

Student Technology Fee  
Special Initiative Request Form  
Fiscal Year 2010-11  
Northwestern State University of Louisiana

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Darlene Williams For: Chris Brumley

Department/Unit: ECE College: N/A Campus: Natchitoches


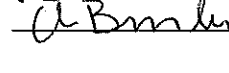
Which NSTEP Goals/Objectives does this project meet? Goals 1 and 2; Objectives 1,2,3,4,7, and 9

Requested equipment will be located/installed/housed? Building BPCC, Russ. 108, Watson 1BARoom

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

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

**ECE – Chris Brumley/Hedy Pinkerton**

Signature:   
 Date: 8/13/10  
8/13/10

Proposal Requested Amount: \$ 53,829.17 Budget Attached (circle one): **YES/NO**

Proposal delivered to Student Technology located in Watson Library, Room 113. Date 8/13/10

**The 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 returned to requestor.**

**1. Describe target audience.**

The purpose for this project was to provide accessibility to program offerings through the use of video conferencing capability. Northwestern delivers academic and other services to an expansive geographic area within the northern and central sectors of Louisiana. Satellite campuses are located in Shreveport, Leesville and Alexandria, and additional sites extend to BPCC, Ferriday, the Rapides Hospital, and Barksdale (August 2010). Course offerings are also made via the technology to dual enrollment students located in Sabine Parish currently with the planned addition of Vernon Parish. The University is making a significant commitment to achieve the delivery of the programs to these rural sites.

*Funding for this project will be used to serve the needs of the students who enroll in compressed video courses.* Overall electronic enrollment numbers continue to increase annually when compared to previous semesters, and the enhanced facility provides students with similar educational opportunities as afforded to traditional face-to-face students.

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

The compressed video equipment provides a site in which students may receive classes which may otherwise be unavailable. This is especially important for nursing, radiologic science, criminal justice, and business students. Students who are dually enrolled now also can benefit from offerings in their local school districts.

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

**Goal:** Provide access to academic programs and alternate programming via distance learning technologies.

**Objective:**

To install (3) video conferencing facilities.

**4. Indicate how each project objective will be evaluated.**

Assessment: The evaluation plan for the project focuses on ongoing assessment to include milestones identified and evaluation of project completion.

- i. Problems identified, defined, and resolved
- ii. Plan for implementation and all applicable regulations and institutional policies and procedures are followed
- iii. Objective(s) for the project are achieved
  1. To install (3) video conferencing facilities.
    - a. Installation complete and video conferencing sites operational.

**5. 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?**

**This project meets the following university goals and supporting NSTEP objectives.**

**University Goals:**

**Goal 1:** Northwestern State University will endeavor to create and maintain a responsive, student-oriented environment.

***NSTEP Objectives:***

1. To improve access to technology by students, faculty, and staff at Northwestern State University.
2. To provide classrooms with updated technology and multimedia.
3. To upgrade laboratories with modern technology.
4. To improve and proliferate the use of distance education within all colleges at NSU.
7. To encourages technology initiatives by faculty, staff, and students.
9. To maintain support of hardware and software upgrades, new hardware and software for specialized functions, training for technical support personnel.

**Goal 2:** Northwestern State University will provide programs, services, and operations throughout the University of high quality and effectiveness.

*The same objectives are reflected for Goals 1 and 2.*

**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.**

As of a result of the support from Student Technology allocations Northwestern State University has been able to provide additional learning opportunities for students through electronic delivery. The existing video conferencing equipment in these rooms is based on decade old architecture. This project would allow the university to upgrade the equipment in support of the move to a truly IP environment which would at some point allow the use of true high definition (HD). The move from a substandard definition to HD would allow the university to more fully expand upon the existing infrastructure and provide a more up-to-date learning experience for students. This project would also provide an opportunity to capture video through an RSS that can be incorporated into a system that allows for the combination of both synchronous and asynchronous learning. This blended model is supported as a means of more fully adapting content to the needs of learners through the expansion of hardware and software.

