Student Technology Fee

Grant Proposal

2009.014

2008-09

Tracy Brown

(Approved)   Denied

Comment: _____

Diana Hamilton

(Approved)   Denied

Comment: _____

Gary Gatch

Approved   Denied

Comment: _____

Mike McDonald

(Approved)   Denied

Comment: _____

Dale Martin

Approved   Denied

Comment: _____

Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2008-09
Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by:Fred N. Terasa_____ For: Student Union_____
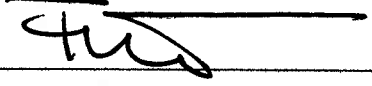
Department/Unit: Student Union_____ College: Student Affairs___ Campus:Main_____

Which NSTEP Goals/Objectives does this project meet?   1; 5; 7; and 9._____

Requested equipment will be located/installed/housed? BuildingStudent Union (77) Room 214_

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

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

Signature: _____ Date: 10/30/2008_____

Grant Proposal Requested Amount:$40,789.00_____ Budget Attached (circle one): YES/NO

Grant delivered to Student Technology located in Watson Library, Room 113. Date   10/30/2008

The grant proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be retuned to requestor.

---

1. Describe target audience.

Northwestern State University, who make 75% of the requests for facility use of Student Union and campus-wide facilities are the primary target audience for this software. Naturally, faculty and staff will also benefit from its use when they request facilities which provide academic, cultural, and recreational activities for students and the greater NSU community.

---

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

Requests for Facility Use of the Student Union and campus-wide venues are currently conducted using paper forms and personal contact to request, coordinate, and obtain request approval. With over 2,000 requests per year, 75% of which are for students and student organizations, we wish to provide an on-line system of event management (EMS, Event Management Software) which will streamline, automate, and increase the effectiveness of this process.

Notes: 1. Dr. Chris Maggio, Dean of Students has committed, in writing, approximately $5,000 in funding from the Division of Student Affairs to purchase the two computers and the server software to support operation of the EMS System (See Attachment 1). 2. This project has the full support of Information Systems, who will setup, operate, backup, and maintain the two Server computers (hardware) and the Server Software (software) upon which the EMS Software will operate.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.
a. Requesters no longer have to physically visit the student union to request space, the entire process will be on-line.
b. An on-line search function will be provided so that the requester can determine which campus facilities are available at a specific date and time.
c. An on-line search function will be provided so that the requester can search to find out when and where a specific event is occurring on campus, including academics.
d. An on-line University-wide calendar of events would be available allowing more visibility for all events.
e. The automated EMS software will facilitate data management, research, and collection of economic impact data regarding facility use.

4. Indicate how each project objective will be evaluated.
a. The elimination of the paper Facility Use Request Form (FURF) will be the most obvious.
b. & c. Students will have access to these functions and will witness their benefits, daily.
d. This calendar, which will include academic classes and activity will be a highly visible element of the campus' educational, social, and community planning process.
e. We will demonstrate that we can, in an automated fashion, produce information regarding facility use. We are currently in the midst of work on an economic impact study which in the current situation requires us to manipulate all data manually.

5. If funded, which NSTEP objective(s) will this funding of this project advance? How will funding of the project advance the University and College/unit technology plan?
NSTEP Objective 1: a. Provides current technology for student use. b. Improves access to campus resources (student union/campus-wide facilities) from off-campus locations, via on-line access.
NSTEP Objective 5: Increases web-based student services, via an on-line facility use request system.

NSTEP Objective 7: Promotes technology initiatives through Student Technology grants - this one directly benefits students and student organizations.

NSTEP Objective 9: a. Provides hardware and software for the specialized function of facility use coordination for the entire University. The automation of the facility use function, not only benefits students, faculty and staff, it will enable the University to provide more accurate and timely research data which will demonstrate the economic impact of these events to the local economy. b. Provides user training and support for implementation, operation, and maintenance of the EMS software programs.

