events and be able to use the demographics to show patterns and trends of the student population

11. Student Financial Aid Office:

11a.) The main phase for Financial Aid would be to implement the usage of Student Book Vouchers onto the One Card versus the paper vouchers that are currently used.

Equipment Needed & Cost:

- Everything needed for this program will be included with the Gold upgrade

Benefits to Students:

- The convenience of not having to keep up with a paper voucher
- Security of knowing that no one else could use their card if it was lost; unlike the paper vouchers that are currently being used, a student's card can be deactivated.

Benefits to University:

- Less paperwork and distribution concerns. Students would no longer have to wait until fee payment to pick up a paper voucher. The amount of the voucher could be stored on the card and activated at Financial Aids request.
- The increased security that the person using the voucher to who they say they are, therefore lessen university responsibility for any theft they could occur.

F. Phase 6. – Web Interfacing

The One Card Office, along with the One Card Committee will work with Diebold and the Northwestern Information Systems to select the right web interfacing to work with the CS GOLD system, as well as the other systems on campus that may need to be linked. This web portal will allow students, parents, & faculty/staff to add additional monies onto their cards, deactivate a card that is lost, and check transactional history. The web site will also be a place to list departmental contacts, frequently asks questions & answers, upcoming events, locations that the One Card can be used, and any other additional information that could benefit card users.

G. Phase 7. – Expansion of GOLD to Leesville, Cenla, & Shreveport Campus Program

Once a successful program has been implemented or even possibly concurrently with the Natchitoches campus, depending on how smoothly the implementation runs, a timeline and project plan will be developed for the Leesville, Cenla, and Shreveport campuses. This plan will be based on experiences and lessons learned at the Natchitoches campus and will be developed on a campus by campus basis. In informal meetings with the various campuses it has been determined that each has their own distinct needs and should be closely examined on an individual basis at a later date. All have a need for Library usage by bar code and copies, as well as door access for some areas that need to be monitored. The success of vending may vary by campus and therefore will require a more in depth analysis.

Technical support for the Leesville, Cenla, & Shreveport campuses will also need to be addressed. It is assumed that the Natchitoches technical support personnel will be responsible for servicing these other campuses as well. Wiring and telecommunications issues have been discussed and seem to not impede the future of One Card on the above mentioned campuses. Funding will be the primary concern.

H. Phase 8. – Off Campus Program

Why expand off-campus?

Once the university has developed a successful and mature on-campus card system where do you go from there? Most universities then set their sites on off-campus with merchants that will most likely be a compliment with the student population. ***So why take your successful program on the road: (1) It provides a convenient, safe, and valuable service to students, parents, faculty, and staff; (2) enhance town grown relations and build community, (3) generate revenue from off-campus merchant sales and discretionary accounts; (4) continued growth and enhancement of the existing One card program to maintain momentum and popularity of the system; (5) increase depositing levels for One Card program.***

Examples of off campus use would be: Food services, automobile repair, movie rentals, gasoline and convenience stores, hair and nail shops, movie theaters, pharmacy, and super markets.

Self-Operations:

- One Card Office markets and recruits merchants and provides them with technical equipment
- The University, along with the One Card Office, is responsible for merchant and terminal support, resolving issues of contested charges and financial reporting and reconciliation.
- University charges merchant fees to the vendor for transactions.
- All Dial up merchants pay $500 annual fee OR must offer a discount to students, and/or faculty staff.
- Merchants can purchase their own equipment or lease from the university for $35/month
- Merchants paid monthly by check (sent out by 15th of following month)

*I. **Phase 9.*** – Intramural Building

It is the understanding of this committee that the bid for the new Intramural Building included One Card access control readers and the proper wiring for One Card readers. This issue is currently being investigated by the One Card Office in order to assure its accuracy. This section will assume that the costs have been included; if it is determined otherwise, the One Card office will work with the Office of Student Activities and Physical Plant to resolve the solution.

The Intramural Department, when their facility is completed, will benefit greatly from the One Card program in many ways.

(1.) Students can be required to swipe their cards at the front desk in order to gain access to facility use.

(2.) Equipment checkout may be automated with card readers, therefore enabling the department to have accurate records of the responsible parties.

(3.) Fees or fines that students may incur from various events, damage to equipment, or rental fees, may be debited from a student's One Card account at the IM building; therefore crediting revenue to the department immediately.

(4.) The original agreement when the IM Fee was passed by a vote from the student body detailed the fact the students paying the fee would be entitled to usage of the facility for an equal amount of semesters as to the number of semester that he/she paid for, even after graduation. One Card would be a means of which is issue these former students "passes" to entitle them usage for their appropriate number of semesters. Even if a student is not local and/or chooses not to utilize the facility, it is a good faith effort on the universities part to give back to those students, and keep their end of the bargain.