***Student Impact:***

In the Fall of 2009 104 sections were offered via video conferencing and 45 unique courses which generated 1,270 enrollments. In the Spring of 2010 91 course sections were offered and 41 unique courses which generated 993 enrollments. The exact number relative to student impact is based on the course schedule. This is determined at the time of room scheduling based on departmental offerings.

**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.**

Chris Brumley – eLearning Systems Support Specialist  
Nick Britt – Network Specialist  
Hedy Pinkerton – Director of Electronic and Continuing Education

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

Technical personnel are required to provide ongoing support. These sites will be placed inside the existing video conferencing network for operational support. This is currently provided by existing full time staff.

**9. Provide a schedule for implementation and evaluation.**

TASK TO BE COMPLETED	PERSON(S) RESPONSIBLE	TIMELINE
Create purchasing accounts with purchasing department	Tech Fee Coordinator	September 2010
Acquire updated quotes (quotes must be less than 30 days old)	eLearning Systems Support Specialist	September 2010
Prepare & submit purchase requisitions	Tech Fee Coordinator	October 2010
Conduct site visits to plan equipment installation	eLearning Systems Support Specialist	October 2010
Coordinate installation with vendor and technical staff	eLearning Systems Support Specialist, Telecommunications Staff	November 2010
Receive, inventory equipment	eLearning Systems Support Specialist	November 2010
Arrange delivery of equipment to distant sites	eLearning Systems Support Specialist	November 2010
Install equipment at the sites	eLearning Systems Support Specialist	December 2010 – January 2011
Evaluate project effectiveness	Director	May/June 2010

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

Barring any unanticipated outages, it is expected that that the rooms will be operational for up to 5 years. The expected life of the equipment for these facilities in some cases is driven by not only the technology, but by the changes occurring globally across the network and the need for upgrades to provide the most reliable and beneficial experience for students.

**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.**

All video conferencing equipment is housed in rooms that provide any additional layer of security through the use of “fob” electronic locks. This ensures minimal access to the facility and a detailed record of all individuals with access to the facility.

No equipment will be checked out as a part of this grant.

**12. Attach a detailed budget.**

**Equipment:**

Conferencing Suite	\$13,740.35
Conferencing Suite	\$18,572.65
Conferencing Suite	\$13,740.35
Dell	\$2,591.94
Dell	\$2,591.94
Dell	\$2,591.94
<b>Total</b>	<b>\$53,829.17</b>

Detailed quotes are included in this proposal.



Quote

BT Conferencing Video, Inc.  
 11400 Westmoor Circle  
 Suite 225  
 Westminster, CO 80021

Sales Rep: Tad Duhe, Jr.  
 Phone: (504) 875-4373  
 Fax: (504) 910-9707  
 Email: tad.duhejr@bt.com

Quote #: 83170.02  
 Date: 08/11/2010

**Bill To:**

NORTHWESTERN STATE UNIVERSITY  
 Electronic & Continuing Educ  
 100 Dodd Hall  
 Natchitoches, LA  
 71497-0001  
 United States  
 Chris Brumley  
 318 357 6697  
 brumleyc@nsula.edu

**Ship To:**

Our Remit To Address is:  
 BT Conferencing Video Inc  
 Dept CH 19309  
 Palatine, IL 60055-9399  
 303-448-7853

Qty	Qty, Part #	Description	Unit Price	Ext. Price
1.00	7200-23160-001	Polycom - HDX Series - Video Equipment: 8000 HD codec, EagleEye 1080 camera&license, HDX mic array. HDX 8000-1080 HDX 8000 HD codec, EagleEye 1080 camera&license, HDX mic array, P+C, PFCIP, PoC, Eng rmt. Cables: 2 component video (DVI-RCA), audio (RCA-RCA), LAN, HA pwr. Cntry codes 5, 54, HTSC (Maintenance Contract Required)	\$12,159.36	\$12,159.36
1.00	P-906MK2	TOA - Amplifier: AMP	\$388.89	\$388.89
1.00	MB-25B	TOA: Rack-Mnt Kit for A-903/906/912MK2, M-900MK2, P-906/912MK2 & A-706/712/724 Series, Blk (2U)	\$26.60	\$26.60
1.00	SVC-RM-1Y-PCHDX8000	1 year remote maintenance for Polycom HDX 8000 series	\$1,165.50	\$1,165.50
			Subtotal	\$13,740.35
			Total	\$13,740.35

