Student Technology Fee
Funding Request Form
Lab Development Fiscal Year 2007-08
Northwestern State University of Louisiana

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This document will not be accepted without complete information, detailed budget, specifications of each piece of equipment requested and pricing.

Prepared by: _Shirley A. Stave_____ For:__LSC_____

College: LSC_____ Campus: Natchitoches_____ Department: _LSC_____

Where will requested equipment be located/installed/housed: Bldg. _Morrison_____Room _232__

Total amount requested $_40,441.65_____Any matched funds: *Yes* No Department _LSC_

Are property policies and procedures in place by the department for equipment requested. __Yes___

Delivery to the Student Technology office located in Watson Library, Room 113. Date _____

1. Describe target audience.   The target audience for this grant will be the 150 students attending the Louisiana Scholars' College, as well as any NSU student who Wishes to come to Morrison Hall to use the equipment.
2. Describe project/initiative for which you are requesting funds.   We will use the funds to purchase 30 computers, with 30 copies of Microsoft Office, 1 printer, 1 scanner, 1 copy of Photo Shop, 5 copes of Adobe Illustrator, and 5 copes of Macromedia FreeHandMX.
3. State measurable objectives that will be used to determine the impact/effectiveness of the project.   Our major objective is to provide our students with a site at which they can write essays, construct projects, and fulfill assignments, as well as meet for our course SCSC 1810 (Microcomputer Applications), required for all students. Many of our students do not have their own word processors, and some who do have no printers. Our curriculum requires a great number of written assignments and our current facility is in use much of the academic day. We will be able to determine how our objective is being met through the number of students who successfully complete SCSC 1810 and through the amount of paper used in the printer.

4. Indicate how each project objective will be evaluated.

We will evaluate the project by the success rate of students enrolled in SCSC 1810. We will maintain a count of the amount of paper used in the lab.

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.

The SCSC 1810 course is required for each LSC student and requires a lab setting. Additionally, LSC students are required to do extensive writing in many of their classes and major class projects in others. Additionally, the software included in the grant will allow students to do design work, generate graphs and charts, and create other non-narrative kinds of projects. Most LSC students spend a part of every day in Morrison Hall and many do their homework here between classes. Having a site at which students can work during the day and into the evening is valuable for students who do not own laptops or word processors. Additionally, each of our graduating seniors writes an honors' thesis, which must be printed and bound. Our site will enable our 150 students plus any other NSU students who choose to do their work here.

6. If funded, which NSTEP (http://www.nsula.edu/nstep/NSTEP.pdf) objective(s) will this funding of this project advance. How will funding of the project advance the University and College / unit technology plan?

Objective 1, to improve access to technology for students and others.

Objective 3, to upgrade student technology labs

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.

Davina McClain, director of the LSC, will be responsible for the implementation of the project. She has experience in implementing projects and seeing them through to completion from her years of experience as a department chair and director of LSC>

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

No personnel beyond the university technical support already in place will be required for this project.

9. Provide a schedule for implementation and evaluation.

We aim to have the computers up and running by the middle of fall semester, 2007. We will complete the evaluation of the project at the end of the 2007-2008 academic year.

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

We expect the hardware will last three years. System upgrades that come will the program will happen as they are sent out.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through Student Tech Fee.

The lab is locked when no staff or faculty member is in the building.

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. **All of the information requested must be attached or the request will not be accepted.**

30 Computers

Optiplex 745 Desktop

Intel Core 2 Duo Processor E6400 (2.13GHz, 2M, 1066MHz FSB) Genuine Windows XP Professional, SP@, x32, with Media, English

Each unit: $1,222.20
Total price$36,666.00

Contract Number: (WSCAII) (40460-A63309)

Vendor: Dell

30 Copies of Microsoft Office

Office Professional Plus 2007 All Lng Microsoft Volume License

Each unit $52.92
Total price: $1,587.60

Contract Number (WSCAII) (40460-A63309)

Vendor: SHI

1 Printer

HP Laser Jet P3005n Printer

$699.00

Contract Number (WSCAII) (40460-A63309)

Vendor: HP

add toner

1 Scanner

HP Scanjet 7650 document flatbed scanner

$499.00

Contract Number (WSCAII) (4041600-A63309)

