

Section A:

Name of Requestor: Residence Life (PRINT)

Date of Request: January 22, 2008 Semester of Implementation: Spring 2008

Project Title: Update residential computer labs

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.

We currently have 13 computers available in the residential computer labs at Donovan Hall and Lewis Hall. These computers range in age from 4 years old to 8 years old. In an effort to make the Donovan lab more useful to students, Residence Life has merged the three smaller labs into one larger lab located off of the main Donovan lobby. With student technology fees from the Fall semester 2007, Residence Life has been able to offer network printers for the Donovan lab and the Lewis Hall lab. While making these improvements, Residence Life has committed to updating the current computers with 12 new computers. This money is coming from residence hall fees.

Because of the change in the university's residency policy, male residents will occupy Lewis Annex. Residence Life would like to create an additional computer lab for these male residents. This request would be for 5 additional computers and computer workstations. The third network printer approved by the fall student technology fee committee may then be utilized in this computer lab.

Computers - \$650/ea * 5 computers = \$3250
Computer workstations and chairs - \$ * 5 stations

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

The improvements in the residential computer labs will assist students in accessing necessary educational information and will assist in merging classroom learning into student's living spaces. The additional computers will make these same amenities available to our new male civilian population.

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

The male residents of Lewis Annex will be the primary users of this technology (102). The majority of these students will be new freshmen. The total number of on campus residents that are able to access a residential computer lab is 880.

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.)

Residence Life will provide the renovation of the space and will provide supervision of the area through Resident Assistants and Head Residents.

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

Residence Life will provide daily checks of the labs, but will report all issues to the HelpDesk.

What security procedures will be implemented for this technology?

Residence Life will install a camera in this area, just as we have installed cameras in the other residential computer lab areas, per the student technology committee request.

Department: _____

Head/Director signature: _____

Date: _____

Submissions must be received in at least electronic form by midnight, Friday, January 25, 2008 for consideration in this round of requests. The Student Technology Fee Committee will meet on Monday, January 28, 2008 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: Carol Huczek, Administrative Assistant to the CIO, chuczek@ngcsu.edu, 706-864-1814.