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

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: Anna MacDonald   For: NSU Leesville Branch Library

Department/Unit: Library   College: _____ Campus: Leesville

Which NSTEP Goals/Objectives does this project meet? Goals: 1,2   Objectives: 1,9,10

Requested equipment will be located/installed/housed? Building B552, Ref. area

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: *Abdul Lavey*   Date: *10/20/2011*

Proposal Requested Amount: $1,248.24   Budget Attached (circle one): YES

Proposal delivered to Student Technology located in Watson Library, Room 113. Date *10-31-11*

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. **All NSU Leesville students utilizing the library workstation to access media resources for coursework, research and tutorial sessions.**
2. Describe project/initiative for which you are requesting funds. **Replace outdated computer used to play instructional CD ROM's that support the classroom coursework and provides access to primary documents, media, and tutorials. This upgrade will allow more advanced CD programs to be purchased to support additional classes.**
3. State measurable objectives that will be used to determine the impact/effectiveness of the project. **1) Library tutorial sessions will increase in speed and data access thereby creating a more effective class session. 2) Increased usage of library resources for student enrichment. 3) We will be able to improve and expand CD resources available to teachers and students.**

4. Indicate how each project objective will be evaluated.

-Increased library tutorial sessions requested by professors.
-Materials requested through circulation will increase.
-New CD resources will be purchased for additional course needs.

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?
Objectives: 1, 9, 10
Insure that NSU Leesville has current technology for student use. The updated technology will improve user access and support classroom instruction. New resource materials will be able to be purchased to expand the collection to include additional Leesville class requirements.
We will be able to maintain a process to ensure equivalent technology resource access and replacement.

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. Provides a needed upgrade to student technology which will improve and facilitate student access to library materials. The library will also be able to purchase the latest CD's to support a variety of programs across campus.
We will be able to support 200+ students each semester and as we add materials the number will increase. Being a branch campus it is important to offer current media and supplementary materials for our diverse campus population.

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.
Anna MacDonald will be responsible for the project implementation. She has overseen the upgrading of the library facility and additions to the library collection and is a dedicated liaison to the Leesville faculty.
Annette Merrell, Administrative Assistant III, will handle the purchasing process. She has been employed 29 years with NSU.

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

Thomas Tilley, User Support Specialist for the Leesville campus will help with the computer set up, installation and maintenance.

9. Provide a schedule for implementation and evaluation.
Upon grant approval:
Order workstation (12/15/11 estimated)
User Support Specialist will install software/check equipment for correct operation
Remove old workstation/install new workstation
Circulation and class tutorial statistics can begin to be collected

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

Expected life of hardware and software is at least five years. No upgrades are anticipated before then.

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 computer will be located in the library just outside the offices in the reference area. The computer is permanent and tagged. Library personnel are always present until closing when the library is locked and alarmed.

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. **(See 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.

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Northwestern State University

Description

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 11, 2011 11:29 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	$1,229.25

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	Dell AX510 Sound Bar for all UltraSharp Flat Panel Displays (Black)
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: $1,229.25

	Total Price
Sub-total	$1,248.24
Shipping & Handling	$0.00
Tax	--
Total Price[1]	--

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snCM54

10/11/11 11:33 AM

October 20, 2011

Dear Members of the STAT Grant Committee:

I strongly encourage the committee to consider Anna MacDonald's grant application for needed technology improvements to the NSU Leesville branch library.

This grant will enable us to purchase a new computer to play CDs. We believe that this technology upgrade will not only enhance the student's classroom instruction and bring this workstation up to current technology standards, but enable us to purchase up-to-date resources to support additional Leesville classes.
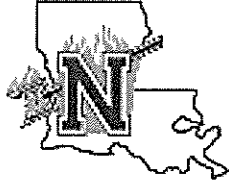
I am pleased to offer my support and endorsement of this Student Technology Fee Grant Proposal.

Sincerely,

Lisa Abney, Ph.D.
Provost and Vice President
Academic and Student Affairs

Director of Libraries
Northwestern State University
Natchitoches LA 71497

Oct. 20, 2011

Student Technology Fee Committee Members,

I am writing this letter of recommendation in support of the grant authored by Anna MacDonald, manager of the Ft. Polk/Leesville campus library, to purchase a computer, which can run CDs. This will greatly enhance the usage of the existing CDs and make it possible to purchase new and more interactive programs.

Sincerely,

Abbie V. Landry
Director of Library
Northwestern State University of Louisiana
Natchitoches LA 71497