**QUOTE TERMS AND CONDITIONS**

Any sales of equipment or manufacturer's maintenance under this Quote shall be governed by BT Conferencing Video Inc.'s standard terms to be found at <http://www.btconferencing.com/btc/company/legal/>  
If applicant chooses to change Service Providers for any reason, prior to the completion of this contract with BT Conferencing Video Inc., applicant will be subject to a 25% fee of the total contract amount

**Pricing**

Shipping, Taxes, handling charges, VAT or Customs charges are not included in the quoted price unless explicitly identified on the quote

The cost of freight and in-transit insurance incurred by BT Conferencing Video Inc. will appear as an additional charge on Customer's invoice

All equipment sales are FOB origin, shipping prepaid and added

Quotes are valid for 30 days

Pricing shown is for units sold and shipped in the United States unless otherwise stated

Invoice terms are net 30 days

Additional network connectivity may be required for activation of Remote Equipment Monitoring as a stand alone service or bundled with One Care Plus. Network fees are not included unless otherwise stated

**Installations**

Equipment and services may be invoiced separately depending on installation schedules

It is your responsibility to prepare sites for installation prior to a scheduled installation date. Site preparation includes all facility requirements including network. In the event the site is unprepared at the time of scheduled installation and a return visit is required, you will be billed a 2nd trip charge of \$1500

Installations cancelled with less than 72 hours notice are subject to a \$1500 installation fee

All installations must be completed within 4 months from the order date or an invoice will be sent, excluding installation

BT Conferencing Video Inc. standard lead time for installation services is 30 days from the date of order release

Installation services include system orientation for up to 1 hour performed by a Field Engineer

**Returns**

Custom products are non-returnable and may require a non-refundable deposit

Returns are subject to a minimum re-stocking fee of 25% of the list price of the items being returned. No defective item may be returned without prior RMA approval from BT Conferencing Video Inc. Any return must be received by BT Conferencing Video Inc. or the manufacturer where applicable, within 15 calendar days of delivery or you will be invoiced for the defective item at the current published MSRP price

**Warranty & Maintenance Agreements**

Standard Manufacturer warranties apply on all equipment

All equipment warranties shall commence upon delivery of the equipment to the customer site

BT Conferencing Video Inc. maintenance coverage begins on the date of the service invoice. Maintenance coverage is billed in advance annually

Any special warranty terms other than BT Conferencing Video Inc. standard offerings are warranted only by the manufacturer and its terms and conditions. You are responsible for special warranty work unless specifically covered under a BT Conferencing Video Inc. Maintenance contract

BT Conferencing Video Inc. does not cover 'burn-in' on plasmas or similar flat panel monitors

Service Level Agreements are available on custom One Care programs only and are not included in the standard offer

No replacement item may be returned without prior RMA approval from BT Conferencing Video Inc. Any such return must be received by BT Conferencing Video Inc. or the manufacturer where applicable, within 15 calendar days of delivery or you will be invoiced for the defective part replacement at the current published MSRP price

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1.00	P-906MK2	TOA - Amplifier: AMP	\$388.89	\$388.89
1.00	MB-25B	TOA: Rck-Mnt Kit for A-903/906/912MK2, M-900MK2, P-906/912MK2 & A-706/712/724 Series, Blk (2U)	\$26.60	\$26.60
1.00	8200-28935-001	EagleEye 1080 Camera	\$4,159.36	\$4,159.36
1.00	1465-52733-040	Polycom power supply compatible with Powercom Plus and HDX 9000 Series eagle Eye camera	\$82.56	\$82.56
1.00	2457-28154-100	Polycom - Cable: MAIN/AUX camera cable for EagleEye 1080 HD camera, 100ft/50m. For use with the HDX	\$491.18	\$491.18
1.00	2215-28765-001	Polycom: Camera Shelf for 1080P Camera	\$99.20	\$99.20
1.00	SVC-RM-1Y-PCHDX8000	1 year remote maintenance for Polycom HDX 8000 series	\$1,165.50	\$1,165.50
			Subtotal	\$18,572.65
			Total	\$18,572.65

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BT Conferencing Video, Inc.