(5.) Gives the University a means of collecting data on the demographics of which students utilize the facility.

(6.) Cards may also be developed for the IM to issue to the general public who would choose to join that would also verify them as members. No additional equipment would be needed by the IM; they would be able to utilize the new equipment of the One Card Office in order to make ids. They would just be responsible for developing the cards that they would want to use.

*J. **Phase 10.*** – Expanding Access Control

Various Departments such as Athletics, CAPA, Watson Library, Journalism, and others have expressed interest in adding access readers to their doors and facilities in order to monitor usage and decrease the chances of theft of the expensive equipment they maintain. This issue is something for the university to consider and plan for at a future date and should not be the responsibility of this committee at this time. The committee merely wanted to document the requests and comments of the various departments so that the University would document it for future Capital Outlay projects. This task is a huge undertaking due to the numerous about of RFPs and bids that would have to be determined in order to obtain accurate pricing for these projects because of the required wiring to existing door facings of the departmental doors. This task does need to be addressed but should be discussed and reviewed by a committee that consists of a member of the Physical Plant Department.

APPENDIX

Student Technology Fee
Special Initiatives
2005-06

Name	Signature	Date Reviewed
Dr. Jim McCrory		29 Aug 05

Comments:

Christyn Perot — CP — 8/24/05

Comments: I would recommend an Optiplex GX280.

Tim Chadbourne — TC — 8/25/05

Comments:

Stephen Hoover

Comments:

Dale Martin — 8/29/05

Comments:

Date Given to IS: 8/24/05

Date Received from IS: 8/29/05

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: ___Dr. J. Mark Thompson_____ Department _____CAPA/Music_____

College or Unit: _____Liberal Arts_____ Campus: _____Natchitoches_____

Submitted to:___Jennifer Long____Date __8/24/05_____ Fiscal Year: ___2005-06_____

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1. Describe target audience.

Specifically, this is intended for students who are pursuing undergraduate and graduate degrees in Music Education and Music Performance and enrolled in applied instruction. Music minors and elective students enrolled in applied instruction may benefit as well.

---

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

This proposal updates the effort begun with the 1999-2000 STAT Fee Grant by replacing the 2 non-functioning computers designated for student use

---

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

[As stated in 1999-2000 proposal:]

Objective # 1: Increase the actual time spent making music with piano accompaniment, either real or computer-generated, from a semester average of one and a half hours per student to a minimum semester average of four hours per student, an increase of 150 %.

Objective # 2: Increase the actual time spent making music with a piano accompaniment from a yearly average of three hours per student to a minimum yearly average of eight hours per student.

---

4. Indicate how each project objective will be evaluated.

These objectives were satisfied as stated, and program was an overwhelming success. CAPA would like to continue to offer this service to the students. The software licenses are already owned, CAPA just needs two functional computers that can be dedicated to maintain the program.

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

[From 1999-2000 proposal:]

In an average semester, 110 N.S.U. students enroll in the applied study of woodwind and brass wind instruments. Of these 110 students, approximately 90% are Music Majors, and are **required** to demonstrate the ability to perform as a soloist with piano accompaniment. Currently, NSU has no staff or faculty piano accompanist, only nine undergraduate students on piano accompanying scholarships. Each one of these nine students has a full course load of their own, so due to time constraints, each student can only service an average of four instrumental students per semester. Consequently, about **36** out of **110** instrumental students receive the required training per semester, leaving **74** students with absolutely no training on a required skill. Simply put, nearly **two-thirds** (74 out of 110) of NSU woodwind and brass students are denied training each semester on a skill NSU requires them to master in order to fulfil degree requirements.

In addition, the skill level of the student piano accompanists varies greatly. As a result, many instrumental students are being denied the opportunity to learn how to perform difficult repertoire simply because there is no available pianist with sufficient skill level to perform the music.

This proposal would provide technology that would service approximately 250 students per academic year. This includes an average of 110 students in the Fall and Spring semesters, plus about 30 students in the summer sessions. This technology would provide a significant increase in the amount of time spent learning a required skill, the ability to perform music as an instrumental soloist with a piano accompanist. This software would ensure that ALL woodwind and brass wind students receive much more training each semester. Additionally, NO student would be denied training due to non-availability of that training. This technology would also greatly increase the scope of repertoire available to NSU students. In conclusion, this technology would provide more training per student per semester, and would greatly enhance the repertoire available to these students at the same time.

---

5. How will funding of the project advance the University and College / unit technology plan?

According to the Northwestern State Technology Enrichment Plan, the purpose of Objective #2 is "To provide classrooms with updated technology and multimedia." The technology in this proposal represents one of the most recent multimedia teaching tools available in the area of music learning, and is technology that NSU does not currently possess. Funding this proposal would provide eight NSU classroom-studios with the most updated music technology available, the goal of Objective #2.