6. Provide a justification for funding of this project. Estimate the number of student that will be

served per academic year and in what ways. Please indicate also any unique needs of the target group.

The supporting letters from The SGA President (Attachment 2) and the Vice President for Academic and Student Affairs (Attachment 3), provide the clearest justifications for the funding of this project: First, there is a tremendous need to automate the facility use coordination process in support of students and student organizations -- which conduct 75% of the events it will manage. Second, the Recognized Student Organizations (RSO's) have indicated by survey that they fully support implementation of this on-line, automated approach to this process. Finally, if there was not a need to manage 1,500 events for RSO's (which directly serve our students) we would not have a need for this critical software.

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.

a. Fred N. Terasa, Director, Office of NSU Facility Use Coordination and Friedman Student Union (ODFU). Fred has implemented automated systems at Texas Christian University and the University of Georgia. He has conducted previews of the EMS Software for his staff to ensure that it meets theirs needs and has demonstrated the program to students, faculty, and staff to obtain their input and support for this approach to facility use coordination.

b. Angela Spann, Student Activities Administrative Coordinator. Angela has operated as the Event Coordinator for the Student Union for them past five months. Her familiarity with the facility use coordination system we currently use and her knowledge of how we will transition to EMS software will assist the Director and the new Event Coordinator made it operate effectively.

c. Kelita Johnson, Event Coordinator NSU Facility Use Coordination and Friedman Student Union, will be the key operator of the system. Her full time responsibility is facility use coordination and she will be the person we all will support in implementing the ESM system.

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

Mike McDonald, Information Systems, and his staff provide the support outlined in Section 2, Note 2, above.

9. Provide a schedule for implementation and evaluation.

GAD = Grant Approval Date (GAD)

GAD + 15 days	Purchase Server Hardware and Software
GAD + 40 days	Purchase EMS Software for GAD + 45 days installation
GAD +45 days	Install Server Hardware and Software Install and Test EMS Software
GAD + 60 days	Conduct four (4) days of On-site training (32 hours)
GAD + 90 days	Launch EMS Software Trials for remainder of Spring 2009 Semester
GAD + 120 days	100% Conversion from FURF system to EMS software system in support of Summer 2009 events and beyond

GAD + 180 days	Initial evaluation by ODFU, RSO's, and students, faculty and staff
GAD + 360 days	Final evaluation by ODFU, RSO's, and students, faculty and staff

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

Expect the hardware and software to have a life expectancy of ten (10) years.

EMS software upgrades are provided free of charge.

---

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

The Server Hardware and Software (and the EMS Software for that matter) will be secured in Information Systems areas which have are controlled access areas.

The computers which will operate the system in our offices are operational 8 a.m. – 11 p.m., daily (including weekends) and will be secured during non-operational times.

---

12. Detailed budget include all specs, pricing and vendors. Any incomplete proposal will be returned.

Please see Attachment 4 which is the Dean Evans and Associates EMS Software Quote and supporting documentation regarding the software capabilities. Also included, at Attachment 5, is letter indicating that because we are essentially upgrading from EMS Lite, Dean Evans will be giving us a $1,785.00 trade-in credit which is reflected in their Quote. Notes: 1. Mr. Wright, the NSU Purchasing Agent, has indicated to Mr. Terasa that since this is a sole source purchase (proprietary) under $100,000 there is no need to utilize the bid process (See Attachment 6.) Note 2. The Annual Service Agreement (ASA) for future years, years two and beyond, will be funded by the Student Union operational budget.

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

NORTHWESTERN STATE
University of Louisiana

Dean of Students
Assistant Provost for Student Success

Sylvan Friedman Student Union.
Natchitoches, LA 71497

Telephone (318) 357-5286
Fax (318) 357-6325

October 30, 2008

TO: Student Technology Grant Committee

FROM: *Chris Maggio*

Chris Maggio, Ed.D.
Assistant Provost for Student Success and Dean of Students
Northwestern State University

RE: Purchase of Server Hardware and Software in Support of Event Management
Software (EMS)

This memo is provided to indicate that the Dean of Student's office is fully supportive of this project to utilize EMS software to manage the student union and facility use coordination campus-wide. I have committed approximately $5,000 in funding from the Division of Student Affairs to purchase the two computers and the server software to support operation of the EMS System.

