FY05 Technology Fee Proposal

Submitting Organization: Undergraduate Studies and International Affairs  
   Major Unit: Provost  
   Department(s): Int'l Student & Scholar Services, & Study Abroad Programs

Contact Person(s): Heather Housley and Leigh Walker  
   E-Mail: heatherh@gsu.edu and leighwalker@gsu.edu  
   Telephone: 404.463.9073

1. Project Short Title

   Replace Obsolete Equipment

2. Total Requested

   Fiscal Year 2005  
   $3,539.13

3. Executive Summary

   Replace 2 obsolete computers in the international resource library with 2 new ones and a printer. The resource library is used by both international students (to search for housing, check course registration and in March to do their taxes) and by prospective study abroad students (to research and apply for programs, scholarships, etc. on the web). The demand for assistance from these machines is increasing currently due to new scholarship opportunities for study abroad through Georgia State.

4. Project Description

   This proposal seeks to replace two obsolete computers in the international resource library with two new ones and a printer. The current machines are inadequate to meet the needs of the many students who use them daily. The resource library is used by both international students (to search for housing, check course registration and in March to do their taxes) and by prospective study abroad students (to research and apply for programs, scholarships, etc. on the web). The demand for assistance from these machines is increasing currently due to new scholarship opportunities for study abroad through Georgia State.

5. Record the review numbers assigned by UCCS and Facilities. Their assessments must be included in Sections 16 and 17.

   UCCS: 05-044  
   Facilities: 13254-04
6. Relevance to Regents Guidelines

**Paragraph 1:** This project will enable students to ‘meet the educational objectives of their academic programs’ by providing access to information on study abroad opportunities which meet degree requirements for their academic programs at Georgia State.

**Paragraph 3:** This project is in part a ‘general purpose or special purpose laborator(y) used by students for body productivity and more discipline related activities.’ The computers in the international resource room do have specific academic uses (inquiries about study abroad programs, and new international student use for finding apartments, etc.), but during other times are used for general student purposes.

7. Relevance to Strategic Plan(s)

*(From the Strategic Plan approved by Senate 4/19/2000)*

1. ‘The growth of a more traditional undergraduate student body provides the opportunity for the university to increase study abroad programs. A goal is to increase student participation in study abroad to two percent per year (approximately 480 students/year).’

2. ‘A goal is to develop a plan to increase the international undergraduate student population on campus by 50 students per year for the next five years.’ (Undergraduate international students are the main ones who use the computers during the first few weeks of each semester to solve logistical/administrative issues related to their move to Atlanta/GSU.)

8. Impact on Students Served

Approximately 20 students (international and study abroad) use the computers daily – more during the beginning of the semester and during tax season. The facility is accessible to students during normal Georgia State working hours, and is monitored by staff from International Student & Scholar Services, and Study Abroad Programs.
9. Justification of Funding Requirements for Fiscal Year 2005

Provide a specific description of the funding requirements for FY 2005 in the Microsoft Excel spreadsheet below. Itemize and total the following categories of expense. If necessary, add lines to the table below corresponding to accounting objects of expense. Please note that any equipment items less than $4,999 should be categorized as “supplies.”

<table>
<thead>
<tr>
<th>Object of Expense</th>
<th>Itemized Descriptions</th>
<th>Quantity</th>
<th>Per unit price</th>
<th>Extended Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment (Note: Use standard dollar amounts and replacement thresholds from sections 10/11, or provide explanation in sections 10/11.)</td>
<td>Item 1, Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td>Item 1, Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance or Contractual Services</td>
<td>Item 1, Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>Dell Computer - (25 Retail RC961298) 2</td>
<td>$1,601.90</td>
<td>$3,539.13</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>Dell Personal Laser Printer P1500 1</td>
<td>$335.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Services (Requires review of Planning &amp; Facilities)</td>
<td>Item 1, Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Connections and Infrastructure Costs (Requires review of UCCS)</td>
<td>Item 1, Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses (explain)</td>
<td>Item 1, Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$3,539.13</td>
</tr>
</tbody>
</table>

Board of Regents Guidelines state "Technology fee revenues may be used - with caution - for new staffing that is either temporary or ongoing." (See Attachment 1, #6)

10. Consequences of Partial Funding

Partial funding is not applicable for this project, at either 75% or 50%.

11. Standard Dollar Amounts

In constructing the budgetary requests in Sections 9 and 10 above, computer workstations should be budgeted at the following levels:
FY05  1.4.2 Replace Obsolete Equipment

Windows/Intel processors workstation, including monitor: $1,600
Apple Macintosh models: $2,800

Requests departing from the above standard amounts require documentation of the specific programmatic need that requires departure from this standard. (See Attachment 2: Standard Windows/Intel instructional workstation.) Please explain any requested departures below:

*The standard quote for Georgia State from Dell’s website is $1601.90.*

12. Standard Replacement Thresholds

SEE ATTACHMENT 3

13. Prerequisite, Non-Technology Fee Funding

*This proposal is not dependent upon any prerequisite funding.*

14. Matching Funds

*There are no matching or additional funds needed for this project.*

15. Staffing and Other Support Availability

*Adequate staffing is already available in Study Abroad Programs and International Student and Scholar Services to maintain and supervise this project.*

16. Space Availability and Impact on Facilities

*Assessment response from the CBSAC and the Planning and Facilities review: This project does not impact facilities.*

17. Impact on Computing/Networking/Security Infrastructure

*Assessment response from the UCCS review: This proposal will not require changes to the University network infrastructure.*

18. Post-Project Assessment Criteria

* Dell system purchased
  Systems installed
  Systems in use by students

19. Review and Acknowledgements

Attach electronic notes or documentation showing that the following units or administrators have reviewed or acknowledged this proposal:

- Matching funds commitment from appropriate fiscal officer  N/A

See attached approvals:
Associate Provost for Undergraduate Studies – Dr. Bill Fritz
Assistant Provost for International Affairs – Mr. John Hicks
**Itemization of Equipment to be Replaced**

Due to Obsolescence or Inadequacy

**Unit:** Provost (International Student & Scholar Services, & Study Abroad Programs)

**Proposal Submitter:** Heather Housley and Leigh Walker

**Proposal/Award Title:** Replace Obsolete Equipment

If this proposal includes a request to replace old equipment with newer equipment due to obsolescence or inadequate performance, please itemize the specific machines or software to be replaced.

<table>
<thead>
<tr>
<th>Station Number</th>
<th>GSU ID</th>
<th>Serial No.</th>
<th>Current Room Location</th>
<th>Make</th>
<th>Model</th>
<th>CPU</th>
<th>Mhz</th>
<th>Manu. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>201098</td>
<td>04JNB</td>
<td>10 Park Place, 500</td>
<td>Dell</td>
<td>OptiPlex GX1</td>
<td>Pentium II</td>
<td>350-600*</td>
<td>4/20/99</td>
</tr>
<tr>
<td>2</td>
<td>None</td>
<td>9P22R</td>
<td>10 Park Place, 500</td>
<td>Dell</td>
<td>Dimension XPS H266</td>
<td>Pentium II</td>
<td>**</td>
<td>7/10/97</td>
</tr>
</tbody>
</table>

*Unable to find Mhz info on machine, but per Dell website, this system had a range of 350-600 Mhz.
**Unable to find Mhz info on machine or on Dell website. However, both machines have 128MB RAM.