In addition, approximately two hundred colleges and universities within the United States employ this technology. Funding this proposal would help Northwestern keep pace with leading institutions of higher learning within the United States.

Objective #1 of the Northwestern State Technology Enrichment Plan proposes "To improve access to technology by students, faculty, and staff at Northwestern State University." Funding this proposal would convert two existing individual practice rooms in the music department into individual student laboratories containing the proposed technology. These laboratories would be available for individual rehearsal to all instrumental music students during normal building hours, from 7:00 A.M. until 10:30 PM, providing substantially increased access to updated technology, the goal of Objective #1.

---

6. 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.

Dr. J. Mark Thompson, Professor, CAPA Technology Chair, PD
Mr. Masahito Kuroda, Instructor, CAPA Multimedia Lab Supervisor, Co-PD

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

NSU Information Systems personnel will be called upon to install the software packages necessary for the project. Additional assistance will be required only if a problem occurs that falls within the normal scope of their responsibilities. No additional responsibilities will be placed upon any person other than the PD or Co-PD.

9. Provide a schedule for implementation and evaluation.

Sep 05 Project Funded, Computers ordered
Oct 05 Computers received, software installed, systems put into general student use, project successful

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

This technology may be expected to remain current for at least five years. All hardware and software contained in this proposal has a life expectancy that easily exceeds five years. However, considering the rate of technological advancement, in five years this technology may well be antiquated, and therefore it will need to be replaced by current technology at that time.

11. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment.

Budgeted amount: **$4,087.78** (2 Dell computers w/24" flat-screen monitors—detail provided on attached sheet)

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	Description	Quantity	Unit Price	Item Total
1	OptiPlex GX620 DT with Int Broadcom® GbNIC Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) ▸ Reconfigure 🗑 Remove	2 ▸ Update	$2,043.89	$4,087.78

Date:	Tuesday, August 23, 2005 3:21:16 PM CST
Catalog Number:	84 RC961325
OptiPlex GX620 DT with Int Broadcom® GbNIC:	Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) 630DD - [221-9191]
Operating System(s):	Microsoft® Windows® XP Professional, SP2, with Media XPP2E - [420-4850]
File System:	NTFS File System for all Operating Systems NTFS - [420-3699]
Memory:	1.0GB DDR2 Non-ECC SDRAM,533MHz, (2DIMM) 1G2N52 - [311-5021]
Keyboards:	Dell USB Keyboard, No Hot Keys EUSB - [310-5247]
Monitors:	Dell 24 inch UltraSharp™ 2405FP Widescreen, Adjustable Stand, VGA/DVI 2405FPW - [320-4188]
Video Card:	PCIe 128MB ATI Radeon X600SE (1 DVI/1 TV-out), low profile 128DVEL - [320-4276]
Boot Hard Drives:	160GB SATA II, 7200 RPM Hard Drive with 8MB Data Burst Cache™ 160S2 - [341-2248]

Floppy:	No Floppy Drive NFD - [341-1711]
Mouse:	Dell USB 2-Button Optical Mouse with Scroll USBO - [310-6609]
Lead Free Motherboard:	RoHS Compliant Lead Free Chassis and Motherboard ROHS - [341-2663]
Removable Media Storage Devices:	48X32 CDRW/DVD Combo,with Cyberlink Power DVD™ COMBO - [313-3337]
Audio Solutions:	Integrated AC97 Audio INTSND - [313-8170]
Speakers:	Dell™ AS501 Sound Bar, for all UltraSharp™ Flat Panel displays AS501 - [313-3434]
Resource CD:	Resource CD - contains Diagnostics and Drivers RCD - [310-6758]
Hardware Support Services:	4 Year Limited Warranty plus 4 Year NBD On-Site Service U4OS - [900-6630] [902-1453]
Installation Support Services:	No Onsite System Setup NOINSTL - [900-9987]
Mouse Pad:	Mouse Pad MPAD - [310-3559]

Total Price* $4,087.78

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Student Technology Fee
Special Initiatives
2005-06

Name	Signature	Date Reviewed
Dr. Jim McCrory		26 by 05
Comments:		
Christyn Perot	CP	8/26/05
Comments:		
Tim Chadbourne	TC	8/26/05
Comments:		
Stephen Hoover		
Comments:		
Dale Martin		8/29/05
Comments:		

Date Given to IS
8/25/05

Date Received from IS
8/29/05

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: Ryan Moore & Joanna Jennings Department Nursing

College or Unit: Nursing Campus: Shreveport

Submitted to: Date 8-23-05 Fiscal Year: 2005

1. Describe target audience.

   The students on the Shreveport campus.