Our support is further evidence of the importance we place on this software's ability to support students and student organizations.

STUDENT GOVERNMENT ASSOCIATION
NORTHWESTERN STATE UNIVERSITY
CODY BOURQUE
PRESIDENT
Sylvan N. Friedman Student Union Room 222
Natchitoches, LA
318.357.4335

October 28, 2008

Student Technology Advisory Team

RE: Recommendation for Approval of the Student Technology Fee Grant for the Purchase of Event Management Software (EMS)

This letter acknowledges my full support for the Student Technology Fee Grant Request for the Purchase of Event Management Software (EMS) for the Student Union. Furthermore, the entire SGA leadership supports this critical software purchase because the implementation EMS software will positively affect nearly every student on campus and provide them and their organizations with automated facility use coordination and event management systems.
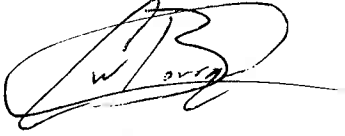
The Student Union has, over the past ten months made major advances in its ability to support students and student organizations. The appearance, cleanliness, and technology available in every meeting room in the Student Union have caused it to be viewed as a welcoming venue with a responsive, student-oriented staff. Additionally, the changes made in facility use coordination and event management have further enhanced the Union's ability to assist organizations with their student programs.

The next essential step in the revitalization of the Student Union into a student-friendly facility is the implementation of an event management system which will have four key benefits to students and student organizations: 1) the ability to request space, request equipment for the event, and receive approval on-line; 2) an on-line search function which will allow one to determine which facilities are available at a given date and time; 3) an on-line search function which will allow one to determine when a specific event is occurring anywhere on campus; and 4) the development of an on-line, publically viewable University-wide calendar.

In order to gauge the importance of these types of benefits to students and their organizations, a survey of Recognized Student Organizations (RSO's) was taken at the Gavel Club Meeting on October 14, 2008. The results (which are attached) clearly indicated that RSO's are wholeheartedly supportive of this request for funding of EMS software. In fact, the survey illustrated that over 89 percent of RSO's believe that the Student Union and campus facilities enhance their ability to meet their goals. Also, over 87 percent indicated that they wished to have the ability to request campus facilities on-line versus the current requirement to visit the Student Union to do so. The various functions available, as described above in items 2), 3), and 4), gained approval at 100%, 97.9%, and 95.75%, respectively.

Clearly, it is time to provide 21st Century technology for Northwestern's facility use coordination function to the benefit of students and RSO's. Let me reiterate our complete support for this action.

Thank you for your consideration,

Cody W. Bourque
President
Student Government Association
Northwestern State University

RECOGNIZED STUDENT ORGANIZATION (RSO)

STUDENT UNION TECHNOLOGY SURVEY

10/14/2008 AT GAVEL CLUB

The Student Union wishes to obtain a software package which will automate the Facility Use Request Form (FURF) System, allowing all users of Student Union and other campus facilities to request, plan for, and receive confirmation of their FURF request on-line. The following survey questions will enable the Student Union staff to evaluate the benefit of such an on-line approach to RSO's.*   (Thank you for participating!)

PLEASE CIRCLE EITHER YES or NO FOR EACH OF THE FIVE (5) QUESTIONS:

Does the use of Student Union/Campus facilities improve the ability of your RSO to meet its goals?   YES   NO

RESULTS: 42 OF 47, YES = 89.4%.

Would your organization prefer to request facilities on-line as opposed to the current requirement

to visit the Student Union?   YES   NO

RESULTS: 41 OF 47, YES and 1 INDEFINITE = 87.2%.