Vendor: HP

1 Copy Photo Shop

Part 1: Adobe Acrobat Professional (license)	$137.14
Part 2: Adobe Acrobat Professional	20.00

Contract Number (WSCAII) (4041600-A63309)

Vendor: SHI

5 Copies of Adobe Illustrator CS3

Part 1: licenses—each copy $141.42	$707.10
Part 2: Adobe Illustrator CS3	20.00

Contract Number (WSCAII) (4041600-A63309)

Vendor: SHI

5 Copies Macromedia FreeHand MX

Part 1: licenses—each copy $85.71	$428.55
Part 2: Macromedia FreeHand MX	20.00

Contract Number (WSCAII) (4041600-A63309)

Vendor: SHI

Support from College:

We will pay for the paper and toner from our budget

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13. List two individuals and their letters of support for the project. The letters needs to be from unit's Dean, the appropriate Vice President or the SGA President.

   1. Davina McClain, Director, LSC
   2. ~~Thomas Hanson, Vice President for Academic Affairs~~ SGA President

Software

Janette Aaron

From:	Dianne J. Hamilton
Sent:	Wednesday, August 08, 2007 11:59 AM
To:	Janette Aaron
Subject:	FW: SHI Quote 2254065, Software Quote

Here is the pricing for your software. SHI (Software House International)

R O 74995

From: jay_buonviri@shi.com [mailto:jay_buonviri@shi.com]
Sent: Wed 8/8/2007 11:57 AM
To: Dianne J. Hamilton
Subject: SHI Quote 2254065, Software Quote

Thanks for choosing SHI!

Pricing Proposal
Quotation2254065
#:
Created   Aug-08-2007
On:
Valid   Sep-07-2007
Until:

Northwestern State University

Dianne J. Hamilton

Phone: 318.357.4090
Fax:
Email: dianne@nsula.edu

Account Representative

Jay Buonviri
Phone:
Fax:
Email: jay_buonviri@shi.com

All Prices are in US Dollar(USD)

	Product	Qty	Your Price	Total
1	Adobe Illustrator CS3 - (v. 13.0) - license - 1 user - EDU - TLP - level S (1000-4999) - Win - 200 points - Universal English Adobe TLP Education - Level ES - Part#: 54021288ES **Note:** Pricing Level Requires at least 5 Licenses purchased	5	$141.42	$707.10
2	Adobe Illustrator CS3 - (v. 13.0) - media - EDU - TLP - DVD - Win - Universal English Adobe TLP - Media - Part#: 26001690DE	1	$20.00	$20.00
3	Macromedia FreeHand MX - (v. 11) - license - 1 user - EDU - TLP - level R (1-999) - Win - 100 points - Adobe Universal English Adobe TLP - Media - Part#: 38003298ER	5	$85.71	$428.55
4	Macromedia FreeHand MX - (v. 11.0.1) - media - EDU - TLP - CD - Win - Adobe Universal English Adobe TLP - Media - Part#: 38001378DE	1	$20.00	$20.00
			Total	$1,175.65

Additional Comments

8/8/2007

Thank you for choosing SHI!

SHI certifies quoted prices do not exceed manufacturer's published list price.

1) For Credit Card Orders please include:
- Type of Credit Card, Name on Credit Card, Exp. Date
2) Please fax PO's to: 732-868-5848
3) Be sure to include the following details on ALL orders:
- End User Name; Phone #; Fax #; e-mail address
- A/P Name; Phone #; Fax #; e-mail address
- Ship-To Address
- Bill-To Address

8/8/2007

Janette Aaron

From:	Dianne J. Hamilton
Sent:	Thursday, July 26, 2007 3:12 PM
To:	Janette Aaron
Subject:	FW: SHI Quote 2238721, Software Quote

Quote for software. Janette, is the printer going to be used in the lab? I just wanted to make sure I got one with enough capacity for a mid to large workgroup.

Dianne J. Hamilton
User Support Manager
Information Systems
Northwestern State University
318.357.4090
dianne@nsula.edu
...to strive, to seek, to find, and not to yield...

From: jay_buonviri@shi.com [mailto:jay_buonviri@shi.com]
Sent: Thursday, July 26, 2007 3:09 PM
To: Dianne J. Hamilton
Subject: SHI Quote 2238721, Software Quote

Thanks for choosing SHI!