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

   3 Audio/visual carts with dvd/vcr players

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

   The increased ability to utilize up to date technology will better increase the students ability to learn, causing them to have increased grades.

4. Indicate how each project objective will be evaluated, provide a justification for funding of the project. Estimate the number of students that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

The current A/V carts that we have are out of date and are in need of replacement. This will help serve approximately 2200 students per academic year. The new equipment will be used with current DVD Nursing programs which require up to date equipment. The current older equipment will not run some of the new programs (Mosby Interactive Software).

5. How will funding of the project advance the University and College / unit technology plan?

   By allowing for students and teachers to better utilize teaching methods in the classroom setting. Update outdated equipment, enable faculty to utilize current nursing multimedia software.

6. 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.

   Charles Cameron and Trey Glass, Mr. Cameron has an undergraduate degree in media and Mr. Glass has a degree in computer science.

8. Describe any personnel (technical or otherwise) required to support the project/initiative.
   Mr. Cameron and Mr. Glass will support the project.

9. Provide a schedule for implementation and evaluation.

This equipment will be implemented as soon as it is received

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years. Equipment should be adequate for the next five years, update should be done as technology improves.

11. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment.

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1	Dell 4100MP Projector with 3-Year Advanced Exchange Service, 90-Day Limited Warranty on Lamp and 6-in-1 Memory Card Reader Module Dell Part #: 4100CRD Manufacturer Part #: 00001 View Item Details Remove	1 Update	$1,899.00	$1,899.00
2	OptiPlex GX620 DT with Int Broadcom® GbNIC Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) Reconfigure Remove	1 Update	$1,061.87	$1,061.87

Date:	Thursday, August 25, 2005 3:05:15 PM CST
Catalog Number:	84 RC961325
OptiPlex GX620 DT with Int Broadcom® GbNIC:	Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) 630DD - [221-9191]
Operating System(s):	Microsoft® Windows® XP Professional, SP2, with Media XPP2E - [420-4850]
File System:	NTFS File System for all Operating Systems NTFS - [420-3699]
Memory:	1.0GB DDR2 Non-ECC SDRAM,533MHz, (2DIMM) 1G2N52 - [311-5021]
Keyboards:	Dell USB Keyboard, No Hot Keys EUSB - [310-5247]

Monitors:	No Monitor NMON - [320-3704]
Video Card:	PCIe 128MB ATI Radeon X600SE (1 DVI/1 TV-out), low profile 128DVEL - [320-4276]
Boot Hard Drives:	80GB SATA II, 7200 RPM Hard Drive with 8MB Data Burst Cache™ 80S2 - [341-2247]
Floppy:	No Floppy Drive NFD - [341-1711]
Mouse:	Dell USB 2-Button Optical Mouse with Scroll USBO - [310-6609]
Lead Free Motherboard:	RoHS Compliant Lead Free Chassis and Motherboard ROHS - [341-2663]
Removable Media Storage Devices:	48X32 CDRW/DVD Combo,with Cyberlink Power DVD™ COMBO - [313-3337]
Audio Solutions:	Integrated AC97 Audio INTSND - [313-8170]
Speakers:	Dell™ A215 Speakers A215 - [313-3321]
Resource CD:	Resource CD - contains Diagnostics and Drivers RCD - [313-7168]
Energy Star Setting:	Energy Star Enable ES - [310-4721]
Hardware Support Services:	4 Year Limited Warranty plus 4 Year NBD On-Site Service U4OS - [900-6630] [902-1453]
Installation Support Services:	No Onsite System Setup NOINSTL - [900-9987]
Mouse Pad:	Mouse Pad MPAD - [310-3559]

3 DVD/4 head Hi Fi VCR combo blk Dell Part #: A0501825 Manufacturer Part #: PVD4745K View Item Details Remove	1 Update	$156.92	$156.92
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Student Technology Fee
Special Initiatives
2005-06

Name	**Signature**	**Date Reviewed**
Dr. Jim McCrory		29 Aug 05
Comments:		
Christyn Perot		8/24/05
Comments:		
Tim Chadbourne		8/24/05
Comments:		
Stephen Hoover		
Comments:		
Dale Martin		8-24-05
Comments:		

Date Given to IS

Date Received from IS 8/29/05

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: Mr. Larry Varnado Department: Aviation Science

College or Unit: Science and Technology Campus: Natchitoches

Submitted to: STAT Date: 08/15/05 Fiscal Year: 2005 - 06

1. Describe target audience.

NSU Students located on the Natchitoches Campus.

