

Student Technology Fee

Grant Proposal

2011.013

2010-11

Tracy Brown



Comment: no quote to verify cost

Alan Henry

Comment: \_\_\_\_\_

Gary Gatch

Comment: \_\_\_\_\_

Mike McDonald

Comment: \_\_\_\_\_

Dale Martin

Comment: \_\_\_\_\_

# Creative Presentations

Visual Communications Made Simple

5-27558  
R 112563

Date: 11/10/2010

To: Northwestern State University/Jennifer Long

Phone:

From: Scott Albarado (scotta@creativepres.com)

Re: Large LCD Monitor Swap Out for President's Office

<u>Qty</u>	<u>Description</u>	<u>Line #</u>	<u>*Unit Price</u>	<u>*Total Price</u>	
<b>State Contract #407860</b>					
1	Sharp PN-E601 60" Professional Commercial LCD Display	02020	\$ 6,417.50	\$6,417.50	7281
<b>State Contract #406245</b>					
1	Creative Presentations-CPI-Mount3- Mount for Display Device	03165	\$ 266.67	\$266.67	7282
6	Creative Presentations Onsite Installation / troubleshooting / Project Management & System Testing	99777	\$ 120.00	<u>\$720.00</u>	7282
Total				\$7,404.17	

3639 Ambassador Caffery Pkwy, Suite 402, Lafayette, LA 70503  
 Phone (337) 406-0480 Toll Free (877) 406-0480 Fax (337) 406-0760  
 Corporate Office  
 Phone (800) 4442480 Fax (504) 454-9535

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2010-11  
Northwestern State University of Louisiana

2011.013

FF

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Kirk D. Lee

For: Dept. of Student Activities

Department/Unit: Student Union College:

N/A Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? 1 & 7

Requested equipment will be located/installed/housed? Building Student Union Room Pres. Room

Does the department requesting funding receive lab fees? (circle one) YES/ ~~NO~~

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal Requested Amount: \$4066.00 Budget Attached (circle one): YES/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date \_\_\_\_\_

**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 target audience is Recognized Student Organizations who reserve the Presidents Room for various events and meetings.

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

The installation of a flat screen television in the Presidents Room of the Student Union for the purpose of viewing presentations as well as meeting the media needs of the Recognized Student Organizations, their members, and students, as well as media presentations presented for students by faculty and staff.

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

project.

1. Continued and expanded use of the Presidents Room.

4. Indicate how each project objective will be evaluated.

1. Track the number reservations made by students and student groups.
2. Track the specific use of the technology based on check out of connectivity cables.

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?

1. To improve access to technology by students, faculty, and staff at Northwestern State University.

7. To encourages technology initiatives by faculty, staff, and students.

Enhancement of the Presidents Room provides the necessary technology for students, staff, and faculty to host events that benefit students.

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 Student Union is designed to be the hub of campus, a place specifically set apart for use by students. By providing this technological update to the Presidents Room, we are providing students with increased opportunity to expand and enhance their programmatic offerings for students. We estimate that the Presidents Room will host approximately 350 events per year with student attendance ranging from 3500-5000.

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.

Kirk D. Lee – Assistant Director of Student Activities & Organizations/ Interim Director of Student Union

Yonna Pasch – Director of Student Activities & Organizations

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

There is no personnel required to support the project. The Dept. of Student Activities & Office of the Student Union will supervise and coordinate the use of the equipment obtained through this grant.

9. Provide a schedule for implementation and evaluation.

Implementation – Fall 2010

Evaluation – Fall 2010 & Spring 2011

<p>10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.</p> <p>The expected lifetime of the equipment is 4-8 years. There are no anticipated hardware or software upgrades for this equipment.</p>				
<p>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.</p> <p>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.</p> <p>The equipment will be permanently installed and secured in the Presidents Room and will not require a checkout policy. The equipment will be supervised by the Dept. of Student Activities.</p>				
<p>12. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department.</p> <p>No</p>				
<p>13. Attach a detailed budget.</p> <table> <tr> <td>1 – 52 inch Flat Screen Television .....</td> <td>\$3566.00</td> </tr> <tr> <td>NSU Physical Plant (electrical &amp; wiring) .....</td> <td>\$500.00</td> </tr> </table>	1 – 52 inch Flat Screen Television .....	\$3566.00	NSU Physical Plant (electrical & wiring) .....	\$500.00
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NSU Physical Plant (electrical & wiring) .....	\$500.00			

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).

Student Technology Fee Grant Proposal Checklist:

- \_\_\_\_\_ Is all information requested provided (items 1 – 13)?
- \_\_\_\_\_ Is a detailed budget attached?
- \_\_\_\_\_ Is all specifications, description, model number, quotation, cost, state contract number, and vendor provided for each item?
- \_\_\_\_\_ Are your two (2) letters of support attached?
- \_\_\_\_\_ If equipment is to be checked-out/loaned, is your policy attached?





**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 28, 2010

TO: Jennifer Long-Martin  
Coordinator, Student Technology

FROM: Dr. Chris Maggio, Dean of Students &  
Assistant Provost

RE: Letter of Support for Student Activities

A handwritten signature in cursive script, reading "Chris Maggio".

I strongly support the Department of Student Activities request to replace the television in the President's Room in the Student Union. The installation of a flat screen television in the President's Room of the Student Union would enhance programming for our students.

Students utilize the President's Room quite frequently throughout the day and evening. This television would assist their electronic needs while utilizing this room. Students use the room to view and make presentations. Our recognized student organizations also use this room for group and individual presentations.

I feel that this technology upgrade will expand the use of this room. It is already a highly utilized space, but enhancing the technology will only expand its utilization.

I would like to thank the committee for their efforts to enhance technology upgrades on campus and ask for their support in this request.



**STUDENT GOVERNMENT ASSOCIATION**  
**NORTHWESTERN STATE UNIVERSITY**  
*A Member of the University of Louisiana System*  
*Natchitoches, Louisiana*  
*318.357.4501*

To: The Student Trust Fund Committee

From: Mark Daniels SGA President

Dear Committee,

Please Consider this my support for the grant being submitted by Kirk Lee on behalf of the Department of Student Activities Regarding a new television for the Presidents room in the Student Union. This is a room used by students for organization meetings as well as other functions.

Thank you for your consideration?

Mark R. Daniels Jr.

Student Body President