

✓ FF 2006.021
Committee # 3

Student Technology Fee Grant Funding Request Form

Northwestern State University of Louisiana Proposal Number

Prepared by: Ms. Tykesia Prier -student Department Academic Center

College or Unit: University College Campus: Natchitoches

Information Systems review by _____ Date _____

1. Describe target audience. (0 points)

Target audience will be any Northwestern State University student who seeks tutoring or disability services provided by the University College.

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

This project for which the University College are requesting funds for are 3 new computers, 1 network printer, and 3 swipe card machines.

The swipe card machine will be designed to keep sufficient track of the subjects being tutored and total number count of tutees.

The 3 computers will be utilized for tutor/ tutee tutoring purposes, homework, or research. to provide better and accommodating services for the students.

The network printer will be utilized to provide an improved connectivity from the computers to the printer.

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

Measurable objectives that will be used to determine the impact or effectiveness of the project are

1) Student usage (type and frequency) will be tracked using the sign-in/out feature of the TutorTrac software. The university purchased a scheduling database (TutorTrac by Redrock software) to increase communication and effectiveness of student services on campus.

2) The use of the 3 computers will allow access to research information, blackboard, and other databases. The network printer will provide students with a means of printing and taking the information home with them.

3) The mag-stripe reader will be used to increase the accuracy of expediency of the Tutor/Advisor Trac software packages by allowing the student to use their student identification card for the sign in and sign out feature.

*Note: This information was gathered from the One-card office which uses the same mag-stripe reader for NSU students.

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

The University College staff, graduate assistants, and tutor coordinators will review the success of the tutoring program and its retention rates to evaluate the effectiveness of the equipment purchased.

Utilization of the program will be tracked using the TutorTrac software already in use.

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)

Approximately 2,000 to 3,000 students are served by the Academic Center each year. This includes students with special needs, tutoring, advising, and disabilities.

*Note: The Learning Center has already served as estimated 1,100 students in academic advising, tutoring, researching, study hall, computer access, and developmental programs this fall semester.

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)

This project will advance the University College program by providing the ability to track individuals that need assistance with different subjects in the Northwestern State University curriculum.

This will not only enhance the students learning ability, but it will enhance the persistence or retention of students.

The NSTEP objectives that this funding will benefit are:

1) Providing a learning environment that will reflect on the students' well-being by deriving new strategies from computer based technology which encourages research and innovative ways of learning.

2) Enhancing enrollment management initiatives provided to the population of Northwestern State University by enhancing the infrastructure within the communication walls built between students, faculty and staff.

3) Further development of academic excellence initiatives by enhancement of existing services through technological means.

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)

Mr. Jeremy Thomas and Mr. Steve Hicks will be responsible for implementing this project.

Mr. Steve Hicks utilizes his abilities by supervising students with special needs or disabilities. New technologies will further ensure that each student is accommodated in the right capacity where learning capabilities can be expressed if needed.

Mr. Jeremy Thomas demonstrated his abilities by supervising and teaching tutors' new developmental ways of learning. New technologies will further help keep a more sufficient and efficient way of tutor/tutee developmental learning processes and a total count of students accessing this program.

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

There will be no required personnel or technical support to support the project.

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

Implementation will begin upon installation of equipment. Evaluation will be an ongoing process.

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

The expected life of the 3 computers is 3 to 5 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)

Direct supervision will be under the 3 advisors, graduate assistants, and tutors in the Academic Learning Center.

To ensure equipment security, equipment will be locked and secured when not in use. Security control panels will be set to monitor students' access to computers.

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)

Detailed budget attached.

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)

Letter of support attached.

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Using your Cart

- Click the "Save as E-Quote" button to save this form and/or forward it to your purchasing agent as a requisition.
- Click the "Checkout" button to continue to the Checkout and enter order online.