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

Replacement of obsolete and inoperative equipment necessary to instruct, train, and educate aviation students

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

Improvement in the educational outcomes of subject areas related to the various equipment utilized in the subject area

4. Indicate how each project objective will be evaluated.

Students will demonstrate knowledge of and proficiency in specific subject areas related to the various equipment

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

5. How will funding of the project advance the University and College / unit technology plan?

Replacement of obsolete and inoperative equipment will be a step toward improving the Aviation Science program's competitive edge over other aviation programs nationwide that have not already incorporated (or updated) this technology into their curriculums. Recruiting will be enhanced by having state-of-the-art equipment available for student training.

This equipment will allow the Aviation Program to remain viable by providing the student with current technology.

6. 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.

Mr. Larry Varnado and Mr. David King will be responsible for implementation of the project.

Mr. Varnado has over 30 years of aviation experience as pilot and educator and has held the positions of Chief Flight Instructor, Coordinator/Director, and Coordinator of Flight Operations of NSU's Aviation Science Program. His experience includes the use of flight training simulation equipment as well as course preparation and presentation equipment.

Mr. King is an experienced pilot and educator and currently holds the position of Chief Flight Instructor and Department Head of the Aviation Science Program. His experience includes the use of flight training simulation equipment.

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

No special skills are required for the installation of the requested equipment with the possible exception of assistance in setting up computer equipment peripherals. The cost of any installation technical assistance is included in the purchase price. Maintenance and operational costs will be borne by the NSU Flight Operations restricted account.

9. Provide a schedule for implementation and evaluation.

Installation of the equipment will be accomplished within 30 days after receipt of the equipment. Utilization of the equipment will begin immediately upon completion of installation.

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

The life expectancy of this equipment should exceed 10 years. Software upgrades to flight training devices will be periodically available (estimated every one to two years).

11. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment.

(See Attached)

REPLACEMENT EQUIPMENT FOR AVIATION SCIENCE PROGRAM
(Items listed replace obsolete and inoperative equipment)
Shipping is not included in price

Priority	Description	Unit Price	Qty	Total Price
1	Epson LQ-590 Impact Printer – C11C558001 No or equal. This brand and model printer is required for flight operations accounting software. (epson.com)	$309.00	3	$927.00
2	VR5940 GO VIDEO DVD Recorder + VCR Recorder Dual recording formats – Record to DVD+R/RW & DVD-R/RW. One-touch copy to transfer VHS to DVD or DVD to VHS. Outputs – RF, Composite, S-Video, Component out. Inputs - Digital Video (DV/IEEE1394), RF, Composite – front & rear, S-Video. Plays VHS tape, DVD-R/RW, DVD+R/RW, JPEG images files on CD-R/RW. Includes remote control, A/V cable, RF cable, users guide, warranty. (govideo.com)	399.95	1	399.95
3	Elite Basic ATD PI-135 WIN: - Desktop Flight Training Device FAA Approved for 2.5 hours Private, 10 hours instrument, RFE Instrument training. Includes ELITE basic ATD v8 or later software, FAA approval letter, SEL and MEL piston aircraft, AP-3000 avionics panel (includes Apollo GPS), MEL and SEL throttle quadrants, Pro Panel II (9vPS) console, ELITE rudder pedals, Hobbs meter, ON/OFF key lock, integrated course outline and training syllabus. Can be used for complete startup, flight, and shutdown procedures. (flyelite.com)	5995.00	3	17,985
4	PV-DF205 Panasonic TV/DVD/VCR Combo 20" screen. Video formats – DVD-Video, DVD-R, DVD-RAM, VCD, VHS. Audio formats – CD, CD-R/RW. DVD – Multi-speed scan/slow, field/frame still, picture zoom, skip forward/reverse. VCR – 4 video heads, SP/SLP recording speeds, speed search, slow speed, rapid REW/FF, index search. Jacks – RCA video/stereo audio in, headphone jack, RCA audio out, VHS/UHF in. Remote control, ENERGY STAR. (panasonic.com)	279.95	3	839.85
5	Dell Inspiron 9300 Notebook Computer Intel Pentium M Processor 760 (2GHz/2MB Cache/533MHz FSB), Microsoft Windows XP Professional, Microsoft Windows XP Professional backup CD, 17 inch display, 2 GB dual channel	3997.33	1	3997.33