	Pricing Proposal
	Quotation # : 2238721
	Created On: Jul-26-2007
	Valid Until: Aug-25-2007

Northwestern State University

Dianne J. Hamilton

Phone: 318.357.4090
Fax:
Email: dianne@nsula.edu

Account Representative

Jay Buonviri
Phone:
Fax:
Email: jay_buonviri@shi.com

All Prices are in US Dollar(USD)

	Product	Qty	Your Price	Total
1	Adobe Acrobat Professional - (v. 8.0) - license - 1 user - EDU - TLP - level R (1-999) - Win - 150 points - Universal English Adobe TLP Education - Level ER - Part#: 54020857ER	1	$137.14	$137.14
2	Adobe Acrobat Professional - (v. 8.0) - media - EDU - TLP - CD - Win - Universal English Adobe TLP - Media - Part#: 22020360DE	1	$20.00	$20.00
3	Office Professional Plus 2007 All Lng Microsoft Volume License Microsoft Select Acad License Only Apps, A - Part#: 79P-01195	30	$52.92	$1,587.60
			Shipping	$0.00

7/26/2007

Total $1,744.74

Additional Comments

SHI certifies quoted prices do not exceed manufacturer's published list price.

Thanks for choosing SHI!

1) For Credit Card Orders please include: 1
- Type of Credit Card, Name on Credit Card, Exp. Date
2) Please fax PO's to: 732-868-6138
3) Be sure to include the following details on ALL orders:
- End User Name; Phone #; Fax #; e-mail address
- A/P Name; Phone #; Fax #; e-mail address
- Ship-To Address
- Bill-To Address

7/26/2007

scanner

Janette Aaron

From:	dianne@nsula.edu
Sent:	Thursday, July 26, 2007 4:52 PM
To:	Janette Aaron; Dianne J. Hamilton
Subject:	Scanner
Attachments:	tmpQuote1362082.htm

If you'd like another model, let me know. I was not sure what you needed. I tried to go mid-range.

(HP invent logo)

ONLINE PRICE QUOTATION

Quote Number: 1362082
Today's Date : 7/26/2007 4:51:38 PM
Created By: dianne@nsula.edu

Quote Name: JanetteAaron-Scanner
Quote Created Date : 7/26/2007 4:50:32 PM
Contract: LA - STATE OF LOUISIANA (WSCAII) (404160-A63309)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

items/description	part no	unit price	qty	ext price
HP Scanjet 7650 document flatbed scanner	Base	$499.00	1	$499.00
HP Scanjet 7650 document flatbed scanner	L1940A#B1H			
Automatic document feeder (ADF), transparent materials adapter (TMA) - slide and negative adapter for scanning 35mm slides and negatives and template kit, Hi-Speed USB cable, power supply/cord, software, user manual, set up guide, warranty statement	Included			
2400 x 2400 dpi	Included			
12 dpi to 999,999 enhanced dpi	Included			
48-bit	Included			
Hi-Speed USB 2.0 port	Included			
Up to 6 sec	Included			
4 x 6-in color photo to Word®: less than 15 sec **4 x 6-in color photo to e-mail:**	Included			

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less than 18 sec

OCR letter-size black and white text to Microsoft® Word®: less than 47 sec	Included
Satellite; three slides or four 35 mm negative frames	Included
8.5 x 14 in. through the ADF	Included
Microsoft® Windows® 98, 98 SE, Me, 2000, XP (Professional and Home Editions); Mac OS X v 10.2 and later	Included
Standard, 50 sheets, 12 ppm, 6 ipm (duplex)	Included
19.21 x 13.39 x 6.38 inch	Included

SubTotal : $499.00
Total : $499.00

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 quote was created, go to:
http://gemcompaq.com/gemstore/entry.asp?SiteID=11653

* 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.

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
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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printer

Janette Aaron

From:	Dianne J. Hamilton
Sent:	Friday, July 27, 2007 9:19 AM
To:	Janette Aaron
Subject:	~~RE: quote-laptop~~

Fortunately I found the quote number from the website. HP's site is notorious for not sending the email quote. Here you go.

- This quote belongs to LA - STATE OF LOUISIANA (WSCAII) contract.