Customer:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# QUOTATION

QUOTE #: 552304624

Customer #: 353181

Contract #: WN11ACA

Customer Agreement #: 403834/NASPO B27160

Quote Date: 8/10/10

Date: 8/10/10 1:44:38 PM

Customer Name: NORTHWESTERN STATE UNIV

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$2,591.94</b>		
Product Subtotal:	\$2,591.94		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	0

### SOFTWARE & ACCESSORIES

Product	Quantity	Unit Price	Total
Sharp 46" LC-46D78UN 1080p 60Hz LCD TV (A3733445)	2	\$1,079.99	\$2,159.98
X-LARGE TILT NO HEIGHT-ADJ WM 37-63IN (A3059671)	2	\$143.99	\$287.98
Digital Life High Performance DVI Monitor Cable - 8 ft (A2502174)	2	\$71.99	\$143.98

Number of S & A Items: 3

S&A Total Amount: \$2,591.94

<b>SALES REP:</b>	Chris Alvarez	<b>PHONE:</b>	1800-576-6038 1800-576-6038
<b>Email Address:</b>	christopher_alvarez@dell.com	<b>Phone Ext:</b>	5139028

Please review this quote carefully. If complete and accurate, you may place your order online at [www.dell.com/qto](http://www.dell.com/qto) (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to [www.dell.com/terms](http://www.dell.com/terms) as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at [www.dell.com/returnpolicy#total](http://www.dell.com/returnpolicy#total). If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at [www.dell.com/partner](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023 800-433-9023 . Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).



# QUOTATION

QUOTE #: 552304706

Customer #: 353181

Contract #: WN11ACA

CustomerAgreement #: 403834/NASPO B27160

Quote Date: 8/10/10

Date: 8/10/10 1:44:51 PM

Customer Name: NORTHWESTERN STATE UNIV

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$2,591.94</b>		
Product Subtotal:	\$2,591.94		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	0

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
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Digital Life High Performance DVI Monitor Cable - 8 ft (A2502174)	2	\$71.99	\$143.98
<b>Number of S &amp; A Items: 3</b>		<b>S&amp;A Total Amount: \$2,591.94</b>	
<b>SALES REP:</b>	Chris Alvarez	<b>PHONE:</b>	1800-576-6038 1800-576-6038
<b>Email Address:</b>	christopher_alvarez@dell.com	<b>Phone Ext:</b>	5139028

Please review this quote carefully. If complete and accurate, you may place your order online at [www.dell.com/qto](http://www.dell.com/qto) (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to [www.dell.com/terms](http://www.dell.com/terms) as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at [www.dell.com/returnpolicy#total](http://www.dell.com/returnpolicy#total). If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at [www.dell.com/partner](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023 800-433-9023 . Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).





# QUOTATION

QUOTE #: 552303886

Customer #: 353181

Contract #: WN11ACA

CustomerAgreement #: 403834/NASPO B27160

Quote Date: 8/10/10

Date: 8/10/10 1:44:23 PM

Customer Name: NORTHWESTERN STATE UNIV

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$2,591.94</b>		
Product Subtotal:	\$2,591.94		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	0
<b>SOFTWARE &amp; ACCESSORIES</b>			
<b>Product</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Sharp 46" LC-46D78UN 1080p 60Hz LCD TV (A3733445)	2	\$1,079.99	\$2,159.98
X-LARGE TILT NO HEIGHT-ADJ WM 37-63IN (A3059671)	2	\$143.99	\$287.98
Digital Life High Performance DVI Monitor Cable - 8 ft (A2502174)	2	\$71.99	\$143.98
<b>Number of S &amp; A Items: 3</b>		<b>S&amp;A Total Amount: \$2,591.94</b>	

<b>SALES REP:</b>	Chris Alvarez	<b>PHONE:</b>	1800-576-6038 1800-576-6038
<b>Email Address:</b>	christopher_alvarez@dell.com	<b>Phone Ext:</b>	5139028

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