	DDR2 SDRAM at 533MHz 2 Dimm, 60GB 7200rpm hard drive, 100GB USB external hard drive (7200rpm) 8x CD/DVD burner (DVD+/-RW) with double layer write capability, 256MB NVIDA GeForce Go 6800 video card, 2-button scroll optical USB mouse, multimedia cable kit, nylon deluxe carrying case, Microsoft Office 2003 Professional Academic, 4 year limited warranty plus 4 year NBD on-site service, gold technical support 4 year. (dell.com)			
6a	Epson AcuLaser CX11N laser printer/copier/scanner. (or CX11NF) Hi-speed USB 2.0, Built-in 10/100Base-Tx interface. Must use black and color toner cartridges (no ink cartridges). Must be capable of printing usable color transparencies. (epson.com)	799.99	1	799.99
6b	Toner Cartridge S050190 - Black - Standard Capacity For Epson AcuLaser CX11N/NF – Must be capable of making usable color transparencies on CX11 (epson.com)	75.99	1	75.99
6c	Toner Cartridge S050189 - Cyan - High Capacity For Epson AcuLaser CX11N/NF – Must be capable of making usable color transparencies on CX11	109.24	1	109.24
6d	Toner Cartridge S050188 - Magenta - High Capacity For Epson AcuLaser CX11N/NF – Must be capable of making usable color transparencies on CX11	109.24	1	109.24
6e	Toner Cartridge S050187 - Yellow - High Capacity For Epson AcuLaser CX11N/NF – Must be capable of making usable color transparencies on CX11	109.24	1	109.24
			Total	$25,352.83

Larry Varnado or David King
318-357-3209

Do not want wireless

Student Technology Fee
Special Initiatives
2005-06

Name	Signature	Date Reviewed
Dr. Jim McCrory	Jim	29 Aug 05

Comments: Wireless access may be delayed pending security upgrades.

Christyn Perot	CP	8/15/05

Comments: Need quote info to verify wireless cards in laptop are correct.

Tim Chadbourne	TC	8/12/05

Comments:

Stephen Hoover	Stephen H. Hoover	8/11/05

Comments: WIRELESS INFRASTRUCTURE IS IN PLACE & ADEQUATE FOR THIS PROJECT. PLEASE VERIFY WIRELESS CARD SPECS WITH USER SUPPORT.

Dale Martin		8-24-05

Comments:

Date Given to IS: 8/8/05

Date Received from IS: 8/29/05

College of Education
Northwestern State University

Phone: 318-357-6288
Fax: 318-357-6275

August 3, 2005

TO: Student Technology Fee Special Initiative Funding:

FROM: Vickie Gentry, Ph.D., Acting Dean

The purpose of the COE 2004 Student Technology Fee Grant is to provide students with multimedia portable workstations to support PASS-PORT training and student efolio development. The following equipment has been identified as needed to fully reach grant goals:

14	Logitech Optical Mouse
7	Dell Latitude 100L CDR Drives
1	LP120 Portable Projector

Your continued efforts in supporting COE students are greatly appreciated.

Student Technology Fee
Special Initiative Funding Request Form
Northwestern State University of Louisiana

Prepared by: Bob Gillan, Karen McFerrin And Jarrod Sanson Department

College or Unit: College of Education Campus: Natchitoches

Submitted to:_____ Date _____ Fiscal Year: _____

***This request represents a hardware upgrade and added accessories to support an existing grant approved in 2004. These upgrades and additions will promote more effective use of the Student Technology Fee Grant Equipment.**

1. Describe target audience.

   See Attached.

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

   See Attached.

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

   See Attached.

4. Indicate how each project objective will be evaluated.

   See Attached.

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

5. How will funding of the project advance the University and College / unit technology plan?
   See Attached.

6. 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.
   See Attached.

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

9. Provide a schedule for implementation and evaluation.
   See Attached.

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

11. Attach a detailed budget, including: description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment.

14 Logitech Notebook Optical Mouse Plus	
Dell Part # - A0378785	$25.16
7 CDR Drives for Dell Latitude 100L	
Dell Part # - C3039 or M0047 or R6315	$99.00
1 InFocus LP120 XGA 1000 Lumens Ultra-Portable Multimedia Projector	
Dell Part # - A0453430	$1499.00
Total Amount	$2544.24
+	693.00
	3,237.00

STUDENT TECHNOLOGY FEE GRANT FUNDING REQUEST FORM
Northwestern State University of Louisiana

Proposal Number

Prepared by: Bob Gillan, Karen McFerrin and Jarrod Sanson Department:

College or Unit: College of Education Campus: Natchitoches

Computer Center review by _____ Date: _____

1. Describe target audience.

The target audience for this proposal includes all undergraduate and graduate students attending classes in the Teacher Education Center on the main campus of Northwestern State University, including education majors, General College students taking education and educational technology courses, and other University students taking education and educational technology elective courses.

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

Funding from this grant will provide additional multimedia capable hardware to support PASS-PORT student training and student folio production. Currently the Teacher Education Center has 1 multi media classroom located in C114 and 3 multimedia production/editing stations located in C102 as well as 15 digicams and 15 digital cameras, all purchased from grant and college resources. This initiative will provide 15 wireless multimedia notebooks computers and 2 portable In Focus projectors to support training in other classrooms in the Teacher Education Center. Additionally, the 3 multimedia production/editing stations will provide additional editing capacity for motion video folio projects.