View Options:

View Order Summary

View Order Details

Total Price* : \$4,540.74

Description	Quantity	Unit Price	Item Total
1 OptiPlex GX620 SFF with Int Broadcom® GbNIC Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB)	3	\$1,513.58	\$4,540.74

Reconfigure Remove

Update

Date:	Monday, October 24, 2005 3:09:14 PM CST
Catalog Number:	84 RC961325
OptiPlex GX620 SFF with Int Broadcom® GbNIC:	Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) 630SD - [221-9194]
Operating System(s):	Genuine 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 19 inch UltraSharp™ 1906FPT All-In-One stand for SFF chassis 1906FPC - [320-4369]
Video Card:	PCIe 128MB ATI Radeon X600SE (1 DVI/I TV-out), low profile 128DVLE - [320-4276]
Boot Hard Drives:	80GB SATA II, 7200 RPM Hard Drive with 8MB Data Burst Cache™ 80S2 - [341-2247]
Floppy:	No Floppy Drive

Mouse:	NFD - [341-2290] 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:	24X CDRW/DVD Combo, with DVD Playback 24COMBO - [313-3326]
Audio Solutions:	Integrated AC97 Audio INTSND - [313-8170]
Speakers:	No Speaker Option NSPK - [313-1416]
Resource CD:	No Resource CD NORCD - [313-3673]
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] [983-2207] [983-2217]
Installation Support Services:	No Onsite System Setup NOINSTL - [900-9987]
Mouse Pad:	Mouse Pad MPAD - [310-3559]
Total Price* \$4,540.74	

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For shipments of certain products to California, state environmental fee of up to \$10 per item will be added at order invoice. For shipments of certain items to Alberta, Canada, a provincial environmental fee will be applied to your invoice. Pricing, specifications, availability, and terms of offers may change without notice and DO NOT INCLUDE APPLICABLE SHIPPING AND/OR HANDLING CHARGES OR TAXES. Please note that Dell cannot be responsible for typographical or other errors, and reserves the right to modify or cancel any orders resulting from such errors. Refer to your invoice for final information regarding order detail, including tax & shipping amounts. Offers not necessarily combinable. Prices have been rounded to the nearest dollar for online display. All sales are subject to Dell's Terms and Conditions of Sale located at www.dell.com unless you have a separate written agreement with Dell.

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Contract: LA - STATE OF LOUISIANA (WSCAII) (404160-A63309)

Product availability and product discontinuation are subject to change without notice. The prices in this order form are valid for 30 days from the date above. If you do not wish to place this order electronically, please include this form when submitting your purchase order.

Show address and comment fields. Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
HP LaserJet 4350n printer	Base	\$1,556.00	1	\$1,556.00
HP LaserJet 4350n printer	Q5407A#ABA			

In the box:

Power cord, control panel overlay, print cartridge, software and documentation, Getting Started guide, support flyer, HP Jetdirect fast ethernet embedded print server

Print speed, black

Up to 55 ppm

Duty cycle

Up to 250,000 pages per month

Paper trays (standard)

2 (100-sheet multipurpose tray, 500-sheet input tray)

Paper trays (maximum)

5 (100-sheet multipurpose tray, three 500-sheet input trays, 1500-sheet input tray)

Input capacity (std/max)

600 / 3100

Output capacity (std/max)

Up to 300 (250 face down, 50 face up) / Up to 800

Media sizes

Letter, legal, executive, statement, envelopes (No. 10, Monarch)

Memory (std/max)

80 MB/512 MB

Connectivity, standard

Hi-Speed USB 2.0 port, IEEE 1284-B compliant parallel port, 2 open EIO slots, HP Jetdirect Fast Ethernet Embedded Print Server

Print quality

Up to 1200 x 1200 dpi

Included paper-handling accessories

50-sheet rear output bin, 250-sheet top output bin

Optional paper-handling accessories

Options not included: Two-sided printing accessory, 75-envelope feeder, 500-sheet stacker or 15-sheet

stapler/500-sheet stacker				
HP LaserJet 4250/4350 smart print cartridge, black (20,000-pages)	Q5942X	\$217.00	2	\$434.00

Subtotal: \$1,990.00

The terms and conditions of the LA - STATE OF LOUISIANA (WSCAII) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this form was created, go to:
<http://gem.compaq.com/gemstore/entry.asp?SiteID=1020>

* The estimated lease cost is the monthly payment amount for a lease commencing on or before 11/23/2005 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

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Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo . Sales taxes added where applicable. Freight is FOB Destination.

