

Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2011-12
Northwestern State University of Louisiana

FF 2012.002
Committee #3
90
5-27577

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: Newton (Sonny) Carter

Department/Unit: Library Campus: Natchitoches, Shreveport, Leesville

Which NSTEP Goals/Objectives does this project meet? 1, 5, 6, 9
Requested equipment will be located

Building 92-Watson (Natchitoches)
Three Units will be at main circulation desk,
One unit at Serials Media Desk Room 311

Building 306B-Shreveport Library Circulation Desk
Building 552-Leesville Library Circulation Desk

Does the department requesting funding receive lab fees? 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: Abbie V. Lundy Date: 10-5-2011

Proposal Requested Amount: \$7840.62 Budget Attached YES

Proposal delivered to Student Technology located in Watson Library, Room 113. Date 10/5/2011

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 for this proposal consists of the general student population of Natchitoches, Shreveport, and Leesville campuses, including undergraduate, and graduate students, as well as distance education students who may travel to the Libraries for direct service.

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

To replace the circulation workstations in the three Libraries, The workstation computers used as circulation workstations are ending their serviceable life. This proposal replaces all existing circulation workstations on the three campuses with new current specification Dell computers.

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

The circulation workstation is a critical tool that simply must be in operation when the Library is open. It is either working or it is not.

4. Indicate how each project objective will be evaluated.

We can evaluate empirically by observation of the use of the equipment, and we can evaluate the volume of use via online statistics provided by the LOUIS Consortium.

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.

5. To upgrade and maintain the campus communication network and Infrastructure.

6. To provide a system for maintenance, upgrade, user training, and support of Technology that will extend into the future.

9. To maintenance support of hardware and software upgrades, new hardware and software for specialized functions, training for technical support personnel.

Funding the project will meet Objective 10 of the Action Plans:

- **Maintain a process that will ensure that all NSU campuses have equivalent technology resources including access, hardware, software, and training.**

- **Maintain a plan for replacement of technology purchased with Student Technology Fee funds.**

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.

Circulation workstations are used to check out books, and other resources from the Libraries.

Last academic year our circulation workstations logged more than 52,000 transactions; almost exclusively for students; any faculty and staff use benefited student's education. All students who use the Libraries will benefit from the upgraded and speedier equipment.

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.

Mr. Sonny Carter and Mr. Alfred Ehlers will jointly install and implement the project and supervise the installation on the Shreveport and Leesville campuses.

Sonny Carter is responsible for implementing the grant. Mr. Carter has been a technical employee of the University for 19 years and is currently the Libraries IT Liaison, and Webmaster.

Alfred Ehlers, Student Technology Technician is responsible for Student Labs on campus.

Installation at Leesville and Shreveport campuses will be accomplished by the designated IT staff members at those locations.

Annette Merrell will handle the purchase. Mrs. Merrell is Libraries Administrative Assistant III, and been employed here for 29 years.

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

Information Systems Personnel Mr. Ehler, who currently supports STFG purchased equipment in the Library will provide primary support, along with the Libraries IT Liaison, Mr. Carter.

9. Provide a schedule for implementation and evaluation.

Date	Action	Responsible
12/15/11	Place requisition order	Annette Merrell
Equipment Arrives	Install workstations	Ehlers and Carter

On grant approval the following will occur

Order workstations

Upon delivery, install custom browsers and security software

Check equipment for correct operation

Remove old workstations

Install new workstations

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

Dell Workstations are reliable and can be upgraded as necessary; therefore we anticipate the life of the equipment and installed software to have a life of five years. The specifications for the workstations in this grant call for five year warranties for each machine. Due to heavy use, we anticipate new workstations will be needed at the end of the five year life. No hardware upgrades are anticipated.

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 computers replace existing equipment which is operated by Library student employees, and supervised by faculty and staff. The equipment is kept behind counters, monitored during open hours. In accordance with library policy on closing, all areas are checked and any security breach or equipment damage is reported as required.

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.

N/A

13. Attach a detailed budget.

Items	Each
Optiplex 990 Small Form Factor workstation with monitor	1207.50
APC Back-UPS	80.28
Display port cable	18.99
Total	1306.77
Six workstations: 1-3 rd floor Three at Natchitoches, One at Shreveport One at Leesville	
Total	7840.62

(Itemized Dell estimate attached)

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?


Dell recommends Windows® 7.


