

**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](mailto: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:** Eric Nelken (PRINT)

**Date of Request:** April 18, 2007

**Semester of Implementation:** Summer 2007

**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.

I would like to make presentation remotes available for students to use for presentations in various classes on campus. I am asking for ten (10) Logitech Cordless Presenter Remote systems. These would not require any additional software to be loaded into classroom computers, as these systems are "plug and play" on Windows 2000/XP computers. The students would check these units in and out of the NGCSU Helpdesk. The units could be checked out for short periods of time (one to two days), and the only stipulation would be that all units would have to be checked back in for use during Honors Day.

Cost each unit cost approximately \$62 shipped and the only maintenance would be the replacement of batteries, which instructional technology is willing to incur the cost after the first year.

The total cost of the remotes and estimated number of batteries for the first year is \$665 and there will be no additional cost to the Student Technology Funds.

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

Many academic classes at NGCSU require students to make presentations to fellow classmates and/or the university community. I believe it is also our responsibility as a university to give students the tools that are in use in the corporate world to practice with and learn as part of their education. The use of presentation clickers allows students to focus more on delivering quality presentation and less on simply making the technology "work."

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

All NGCSU students will have the opportunity to use the requested technology in any class that allows or requires an oral presentation as part of the class curriculum.

**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 compete 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.)**

The only projected annual cost is the cost of replacement batteries.

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

The funds for these batteries will come out of the instructional technology general budget.

**What security procedures will be implemented for this technology?**

The presentation remotes will be housed at the NGCSU Helpdesk and signed out with contact information and display of a photo ID.

**Department:** Instructional Technology

**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](mailto:sctonner@ngcsu.edu), 706-864-1889, Stewart Library.**