Would your organization benefit from an on-line search function that allowed you to determine

which campus facilities are available at a given date and time?   YES   NO

RESULTS: 47 OF 47, YES = 100%.

Would your organization and its members benefit from an on-line search function that allowed you

to find out where and when a specific event was occurring anywhere on campus

(a University-wide calendar)?   YES   NO

RESULTS: 46 OF 47, YES = 97.9%.

Would having a University-wide calendar improve your ability to advertise/market your events?   YES   NO

RESULTS: 45 OF 47, YES = 95.75%.

*We will share the results of this survey with the RSO's at the November Gavel Club meeting.

October 28, 2008

TO: Student Technology Grant Committee

FROM: Dr. Thomas Hanson, Provost &
       Vice President for Academic & Student Affairs

RE: Recommendation for Approval of the Student Technology Fee Grant for the Purchase of Event Management Software (EMS)

This letter is provided to indicate the University's desire to provide facility use coordination on-line to support students, faculty, and staff. Approval of the Student Technology Fee Grant Request for the Purchase of Event Management Software (EMS) for the Student Union will enable all of us to be better served by Student Union staff which is responsible for facility use coordination across the campus. It is important to note that many other institutions in the University of Louisiana (ULS) System, such as ULM, ULL, and Nicholls State, currently utilize EMS software to manage their student union and facility use coordination.

When one recognizes that the University conducts over 2,000 separate events each year, outside of academic activity, the need to automate this process is essential to improving support for students and student organizations which conduct nearly three quarters of these non-academic events. It is my understanding that the RSO's overwhelmingly support purchase of this software, realizing that there will be direct benefits for them and the students they serve.

In summary, utilization of 21st Century technology in managing student union event management and campus-wide facility use coordination functions is a vital step in creating the ability of the student union staff to improve its service to students, faculty and staff, alike. Please give this grant request your highest priority.

EMS Software Proposal

Northwestern State University of Louisiana

Dean Evans and Associates, Inc.

Dean Evans and Associates, Inc.

5613 DTC Parkway, Suite 1250
Greenwood Village, CO 80111
Fax: 303-796-7429

EMS Software Quote

Pricing Good Thru: 12/24/2008

Fred Terasa

Northwestern State University of Louisiana, Student Union

NSU Box 5274

Natchitoches, LA 71497

Quote No.:	24747 N
Type:	Upgrade / New Product
Quote Date:	10/28/2008
Sales Person:	Sharyl Davis - 303-740-4834

Line Item	Quantity	Unit Price	Amount *
EMS Enterprise Server License (Unlimited Buildings)	1	$14,000.00	$14,000.00
Virtual EMS Enterprise Server License (Unlimited Buildings)	1	$4,000.00	$4,000.00
Virtual EMS Enterprise Web User Accounts for Requests/Reservations (Qty 1,000)	1	$1,500.00	$1,500.00
EMS Enterprise Client Access License	7	$400.00	$2,800.00
EMS Enterprise Academic Import Utility	1	$3,500.00	$3,500.00
Virtual EMS Enterprise Integrated Authentication Module	1	$3,500.00	$3,500.00
	Product Sub Total		$29,300.00
	ASA (12 months)		$5,274.00
	Trade In Amount		($1,785.00)
	Total		$32,789.00

ASA (Annual Service Agreement) allows you to have the most recent release of EMS and make unlimited calls to customer support. It is required for the first year and optional after that.

On-Site Training	Quantity	Unit Price	Amount *
EMS Enterprise On-Site Training/Consulting (Full Day)	4	$2,000.00	$8,000.00
	Total		$8,000.00

On-site training/consulting and some professional services will be billed when the service has been rendered. Travel expenses related to on-site services are not included in this quote and will be billed upon delivery of service.