View/Print Cart

 Print Page

Northwestern State University

Description

	APC BACK-UPS ES 750VA 10OUT 120 VOLT MASTER CONTROL	Qty	1
		Unit Price	\$80.28
	Manufacturer Part# BE750G Dell Part# A1362570		
			TOTAL: \$80.28

	DisplayPort Cable for Professional Flat Panel Monitors & Dell 4310WX/ 7609WU Projector - 6.56 ft	Qty	1
		Unit Price	\$18.99
	Manufacturer Part# X414G Dell Part# 330-1758		
			TOTAL: \$18.99



Optiplex 990 Small Form Factor

Date & Time: October 05, 2011 9:58 AM CST

SYSTEM COMPONENTS

Optiplex 990 Small Form Factor	Qty	1
OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU, FreeDOS Operating System Kit, n-Series, English	Unit Price	\$1,207.50

Catalog Number: 25 RCRC982501-2931225

Module	Description	Show Details
OptiPlex 990 SFF	OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU	
Operating System(s)	FreeDOS Operating System Kit, n-Series, English	
Processors	Intel® Core™ i5 2400 Processor (3.1GHz, 6M)	
Memory	4GB DDR3,Non-ECC,1333MHz Dual Channel SDRAM,2x2GB	
Keyboard	Dell KB212-B USB 104 Quiet Key Keyboard,English	
Monitors	Dell Professional P2210 22in HAS Wide Monitor, VGA/ DVI/ DP	

Video Cards	1GB AMD RADEON HD 6450 (1 DP/ DVI), Low Profile
Boot Hard Drives	250GB 2.5 3.0Gb/s SATA with 16MB DataBurst Cache™
USB 3.0	USB 3.0 Ports adapter, Low Profile
Mouse	Dell MS111 USB Optical Mouse
Systems Management Mode	Intel® vPro Technology Enabled
Removable Media Storage Device	8X Slimline DVD+/-RW, Data Only
Thermals	Heat Sink, Performance/Mainstream, Small Form Factor
Speakers	No Speaker, OptiPlex
Power Supplies	OptiPlex 990 Small Form Factor Up to 90 Percent Efficient Power Supply
Documentation	Documentation English and French
Productivity Software	No Productivity Software
Hard Drive Mode	No RAID
Energy Efficiency Options	No Dell Energy Smart Power Management Settings
Resource DVD	No Resource DVD
Hardware Support Services	5 Year Basic Hardware Service with 5 Year NBD Limited Onsite Service After Remote Diagnosis
Security Hardware	Chassis Intrusion Switch Option
Setup and Features Information Tech Sheet	No Tech Sheet
Ship Packaging Options	Shipping Material for System, Small Form Factor
Processor Branding	Core i5 vPro Sticker

TOTAL: \$1,207.50

	Total Price
Sub-total	\$1,306.77
Shipping & Handling	\$0.00
Tax	--
Total Price¹	--

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From the Desk of the Library Director

Abbie Landry
Watson Library
Northwestern State University
Natchitoches LA 71497
Landry@nsula.edu
318-357-4403

October 5, 2011

To members of the STAT grant committee:

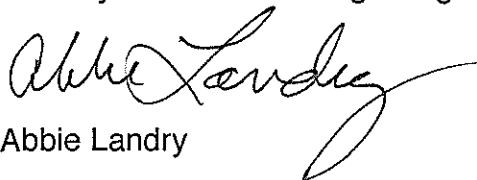
I am writing this letter to endorse the grant for circulation computers at all three libraries: Natchitoches, Shreveport, and Leesville. Mr. Newton Carter, library digital imaging specialist and library computer person, is writing the grant.

The circulation computers are necessary for the users of all the university libraries to check in/out books, audio materials, interlibrary loans, and computer equipment. The computers currently in use range in age from 6 to 8 years old and are breaking down at a rapid rate. They are also very slow which makes it difficult to handle multiple transactions and students must wait in line when the area is busy. It also means students must wait when checking out multiple items.

Every year a new version of the circulation software is introduced by the SIRSI/Dynix Corporation, which supplies the software used by all the LOUIS (Louisiana Academic Library state consortium). The computers currently in use are getting closer to being incompatible with the upgrades. If that happens, circulation will have to halt in all three libraries.

Since the vast majority of circulating materials go to NSU students, they would benefit the most from replacing these older, unreliable machines with faster, newer computers.

Thank you for considering this grant,



Abbie Landry



A Member of the University
of Louisiana System

Provost & Vice President for Academic Affairs

Telephone (318) 357-5361
FAX (318) 357-4517
E-mail vpaa@nsula.edu
www.nsula.edu/provost/

Northwestern State University
Natchitoches, Louisiana 71497

October 5, 2011

To members of the STAT Grant Committee:

I am writing in support of Sonny Carter's application for a grant for new circulation computer workstations for the three Northwestern Libraries.

The equipment now used to check out books and materials is aging but is necessary for the daily function of the Library. This grant would enable us to bring these workstations to current technology standards.

I am pleased to offer my Support and endorsement of this Student Technology Fee Grant Proposal.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Abney".

Lisa Abney
Provost & Vice President
Academic & Student Affairs