Quote ID	**1362071**
Quote Name	**JanetteAaron-LabPrtr**
Quote created by	**dianne@nsula.edu**
Quote created on	**7/26/2007 4:42:31 PM**

Items/description	Part no	Unit price	Qty	Ext price
HP LaserJet P3005n printer HP LaserJet P3005n printer **TPR: Promotion pricing ends** **on 8/31/2007** **In the box:** HP Jetdirect Fast Ethernet embedded print server, power cord, control panel overlay, print cartridge, software and documentation on CD-ROM, Getting Started Guide, support flyer **Print speed, black** Up to 35 ppm **Recommended volume** **1,500 to 5,000 pages/month** **Two-sided printing** Manual **Input capacity (std/max)** 600/1100 **Connectivity, standard** Hi-Speed USB port (compatible with USB 2.0 specifications), 1 open EIO slot, HP Jetdirect fast Ethernet embedded print server **Paper-handling accessories** 100-sheet multipurpose tray, 500-sheet input tray, automatic duplex printing, 250-sheet output bin, 100-sheet rear output bin **Optional paper-handling accessories** **Options not included:** Third 500-sheet paper tray	**Base** **Q7814A#ABA**	$699.00	1	$699.00

	Subtotal:	**$699.00**

Dianne J. Hamilton
User Support Manager
Information Systems

7/27/2007

Northwestern State University
318.357.4090
dianne@nsula.edu
...to strive, to seek, to find, and not to yield...

From: Janette Aaron
Sent: Friday, July 27, 2007 8:29 AM
To: Dianne J. Hamilton
Subject: RE: quote - laptop

Oh what about the printer...large capacity for the lab. Thanks.

From: Dianne J. Hamilton
Sent: Friday, July 27, 2007 8:25 AM
To: Janette Aaron
Subject: RE: quote - laptop

Janette, please forgive the over site. I forgot to attach the quote.

Dianne J. Hamilton
User Support Manager
Information Systems
Northwestern State University
318.357.4090
dianne@nsula.edu
...to strive, to seek, to find, and not to yield...

From: Janette Aaron
Sent: Friday, July 27, 2007 8:03 AM
To: Dianne J. Hamilton
Subject: RE: quote - laptop

thanks for your help Diane. Our director, D. McClain is out of town but we will get right back to you as soon as we can if there are any changes. Would you mind sending the quote for the computers againzzz/ For some reason, it didn't come through. Janette

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From: Dianne J. Hamilton
Sent: Thursday, July 26, 2007 4:59 PM
To: Janette Aaron
Subject: quote - laptop

Janette, this is fairly typical for a laptop. Was not sure if smaller and lighter was more important to you. If you want something different, let me know.

Dianne J. Hamilton
User Support Manager
Information Systems
Northwestern State University
318.357.4090
dianne@nsula.edu
...to strive, to seek, to find, and not to yield...

Computers

[x]

. Your Current E-quote Number
. 1001648406418

[x] E-quote Help | E-quote Help

[x] Cart [x] E-Quotes

[x] Summary View | Detail View   [x] Print | Print   [x] Back to List   Back to List   [x] Email   [x]

Saved By:	Dianne Hamilton	Phone Number: (318) 357-4090
	Dianne@nsula.edu	Purchasing Agent:
Saved On:	Thursday, July 26, 2007	Notes/Comments: 17 inch LCD VGA/DVI
Expires On:	Monday, September 24, 2007	Additional Comments:

Description

[x] Optiplex 745 Desktop

Date & Time: July 27,2007 12:29 AM CST

SYSTEM COMPONENTS
·Optiplex 745 Desktop
Intel® Core™ 2 Duo Processor E6400 (2.13GHz, 2M, 1066MHz FSB), Genuine Windows® XP Professional, SP2, x32, with Media, English