NCATE (the accrediting agency for all teacher education) has mandated a program redesign of all education courses to a competency based education format where students demonstrate progress through folio products. In a statewide effort to meet this requirement, the College of Education, along with the areas of music, physical education, and early childhood education that are housed in other Colleges and the Louisiana Board of Regents joined efforts to develop PASS-PORT. PASS-PORT directly addresses the new NCATE requirements by providing document storage space for students to provide evidence supporting accreditation standards. Additionally, the system database will provide an online log supporting all field experience observations with the capacity to aggregate and disaggregate data.

The current request is aimed only at extending student training opportunities to additional classrooms and improving the access element of this complex project. Faculty training and access, as well as the PASS-PORT system itself, have been purchased through other sources. Louisiana Regents funding provides staff training and supports redesign activities in individual classes and programs. Additionally, NSU as hired a full-time Pass-Port Coordinator, Jarrod Sanson, to conduct faculty and student training on this new system. The externally funded Microsoft Innovative Teachers software program and College of Education funds will be used

to provide the software needed to support this initiative.

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

To provide all education students with advanced digital editing equipment that can be used in their current education classes, in their future classrooms, and in their future workplaces as measured by:

a. A log of students using multimedia development equipment in the lab and of digital imaging equipment checkouts.
b. Records of training conducted on this ITAC equipment each semester.
c. Timesheets on graduate assistants assigned to support the efolio/PASS-PORT Lab in C102.
d. Archived multimedia folio products produced as course performance based assignments in each students PASS-PORT account as well as shared in class accounts.
e. Selected folio items in each students final exit folio that will be a part of their permanent academic record.

4. Indicate how each project objective will be evaluated.

Folio project activities are present in all education course syllabi and as elements in every stage of student progression through their degree or certification programs. Students provide folios for review at program completion. Evaluation on the effectiveness of the initiative in terms of advancing the teaching/learning process will be obtained through observation and counting classroom usage and sign in sheets when functioning as an open lab. Additionally, feedback will be obtained from efolio posting to PASS-PORT class areas. Principals and supervising teachers will provide information on the actual integration of technology into the teaching/learning process by the students and from individual faculty members who are teaching the classes that use the equipment in the Student Multimedia Lab in C114.

Evaluation data include quantitative record of student use, number of PASS-PORT entries, and number of field experience sites and visits documented. Portfolio creation is primarily a qualitative activity, however, so evaluation data will also include faculty and student review of artifact creation, review, and criteria for inclusion in final student portfolios.

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

This project will impact a significant portion of the Northwestern student population by providing technology support, electronic storage, electronic working areas, and final posting areas for technology based products and field experience data. When the multimedia notebooks computers are not scheduled for educations classes and training, this equipment will be available for student checkout.

Other members of the University community have invested significantly in this project. The University has employed staff members, supported staff and faculty training, and allocated space for development stations. The Board of Regents and the Legislature have funded central management and computing facilities to provide a flexible, central repository for teacher portfolio information. The discipline's accrediting agency, NCATE, requires a portfolio-based expression of student progress through – and beyond – their undergraduate education.

This project will provide key student access to the system in a fashion that allows students maximum time for contemplation, development, and submission of the widest variety of portfolio artifacts: data-base entries, documents, multi-media and graphic expressions of their college experience.

This grant will serve 1900 undergraduate and graduate students in the College of Education, College of Sciences and Technology Departments of Family and Consumer Sciences and Department of Health and Human Performance, College of Liberal Arts Department of Music, and an additional 200 General College and 200 post-baccalaureate certification students; therefore, this initiative would impact approximately 2,300 students per semester.

6. How will funding of the project advance the University and College/unit technology plan?

The NSU Technology Plan states that one objective is to improve access to technology by students, faculty, and staff at NSU. Funding of this initiative would provide a portable training lab as well as extend student access to the digital editing technology needed to complete coursework activities within the Teacher Education Center. A major University goal is to continue program accreditation. This initiative will allow student to have access to the equipment they will need to create folio products that are required under the new NCATE accreditation standards.

A major goal listed in the College of Education's Technology Plan is to promote the use of technology to augment instruction, strengthen communications, and improve services. Another is to develop innovative, nontraditional methods of instruction. The funding of this initiative will move the College of Education closer to the attainment of these goals. It will provide students with technology resources and training that will assist them in using technology tools in their future or current teaching situations. It will provide students with technology resources and training that will assist in developing and applying their technology skills to enhance the teaching/learning process.

7. 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.

Bob Gillan, Ed.D.
Professor, College of Education/Educational Technology
In addition to extensive involvement at local, University, and state levels in refining and implementing technology standards for teaching and for teacher education with regards to ISTE

and Louisiana In-Tech initiatives, Dr. Gillan teaches courses in web site design, design and production of learning and instructional materials, design and development of multimedia instructional units, and advanced instructional designs and technology, all of which will rely extensively on digital imaging technology.