I am authorized to purchase the items listed above and understand that my organization will be invoiced immediately for the software, ASA and phone training. DEA will make the software and corresponding documentation available for download through DEA's web site.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Method of Payment - Please Select an Option:

[ ] Check Enclosed
[ ] Please Invoice. I have enclosed / faxed my purchase order. PO# _____
[ ] Credit Card (Visa, Master Card or American Express)

Account Number _____ Expiration Date _____ Security Code _____

Cardholder Name _____ Signature _____

Please either fax this completed form to 303-796-7429, return it via email to your sales representative, or mail it to the address at the top of the page.

```
Attachment 4
```

*Sales Tax Not Included. Must provide tax exempt certificate, if applicable.

Pricing In US Dollars Good Thru: 12/24/2008

Page 1 of 1

Software Delivery

Upon receiving a signed agreement or purchase order, DEA will make the software and documentation available for the licensee through a secured area of DEA's website (www.dea.com). If requested, a CD of the software can also be sent to the licensee for a nominal shipping charge.

Annual Service Agreement Information

The EMS Annual Service Agreement (ASA) provides the licensee ongoing technical support, the ability to download new versions of EMS software and access to the secured area of our website.

The EMS Customer Support team will assist with any technical questions encountered during the installation, set-up or ongoing use of EMS software. Support is available via email or a toll-free telephone number, Monday through Friday, 7:30 AM to 5:00 PM MST. The Customer Support team strives to respond to technical questions within minutes, and in all cases within two hours.

All major new releases of EMS software are announced via email, posted on our website and available to customers with a current ASA. Additional product information, special technical notes and the EMS Knowledge Base are also available ASA holders.

Technical Requirements

The system requirements for EMS Campus can be found at:

> http://www.dea.com/Solutions/Campus/SystemRequirements.aspx

The system requirements for EMS Enterprise can be found at:

> http://www.dea.com/Solutions/Enterprise/SystemRequirements.aspx

The system requirements for EMS Professional can be found at:

> http://www.dea.com/Solutions/Professional/SystemRequirements.aspx

The system requirements for EMS Lite can be found at:

> http://www.dea.com/Solutions/Lite/SystemRequirements.aspx

The system requirements for EMS Master Calendar can be found at:

> http://www.dea.com/Solutions/MasterCalendar/SystemRequirements.aspx

Executive Summary

Thank you for your interest in Event Management Systems (EMS) software from Dean Evans & Associates, Inc. (DEA). We have been in the business of room scheduling and event management software since 1986 when we developed a custom solution for the Lory Student Center at Colorado State University. The facility scheduling staff there needed a better way to manage the rooms, resources and other details for the thousands of events they managed each year. The result was EMS, a software application that handled everything from recording customer contact information and notes from initial conversations to the post-event settlement of their bill.

Today, thousands of facilities – **including more than 900 higher education institutions worldwide** – and over one million registered users rely on EMS to manage millions of meetings, classes and events each year. Those organizations have discovered that having powerful, comprehensive tools for:

- Reserving rooms for meetings and events
- Simplifying the academic scheduling process
- Managing resources and services
- Generating web-based calendars

EMS enables them to get the most out of these valuable assets. And with each new college/university customer, we've developed an even deeper understanding of the needs of the higher education market.

In addition to delivering a superior product, we also offer experienced and reliable Denver-based customer support and professional services. Our Customer Support team, consistently rated by our customers as the best they've ever dealt with, has a remarkable record for bringing fast, comprehensive resolutions to all EMS technical questions and challenges. Our experienced Professional Services group assists in planning for and deploying EMS to meet your specific business needs. Consulting, installation, training, converting of data from other scheduling products and custom report generation are just some of the projects Professional Services can tackle.

This document contains all the details related to purchasing the EMS system for use at your organization.

- Descriptions of Products (scheduling/calendaring and optional modules)
- Pricing
- Software Delivery
- Annual Service Agreement Information
- Abbreviated Customer List

I look forward to talking with you further about how EMS can help you get the most out of your room and resource assets.

