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Pro. #9  
Committee # 3

Student Technology Fee Grant Funding Request Form  
Northwestern State University of Louisiana

2006.018

Proposal Number

Prepared by: Juanita Darby, Tommy Tilley, & Tunisia Waller Department Leesville/Folk Polk

College or Unit: Leesville/Folk Polk Campus: Leesville/Folk Polk

Information Systems review by \_\_\_\_\_ Date 10/19/2005

1. Describe target audience. (0 points)

**NSU Students located on the Leesville/Ft. Polk Campus.**

2. Describe project/initiative for which you are requesting funds. (10 points)

**To upgrade vending machines on the Leesville/Ft. Polk campus to accept One Card.**

3. State measurable objectives that will be used to determine the impact/effectiveness of the project. (10 points)

**To upgrade vending machines access through the One Card system on the Leesville/Ft. Polk campus to match the same services available on other NSU campuses.**

4. Indicate how each project objective will be evaluated. (10 points)

**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.**

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. (10 points)

**This will allow students the convenience of using the one card with all available sources i.e. vending machines, ATM, debit, and library services. Commuter students can be accommodated by all the services that are offered on main campus.**

**Approximately 800 – 1000 students will be served per academic year by the one card system.**

6. How will funding of the project advance the University and College / unit technology plan? Which NSTEP objective/s will this funding benefit? (15 points)

**The objective continues to support the five year technology plan instituted by the University by expanding the services to Leesville/Fort Polk and continuing to grow the One Card program. Also, this affords the current services available to Natchitoches students to those on the Leesville/Ft. Polk campus.**

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. (0 points)

**Kristy Vienne, Assistant Director of Auxiliary Services for One Card Operations, Danny Prudhomme, One Card Technical Support Specialist, with Telecommunication personnel. Tommy Tilley will serve as the Leesville representative/contact personnel.**

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

**The One Card Technical Support Specialist will handle any technical issues that arise**

9. Provide a schedule for implementation and evaluation. (5 points)

**Once approved, equipment will be ordered immediately and normally takes 4-6 weeks for delivery. While waiting on equipment, the necessary wiring will be contracted and completed. All services should be available to students for start of Spring Semester.**

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years. (0 points)

**Hardware expected life is 5-7 years. Software upgrades are included in the service contract through the same version. A software upgrade to the next version may be necessary in three to four years.**

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. (15 points)

**All machines are located inside secured buildings. 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. Equipment will be maintained in Telecommunications closet that are limited to access based on keys to that particular area, therefore the list of those with access to that area is limited.**

12. Attach a detailed budget, including: specs., 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). (20 points)

<b><i>Funds Requested from NSU Student Tech Fees</i></b>			
<b>Item</b>	<b>Number</b>	<b>Unit Cost</b>	<b>Total</b>
Diebold Equipment for Leesville			7090.00
Wiring Cost for Vending Locations			544.05
<b>TOTAL FUNDING REQUESTED</b>			<b>7634.05</b>

13. Attach a letter of support for the project signed by the requesting unit's Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests). (0 points)





**NORTHWESTERN**  
**State University**  
A Member of the University of Louisiana System  
3329 University Parkway  
Leesville, Louisiana 71446

**Leesville Campus**

Telephone (337) 392-3100  
FAX (337) 392-3183  
e-mail: [www.nsula.edu/leesville/](http://www.nsula.edu/leesville/)

October 20, 2005

Student Technology Fee Grant  
Selection Committee

Dear Committee:

Please consider this to be a letter of support for Juanita Darby's grant proposal to upgrade the vending machines on this campus to accept the NSU One Card. Every student on this campus (approximately 2200 per year) would benefit from such a project. Students at satellite campuses often feel neglected, forgotten or simply overlooked when comparing their situations to those on the main campus. Such a project would go a long way toward convincing these students that they are, indeed, a part of the NSU family.

If I can provide further information, please contact me.

Sincerely,

Larry E. Monk, Ed. D.  
Executive Director

## Soda Machines and Vending Machines of Leesville/Fort Polk Campus

<u>Location</u>	<u>Equipment</u>	<u>Serial number /details</u>	<u>Current Cost per item</u>
1. By Front Office	Coca Cola	Serial # 830-2900 Written with Marker	\$ .65
2. Library	Coca Cola	Serial # 83650127 asset code/equipment #DN04010455 item # DN500 White tag in & outside of machine	prices vary
3. Union	Coca Cola	Serial # 200137BA00314 asset code/equipment #R401046 item # RVCC-6609	\$ .65
4. Union	Coca Cola	Serial # 200137BA0012 asset code/equipment #R401046783 item # RVCC-6609 White tag in & outside of machine	\$1.00
5. Union	Vending Machine	Serial # LCM2801256048 Vending # 583 Snack Shop LCM 2B White tag in of machine	prices vary
6. Union	Vending Machine	Serial # LCM2801256049 Vending # 584 Snack Shop LCM 2B White tag in of machine	prices vary





**CB RD** Card Systems Division  
 Leesville\_Vending

**Quote for: Northwestern State University**

**Date: 8/26/2005**

**Quote is Valid for 30 Days**

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

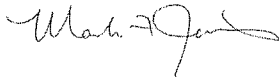
**Equipment includes one year parts and labor**

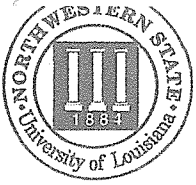
**Price does not include State and Local Taxes**

**Sole Source Statement below**

Qty	Part No.	Description	Unit Price	Total Price	Unit Freight	Total Freight
<b>Vending Readers</b>						
4	GR-679-0032-000	ICAM MDB VND SET, IP. Includes the following:	\$ 1,105	\$ 4,420	\$ 12	\$ 48
2	GR-679-0034-000	D500 VND SWIPLE MM IP. Includes the following:	\$ 1,299	\$ 2,598	\$ 12	\$ 24
		<b>SubTotal</b>		<b>\$ 7,018</b>		
		Freight		\$ 72		\$ 72
		<b>Total</b>		<b>\$ 7,090</b>		

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





**NORTHWESTERN STATE**  
UNIVERSITY OF LOUISIANA  
Natchitoches, LA 71497

**Student Technology**  
*Watson Library, Room 113*

Telephone (318) 357-6482  
FAX (318) 357-6480

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January 6, 2005

Ms. Juanita Darby  
Northwestern State University  
3329 University Parkway  
Leesville, LA 71446

Dear Ms. Darby,

It is with pleasure that the STAT (Student Technology Advisory Team) has fully funded your grant proposal for Fiscal Year 2005-06 in the amount of \$7,634.05.

Ordering of equipment listed in the grant proposal will take place during the month of January.

Please be reminded that your grant was funded through Northwestern Student Technology Fees, all equipment purchased, therefore, must be used exclusively and directly for/by Northwestern students.

You are commended for, and encouraged to continue your efforts to enrich the learning environment for students at Northwestern State University. Your time, effort, and vision in service of the students are greatly appreciated. If you have questions or need additional information please contact me by phone or via email at: [long@nsula.edu](mailto:long@nsula.edu).

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Long".

Jennifer Long  
Student Technology Fee

cc: Mr. Larry Monk