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**University College
Technology Grant Proposal Budget**

Description	Quantity	Unit Price	Total
✓ HP Laserjet 4350N	1	\$ 1,556.00	\$ 1,556.00
✓ HP Laserjet 4350N High Yield tonar cartridges	2	\$ 217.00	\$ 434.00
✓ Dell OptiPlex 620	3	\$ 1,513.58	\$ 4,540.74
✓ IDTech3331 Magstripe Reader	3	\$ 55.00	\$ 165.00
✓ Office Pro 2003	3	\$ 51.28	\$ 153.84
✓ Magstripe Shipping	1	\$ 8.00	\$ 8.00
Total			\$ 6,857.58

Detailed descriptions attached.

Northwestern State University

Natchitoches, LA 71497

Purchase Order No. _____

REQUEST FOR PURCHASE ORDER

Vendor

Name Software House International
 Address 8251 Miller Road
 City Baton Rouge St LA ZIP 70817
 Phone 225-755-6947

Ship To

Name _____
 Address _____
 City _____ St _____ ZIP _____
 Phone _____

QTY	LINE	DESCRIPTION	EACH	TOTAL
3		Office Pro 2003 Win32 All Languages MVL Part Number 269-06824 LICENSE ONLY	\$51.28	\$153.84
		Academic Select Contract -Master Enrollment # 5194538 LAICU Enrollment # 6945560		

Payment Details

- Check
- Cash
- Account No.
- Credit Card

Name _____
 CC # _____
 Exp Date _____

SubTotal	\$153.84
Shipping & Handling	
Taxes State	
TOTAL	\$153.84

Shipping Date

Approval

Date _____
 Order No _____
 Sales Rep Laurie Conrad
 Ship Via _____

Notes/Remarks

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN

203 Vendor Create/Modify

SSE TECHNOLOGIES

791 MEACHAM AVE

Screen: ___ Vend: V1319658880 PO: _____ Inv: _____ Line: 001

Vendor Name: SSE TECHNOLOGIES

Federal Tax ID:

Order-from Address

Addr: 791 MEACHAM AVE

Remit-to Address

Addr: 791 MEACHAM AVE

City: ELMONT
Zip: 11003
Phone: 800 729 2444
FAX: 516 872 9074

St: NY
Country:
Ext:

City: ELMONT
Zip: 11003
Phone: 800 729 2444
FAX: 516 872 9074

St: NY
Country:
Ext:

Contact:

E-mail: william_egert

Contact:

E-mail: william_egert

Drop: 0 Delete: 0 Freeze: 0 Check In-process: Notes: N

Transfer to Vendor Notes: Vendor Codes:

USB

ID Tech 3331

Mag size Reader

Jeremy Thomas

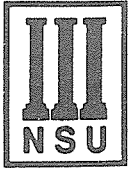
From: William Egert [wegert@ssetechnologies.com]
Sent: Monday, October 24, 2005 3:38 PM
To: Jeremy Thomas
Subject: Pricing

As requested we are pleased to quote as follows:

3 pcs IDT-3331-12U Mag stripe reader.....\$55 each
UPS shipping charge.....8

Best Regards,

Bill Egert
SSE Technologies
791 Meacham Ave
Elmont NY 11003
800 729-2444



MEMO

DATE: October 24, 2005

TO: Student Technology Grant Committee

FROM: Sue W. Weaver *Sue W. Weaver*
Dean, University College

RE: Proposal for funding from Student Technology Fees

I write in support of the proposal submitted by Jeremy Thomas, coordinator of the Academic Center at Northwestern State University.