Sharyl Davis
Regional Account Manager
Phone: 1.888.288.7390
Fax: 303.796.7429
Email: sharyl.davis@dea.com

Description of Products

Below is a list of facility scheduling and web calendar solutions that Dean Evans & Associates, Inc. offers. We are happy to provide detailed information information on, and/or a demonstration of, any of these products.

Scheduling and Calendaring Products

- **EMS Campus** – Ideal solution for campus-wide scheduling of all academic and non-academic events and classes.

- **EMS Enterprise** – Designed for meeting and event scheduling for multiple facilities (locally, regionally or globally) managed by multiple departments.

- **EMS Professional** – Perfect for meeting and event scheduling for multiple facilities in relatively close proximity that are managed by a single department.

- **EMS Lite** – Intended for use at a single facility managed by one group of individuals.

- **Virtual EMS** – Creates a connection between your website and your EMS database, allowing students, faculty, staff and the general public to use a standard internet browser to view fully interactive real-time event schedules and search for available space. Authorized users can also create reservations in the EMS database via the Internet.

- **EMS Master Calendar** – A standalone, web-based application for maintaining and sharing multiple event calendars for various departments. Supports any number of public or private calendars, automated workflow for approving event submissions, centralized or distributed calendar management and email reminders for event subscribers. Can be configured to pull data from an EMS database.

Additional Offerings

- **Virtual EMS Integrated Authentication** – Establishes the tightest integration possible between Virtual EMS and your network or web portal. Works with Microsoft Active Directory or your custom web portal to streamline web account maintenance for administrators and enable single sign-on for web users.

- **EMS Kiosk** – Room signage software that integrates directly with EMS. EMS Kiosk is run from a touch screen to display room schedule information and can be configured to allow users to reserve space. Available for EMS Enterprise and EMS Campus only.

- **EMS Floor Plan Module** – Allows Virtual EMS or EMS Kiosk users to locate, evaluate and reserve available space on a facility floor plan. Available for EMS Enterprise or EMS Campus only

- **HR Integration Toolkit** – Keeps contact information in EMS up-to-date, synchronizing it with an employee data source (HR database, Active Directory, etc.). Automates the maintenance of contact names, email addresses, billing information, web accounts and more including additions, changes and inactivations. The toolkit includes up to one day of remote consulting to configure and fine tune the integration for your environment.

- **Video Display Interface** – Module that allows a schedule of events to be displayed on electronic signage or television monitors in your facility. Transfers scheduling data to several of the more popular display systems on the market and can be tailored to meet your requirements.

- **EMS Master Calendar Integrated Authentication** – Allows Master Calendar to automatically authenticate users to the site and use security group information maintained on your network to determine the appropriate permissions for calendar users. Eases system and user maintenance for your organization's IT staff.

- **EMS Master Calendar Connectors Module** – Import data and events from EMS Lite, EMS Professional, EMS Enterprise, EMS Campus or other third party solutions into Master Calendar. Set up the connector to run at any time of the day or update on demand.

- **Meeting Matrix / Room Viewer** – Room diagramming products for which DEA is a reseller.

Abbreviated Customer List

The following is a partial list of clients who use EMS software.

- Amherst College
- Arizona State University
- Auburn University
- Boise State University
- Boston University
- Bowdoin College
- Bowling Green State University
- Bellevue Community College
- Brigham Young University
- Cal Poly Pomona
- California State Universities
- Central Michigan University
- Claremont University Consortium
- Clark University
- Clemson University
- Colby College
- Colgate University
- Colorado State University
- Columbia University
- Connecticut College
- Cornell University
- DePaul University
- Drexel University
- Eastern Michigan University
- Florida Community College
- Florida State University
- Georgetown University
- Georgia State University
- Georgia Tech
- Gonzaga University
- Grand Valley State University
- Harvard Business School
- Harvard School of Public Health

