

North Georgia College & State University
Procedures for
Requesting Student Technology Fee Funds
Final FY 2007

Part of student technology fee revenue is available for use in meeting instructional technology needs for "innovation projects". Requests for funding may come from students, faculty, and staff. To review guidelines for the use of these funds, see <http://www.ngcsu.edu/Adminsrv/Infotech/TechFee/glines.htm>. Follow the procedures below in requesting funds. Please note that you must have plans to utilize existing physical space in implementing the use of any technology items you request. If hardware will be housed within an academic department or program, Section B must also be completed.

Submission Instructions: Your request and supporting documents must be received no later than Monday, April 23, 2007.

1. Modify this Word file and complete section A. The department head must complete section B, if applicable.
2. Send an email with this request as an attachment to Dr. Bryson Payne, Interim Chief Information Officer, at bpayne@ngcsu.edu by Tuesday, April 24, 2007.
3. Send a signed, printed copy of this form along with any supporting documents to Dr. Payne, IIT, by campus mail or fax to 706-864-1684.
4. Allocated Student Technology Fee funds must be spent in a timely fashion. Money allocated during this semester must be spent by August 1. Unspent funds will become available for other proposals. A request for an extension must be made in writing and submitted to the Chair of the Student Technology Committee at least one week prior to the deadline. The Committee will make a recommendation concerning extension to the President.

Section A:

Name of Requestor: Bonnie J. Robinson (PRINT)

Date of Request: April 23, 2007 Semester of Implementation: Summer '07

Description of Request: As precisely and completely as possible, indicate exactly what you are requesting, i.e. computers, printers, scanners, other forms of hardware, or software. Include the cost of each item, required specs and other supporting details. Indicate whether the request is for new equipment/software or to upgrade existing equipment/software

- 3-user license of 2007 Quickbooks Pro at a cost of \$499 plus the additional Quickbooks Customer Manager 2.5 software at \$80/user (\$240 for 3 users). Total of this software request = \$740.00.
- A new computer for the University Press of North Georgia's exclusive use = \$900+

How will the requested technology support the education of NGCSU students?

Because the University Press of North Georgia offers real life learning experiences to our students in the field of publishing and marketing, the accounting software will enable the press to both teach and give students practice in marketing and distribution ie sales and operating data, fulfillment, advertising, customer management, etc.

The computer will be used for this software to fulfill orders, etc. (re above), as well as storing submissions to the press, thus enabling the press to both teach and give students practical experience in developmental, line-, and copy-editing.

Indicate who will have use of the requested technology and the approximate number of students involved.

University Press Faculty Board members Bonnie J. Robinson, Karen Roop, and Pam Sachant

will have use of the requested technology as well as Jane O'Gorman, Director of Public Service and Continuing Education. Students who attend Engl 3190 Introduction to Publishing as well as University Press Editing, Accounting, and Marketing Student Interns will also have use of the requested technology. The range of student involvement is between 3 to 40 per semester.

Signature of Requestor: _____ Date: _____

Section B:

If the requested technology will be housed in a particular department or program, the department head or program director must complete and sign this section.

What are your projections of the annual cost of maintenance and supplies? (i.e. Lab assistants, paper and toner, software licensing, etc.)

Paper and toner, software licensing, and Intuit annual support fee will be charged against the University Press expense account.

How will you allocate the necessary funds for maintenance and supplies?

The University Press will line-item these supplies on its annual budget.

What security procedures will be implemented for this technology?

- Continuing Education will have one of the licenses for the software above; it will have the same security that Continuing Education currently uses for their current equipment.
- The computer will be housed in the English Department and given the same security current there.

Department: English

Head/Director signature: _____ Date: _____

Submissions must be received in at least electronic form by midnight, Tuesday, April 24, 2007 for consideration in this round of requests. The Student Technology Fee Committee will meet on Wednesday, April 25 from 3-5 pm, in the bottom floor Library Seminar room. If you submit a funding request, you may be asked to attend the meeting, as a guest, to answer questions regarding your request. If you have questions, contact: Shawn Tonner, Chair, Student Technology Fee Committee - sctonner@ngcsu.edu, 706-864-1889, Stewart Library.