Qty   30

Unit Price $1,222.20

Catalog Number: 25 RCRC982501-1734017

Module	Description	Product Code (hide)	Sku (hide)
OptiPlex 745 Desktop	Intel® Core™ 2 Duo Processor E6400 (2.13GHz, 2M, 1066MHz FSB)	721D2	[222-5867]
Operating System(s)	Genuine Windows® XP Professional, SP2, x32, with Media, English	XPP232E	[420-6287] [310-8617]
File System	NTFS File System for all Operating Systems	NTFS	[420-3699]
Memory	2.0GB DDR2 Non-ECC SDRAM, 667MHz, (2DIMM)	2G2N62	[311-5042]
Keyboard	Dell USB Keyboard, No Hot Keys, English, Black, with Palmrest	EUSBPR	[310-7993] [310-8010]
Monitors	Dell 17 inch UltraSharp™ 1707FPV Flat Panel, Adjustable Stand, VGA/DVI	1707FPV	[320-4975]
Video Card	128MB ATI Radeon X1300 (1 DVI/1	128DVEL	[320-4930]

	TV-out), low profile		
Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™	80S	[341-4214]
Floppy Drive and Media Card Reader Options	No Floppy Drive	NFDENH	[341-4072]
Mouse	Dell USB 5-Button Premium Optical Mouse, Black	USBPREM	[310-8218]
Lead Free Motherboard	RoHS Compliant Lead Free Chassis and Motherboard	ROHS	[464-1131]
Removable Media Storage Devices	16X DVD+/-RW SATA, Roxio Creator™ CyberlinkPowerDVD™ No Media	DRM16N	[313-4377]
Speakers	Internal Dell Business Audio Speaker	INTSPK	[313-3351]
Resource CD	Resources CD contains Diagnostics and Driver for Dell OptiPlex Systems	RCD	[313-7168]
Dell Energy Smart	Dell Energy Smart Enable	ESMART	[310-8344]
Hardware Support Services	3 Year Limited Warranty plus 3 Year NBD On-Site Service	U3OS	[980-4900] [970-8862] [985-2498] [985-2497]
Installation Support Services	No Onsite System Setup	NOINSTL	[900-9987]
Execute Disable Bit and Service Pack 2	Execute Disable Bit for Microsoft® Windows® XPSP2 set to 'OFF.'	XDOFF	[463-7780]
Mouse Pad	Mouse Pad	MPAD	[310-3559]
Asset Tracking/Security (CFI)	ComputracePlus- 4 Year	CT4	[364-1191] [364-7655] [365-1245] [365-1309]
Labels	Windows XP Brand	VC	[466-2909]

TOTAL:$

36,666.00

Sub-total $.

Shipping & Handling

Tax*

State Environmental Fee*

More Info

Total Price*

☒ Print | Print ·   ☒ Back to List | Back to List ·   ☒ Email ·   ☒ Add Item

Large Text
sn ECM3

Louisiana Scholars' College
at Northwestern State University
Natchitoches, Louisiana 71497
Phone 318-357-4577 / Fax 318-357-5908

A Member of the University of Louisiana System

To: Jennifer Long Martin, Student Technology Support Specialist
From: T. Davina McClain, Director, Scholars' College
Re: Lab Development Funds for lab in Morrison Hall
Date: 8/9/07

I am writing to support the attached proposal for Lab Development Funds to replace the computers in the Morrison Computer Lab. This lab serves the 150 students in the Scholars' College and all NSU students who come to use the lab.

Updating this lab is essential for a number of reasons:

We use this lab to teach classes in computer applications for our incoming freshmen to ensure that they are capable of using technological resources to aid them in their academic development.

Our students do a tremendous amount of writing and need a quiet space to work and a reliable place to print out assignments.

Students doing lab reports and science research which involve diagrams and illustrations need special software to be able to prepare their work.

Faculty rely more and more on students' having quick access to the internet in order to retrieve assignments and received feedback on their work. The lab provides a place where students can check e-mail of Blackboard in-between classes so that their time is used more efficiently.

Replacing the outdated equipment in this lab will ensure that the NSU/LSC students have the resources they need for doing their work and succeeding academically.

The Scholars' College will support the lab by providing toner and paper for the printer.

Thank you for taking the time to consider this request.

August 9, 2007

Student Technology Advisory Team:

I fully support the efforts of the Louisiana Scholars College to seek and obtain funding from the Student Technology Fund for the replacement of the computers in the Morrison Hall computer lab. This project would be most beneficial to our students and will further serve to enhance our labs and better the academic technology available for student research.

Respectfully Yours,

Shayne Creppel
President
Northwestern State University
Student Government Association