Karen McFerrin, Ed.D.
Associate Professor, College of Education/Educational Technology
Dr. McFerrin has extensive experience with on-line education and evaluation and is currently teaching and working in the areas of technology integration, use and evaluation of software in the teaching/learning process, and support of the new curriculum standards. She has made numerous professional presentations concerning the integration of technology, technology planning, and communication through distance education media. She is involved at local, University, and state levels in refining and implementing technology standards for teaching and for teacher education with regards to ISTE and Louisiana In-Tech initiatives.

Ron McBride, Ph.D.
Professor, College of Education/Educational Technology
Dr. McBride is the ETEC expert in instructional design and media development. He teaches courses in instructional television and telecommunications, educational hardware and software application and evaluation, professional development for k-12 technology integration, and advanced telecommunications and distance education. He is involved at local, University, and state levels in refining and implementing technology standards for teaching and for teacher education with regards to ISTE and Louisiana In-Tech initiatives.

Dee Anna Willis, Ed.D.
Assistant Professor, College of Education/Educational Technology
Dr. Willis is involved in educating preservice teachers in the use of educational technology so that they can meet state requirements for the use of technology in the classroom. She teaches graduate reading courses, has taught the language arts methods classes, and has supervised the methods students in their reading practicum. Dr. Willis has extensive local, state, national, and international experience in the integration of technology into the teacher education process with regards to ISTE and Louisiana In-Tech initiatives. She has extensive training in facilitating and simulating classroom activities through presentations. Since Dr. Willis is responsible for facilitating student demonstrations, her students would extensively use the digital imaging equipment to complete their coursework.

Jarrod Sanson
PASS-PORT Coordinator
Jarrod Sanson is a certified classroom teacher and is the PASS-PORT coordinator for Northwestern State University. He is responsible for maintaining the PASS-PORT system and training all professional education students to use the PASS-PORT system.

All members of the initiative team are currently active in the use of instructional technology and digital imaging and editing. Each has been active in the design and delivery of successful college courses that use technology to further advance the teaching/learning process and each will be an active participant in the e-folio activities of the College of Education.

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

The Educational Technology faculty, PASS-PORT coordinator and graduate assistants in the College of Education will provide any needed additional technical support for the initiative.

9. Provide a schedule for implementation and evaluation.

Implementation:

January, 2005	Order equipment Receive equipment
February, 2005	Develop program for implementation and equipment use Begin use of Student Checkout Digital Imaging Station Begin student/faculty training of digital imaging equipment.
March, 2005	Receive feedback on digital imaging equipment use
Summer, 2005	Continue student and faculty training of digital imaging equipment. Receive feedback on digital imaging equipment use
Fall, 2005	Continue student and faculty training of digital imaging equipment. Receive feedback on digital imaging equipment use
November, 2005	Final semester evaluation of student use of equipment

Throughout the semester:

Demonstrate and explain use of digital imaging and editing equipment during regularly scheduled faculty meetings.

Demonstrate and explain use of digital imaging and editing equipment during regularly scheduled education classes, both undergraduate and graduate, within the Teacher Education Center.

Evaluation:

Feedback will be obtained verbally and written from faculty/students on training.

Sign up sheets for use of the portable lab equipment on the Student Checkout Digital Editing Station will allow for monitoring equipment use.
Survey of faculty/selected students will be conducted to assess use and additional training requirements needed.

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

This initiative would require no hardware upgrades over the next 4 to 5 years. Any software upgrades will be provided by the Microsoft Innovative Teachers software grant or purchased with College of Education funds, including a standard selection of educational software and adaptive and special needs software and presentation software.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received. Equipment will not be purchased until an acceptable policy is in place to ensure equipment safety.

All equipment will be stored in C102 and C112. These rooms are fitted with FOB locks, to report openings, and additional lockable storage units. Equipment checkout for use within the building will be managed by the Instructional Resource Center Library Specialist located in C112.

12. Attach a detailed budget, including:
a. Each item—Description Cost State Contract Number Vendor

TEC Multimedia Classroom Hardware
Dell Higher Education State Contract

1. Latitude D600 Pentium® M Processor 1.40GHz with 14.1in XGA Display (15 student workstations)

   Cost: $1,552.74 each for 15 units = $23,291.10

2. 2 LP120 Micro-Portable Multimedia Projector

   Cost: $1,799.10 each for 2 units = $3,598.20

3. Dimension XPS Pentium® 4 Processor 550 with HT Technology

   Cost: $2,796.39 each for 3 units = $8,389.17
   (Wiring for network access and power currently exists. No modification needed)

4. 3 Dell All-In-One 922