Jeremy has continued to develop the Learning Center, its outposts in residence halls, and other academic initiatives for improving student persistence in college. These programs have resulted in documented success as measured by utilization of the facilities, increased student retention, better grade point averages, and better student satisfaction in their academic programs. In addition, students with disabilities will be affected positively by use of the equipment.

The computers and a printer are needed in order to upgrade existing technologies for tutoring services and advising programs. The card swipe readers will assist us in future assessment of the effectiveness of these programs.

The advantage to Northwestern is that this equipment benefits students of all colleges equally, not just General Studies majors. The positive effects of the use of this equipment have been recognized by the College Reading and Learning Association in granting to Northwestern the certification of the Learning Center tutors.

2

Student Technology Fee
Grant Proposal
2005-06

Name

Signature

Date Reviewed

Dr. Jim McCrory

Comments:

This grant is technically flawed - Item 3 is not correct which indicates that the writer does not understand what is being requested.

Tyron Timmerello

Comments:

Christyn Perot

Comments:

Tim Chadbourne

Comments:

Gary Gatch

Comments:

Dale Martin

Comments:

Date Given to IS

10/25/05

Date Received from IS

2006.021

Student Technology Fee Grant Funding Request Form

Northwestern State University of Louisiana Proposal Number

Prepared by: Ms. Tykesia Prier -Student Department Academic Center

College or Unit: University College Campus: Natchitoches

Information Systems review by _____ Date _____

1. Describe target audience. (0 points)

Target audience will be any Northwestern State University student who seeks academic advising, tutoring, or disability services provided by the University College.

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

This project for which the University College are requesting funds for are 3 new computers, 1 network printer, and 3 swipe card readers. The swipe card readers will be designed to keep sufficient track of the subjects being tutored and total number count of tutees.

The 3 computers will be utilized for tutor/ tutee tutoring purposes, homework, or research to provide better and accommodating services for the students.

The network printer will be utilized to provide an improved connectivity from the computers to the printer, allowing students documents to be retrieved efficiently.

technically incorrect

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

Measurable objectives that will be used to determine the impact or effectiveness of the project are

1) Increasing the ability of monitoring tutoring sessions by using TutorTrac which allow the student and the tutee to set up appointments and track past sessions of subjects tutored. ~~see~~ *No! This will not allow scheduling appointments*

2) Increasing the ability of more students being able to utilize computers to access research information, blackboard, and other databases, and providing students with a means of printing and taking the information home with them.

Incorrect NO relation to the need

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

The University College staff, graduate assistants, and tutor coordinators will review the success of the tutoring program and its retention rates and evaluate the effectiveness of the equipment purchased.

Utilization of the program will be tracked using the TutorTrac software already in use.

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- 2) Enhancing enrollment management initiatives provided to the population of Northwestern State University by enhancing the infrastructure within the communication walls built between students, faculty, and staff.
- 3) Further development of academic excellence initiatives by enhancement of existing services through technological means.

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)

Mr. Jeremy Thomas and Mr. Steve Hicks will be responsible for implementing this project.

Mr. Steve Hicks utilizes his abilities by supervising students with special needs or disabilities. New technologies will further ensure that each student is accommodated in the right capacity where learning capabilities can be expressed if needed.

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Detailed budget attached.

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)

Letter of support attached.



NORTHWESTERN STATE
UNIVERSITY OF LOUISIANA
Natchitoches, LA 71497

Student Technology
Watson Library, Room 113

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

January 6, 2005

Ms. Tykesia Prier
University College
Academic Center
Natchitoches, LA 71458

Dear Ms. Prier,

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 \$6,857.58.

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.

Sincerely,

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

Jennifer Long
Student Technology Fee

cc: Mr. Jeremy Thomas