- Howard University
- Illinois State University
- Indiana University
- Iowa State University
- Kansas State University
- Kellogg Graduate School of Management
- Kennesaw State University
- Kent State University
- Lafayette College
- Lewis & Clark College
- Lipscomb University
- Louisiana State University
- Massachusetts Institute of Technology (MIT)
- Miami University
- Mississippi State University
- Montana State University
- Mount Holyoke College
- New York University
- North Carolina State
- North Orange County Community College District
- Northeastern University
- Northwestern University
- Oberlin College
- Ohio State University
- Old Dominion University
- Oregon State University
- Pacific University
- Pomona College
- Radford University
- Rice University
- Rochester Institute of Technology
- Rutgers University

- Saint Michael's College
- San Diego State University
- Santa Clara University
- Seattle University
- Seton Hall School of Law
- Southern Illinois University
- Southern Methodist University
- SUNY Universities
- Temple University
- Texas A&M University
- Texas Tech University
- Texas State University
- University of Alabama
- University of California Campuses
- University of Central Florida
- University of Chicago
- University of Colorado
- University of Connecticut
- University of Dayton
- University of Denver
- University of Florida
- University of Georgia
- University of Iowa
- University of Illinois
- University of Kansas
- University of Louisville
- University of Maryland
- University of Memphis
- University of Miami
- University of Michigan
- University of Minnesota
- University of Missouri
- University of Montana
- University of Nebraska - Omaha
- University of Nevada
- University of New Hampshire
- University of New Mexico

- University of North Carolina
- University of North Dakota
- University of North Florida
- University of Northern British Columbia
- University of Northern Iowa
- University of Oklahoma
- University of Pennsylvania
- University of Rhode Island
- University of Rochester
- University of San Diego
- University of South Alabama
- University of South Carolina
- University of Southern California
- University of Southern Indiana
- University of Tennessee
- University of Texas Campuses
- University of Toledo
- University of Toronto
- University of Utah
- University of Virginia
- University of Washington
- University of Wisconsin Campuses
- Utah State University
- Vanderbilt University
- Vassar College
- Virginia Commonwealth University
- Virginia State University
- Virginia Tech
- Wake Forest University
- Washburn University
- Washington State University
- West Point Military Academy
- West Virginia State University
- Westfield State College
- Wichita State University
- Williams College
- Yale University

Event Management Systems
Schedule Clarity

10/28/08

Fred Terasa
Northwestern State University of Louisiana, Student Union
NSU Box 5274
Natchitoches, LA 71497

Re: Upgrade to EMS Enterprise

Dear Fred,

As we've discussed, we are going to upgrade your current EMS Lite software program that your school purchased in 2005 to EMS Enterprise. This is an easy and seamless upgrade as they are built on the same design platform. In addition, we have given you a trade-in credit of $1785.00 which is the amount you spent on your EMS Lite purchase. You have not lost any of your investment dollars, and you will gain huge benefits in functionality and new product features in upgrading to EMS Enterprise!

Should you have any questions, please contact me at 888-288-7390.

Sincerely,

Sharyl Davis

Sharyl Davis
Account Manager

Dean Evans and Associates, Inc. 5613 DTC Parkway, Suite 1250 Greenwood Village, CO 80111

ems

Event Management Systems

Schedule Clarity

10/28/08

Fred Terasa
Northwestern State University of Louisiana, Student Union
NSU Box 5274
Natchitoches, LA 71497

Re: Sole Source Documentation

Dear Fred,

This letter serves as authorization that Dean Evans & Associates, Inc. is the sole distributor and service provider for the EMS Enterprise™, EMS Professional™ and EMS Lite™ scheduling products. Any purchase of EMS products from other than Dean Evans & Associates, Inc. is unauthorized and is in direct conflict with the policies and procedures of Dean Evans & Associates, Inc.

Should you have any questions, please contact me at 888-288-7390.

Sincerely,

Sharyl Davis

Sharyl Davis
Account Manager

Dean Evans and Associates, Inc. 5613 DTC Parkway, Suite 1250 Greenwood Village, CO 80111