FY 2007 Technology Fee Proposal

Submitting Organization: College of Law
Major Unit: Law Library
Department: Electronic Services

Contact Person: Terrance K. Manion
E-Mail: terrance@gsu.edu
Telephone: 404-651-4212

1. Project Short Title

5-8 Word Project Title
Wired Law Library Group Study Rooms (2)

2. Total Requested

Fiscal Year 2007
$10,392

3. Executive Summary

Project Description (three or four sentences)
If this proposal is funded the Law Library will install wired study tables equipped with electricity and network access in two group study rooms allowing students to connect their personal computers, laptops, or other devices to the Internet.

4. Project Description

Law Library group study rooms offer space where students can discuss and prepare academic assignments without disrupting other students and researchers in the Law Library. These spaces see heavy use and are always in high demand especially during finals. Over the past three years and with the aid of Student Technology Fee funding as well as other funding sources the Law Library outfitted nine of its eleven study rooms with wired study tables. Since that time the nine wired study rooms have enjoyed a remarkable increase in demand. This is in large part because student laptop computing at the College of Law is becoming the norm rather than the exception. A 2004 survey of incoming GSU law students revealed that over eighty-five percent of the new class own laptop computers. This percentage is consistent with a steady increase in student laptop ownership at the College of Law over the last five years.

The goal of this project is to increase student laptop computing services by installing wired study tables in the remaining two study rooms. The wired study tables and workbench will provide both electricity and network access for students to connect their personal computers, laptops, or other devices to the Internet.
The changing format of information is fundamentally altering libraries. As such, the Law Library supports wired carrels, wired study rooms, public computing workstations and a law student computer lab. These resources provide access to electronic information, online databases & services.

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

<table>
<thead>
<tr>
<th>IS&amp;T: IST07-001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities: 11477-06</td>
</tr>
</tbody>
</table>

6. Relevance to Regents Guidelines

This proposal is consistent with the first enabling paragraph in the Regents Technology Fee guidelines:

[1] Technology fee revenues should be used primarily for the direct benefit of students to assist them in meeting the educational objectives of their academic programs. At this point in the evolution of collegiate academic technologies, access is important: access to productivity tools, discipline specific software packages, computers and printers, internal and external databases, introductory and advanced training, and access to networks (from home or from campus). Therefore, high priorities should be given to the use of technology fees for these purposes.

It specifically addresses the objectives of student network access.

This proposal is also consistent with the third enabling paragraph in the Regents Technology Fee guidelines:

[3] Technology fee revenues should be used for hardware and Network related expenditures that include support of general purpose or special purpose laboratories used by students for body productivity and more discipline related activities. Provision of adequate network bandwidth and access to the Internet and special purpose databases and specialized computing are vitally important in some disciplines and should be supported. At the same time, institutions will need to balance competing demands for greater and broader access to resources for all students versus the demand for important but specialized and restricted resources.

It specifically addresses the objectives of access to the Internet and special purpose databases. Many of the Law Library web subscriptions and online databases provide IP-based access (BNA, CCH, Gale-Thomson). Only end-users physically located in the Law Library can access these resources. This proposal will increase the number of access points for these Law Library web subscriptions and online databases.

7. Relevance to Strategic Plan(s)

The College of Law Strategic Plan states that the College of Law is committed to the development and implementation of technology as a tool for teaching, research, service and the practice of law. Additionally, our Technology Strategic Plan states that, “The College will encourage students to use technology appropriately in the process of learning law by providing networked workstations and carrels for students’ use...”

8. Impact on Students Served
The College of Law serves a student body of 600 to 650 students each year. The College of Law also supports visiting, transfer and international students studying at the College of Law. The group study rooms are available to law students during the Law Library’s regular hours of operation. The Law Library is open 104 hours a week.
## Justification of Funding Requirements for Fiscal Year 2007

<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><strong>Supplies</strong></td>
<td>Networkable Study Table</td>
<td>2</td>
<td>$2,011.00</td>
<td>$6,032.00</td>
</tr>
<tr>
<td></td>
<td>Chairs</td>
<td>8</td>
<td>$315.00</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Item 1</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Item 2, etc.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Software</strong></td>
<td>Item 1</td>
<td></td>
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<td>$0.00</td>
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<td>Item 2</td>
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<tr>
<td><strong>Maintenance or</strong></td>
<td>Item 1</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td>Item 2, etc.</td>
<td></td>
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</tr>
</tbody>
</table>

Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)

<table>
<thead>
<tr>
<th>Construction Services</th>
<th>Electrical outlets</th>
<th>2</th>
<th>$175.00</th>
<th>$350.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item 2</td>
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<tr>
<td></td>
<td>Item 3, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Network Connections and Infrastructure Costs</strong></td>
<td>Network Connections (total)</td>
<td>1</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Item 2</td>
<td></td>
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<td>Item 3</td>
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<td></td>
<td>Item 4, etc.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Physical Security</strong></td>
<td>Note: Costs normally should not exceed 2.5% of Total Requested</td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
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<td>Item 1</td>
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<tr>
<td></td>
<td>Item 4, etc.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>(explain)</td>
<td></td>
<td></td>
<td>$0.00</td>
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<td></td>
<td>Item 1</td>
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<tr>
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<td></td>
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</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)

<table>
<thead>
<tr>
<th>Staff Salaries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Item 2, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Item 2, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Assistant Salaries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Item 2, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Student Assistant Salaries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Item 2, etc.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $10,192.00
Only 75% funded: The project would remain viable if funded at a 75% level.

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<tr>
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<td>Networkable Study Tables</td>
<td>2</td>
<td>$2,011.00</td>
<td>$4,022.00</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Item 1</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Item 2, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Software</strong> (Note: Include Vendor and Product Name.)</td>
<td>Item 1</td>
<td></td>
<td></td>
<td>$0.00</td>
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<td></td>
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<tr>
<td><strong>Maintenance or Contractual Services</strong></td>
<td>Item 1</td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td><strong>Construction Services</strong> (Requires review of Planning &amp; Facilities)</td>
<td>Electrical Outlets</td>
<td>2</td>
<td>$175.00</td>
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</tr>
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<td></td>
<td>Item 2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Network Connections and Infrastructure Costs</strong> (Requires review of UCCS)</td>
<td>Network Connections</td>
<td>1</td>
<td>$3,400.00</td>
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<td></td>
<td>Item 2</td>
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<td><strong>Physical Security</strong> (Note: Costs normally should not exceed 2.5% of Total Requested.)</td>
<td>Item 1</td>
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<tr>
<td><strong>Other Expenses</strong> (explain)</td>
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<th>Hourly Rate</th>
</tr>
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</tr>
<tr>
<td><strong>Student Assistant Salaries</strong></td>
<td>Item 1</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Item 2, etc</td>
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<td></td>
</tr>
<tr>
<td><strong>Graduate Student Assistant Salaries</strong></td>
<td>Item 1</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Item 2, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$7,772.00</td>
</tr>
</tbody>
</table>
The project would remain viable if funded at a 50% level. We would network just one of the study rooms.

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<td>1</td>
<td>$2,011.00</td>
<td>$2,011.00</td>
</tr>
<tr>
<td></td>
<td>Chairs</td>
<td>4</td>
<td>$315.00</td>
<td>$1,260.00</td>
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<td></td>
<td>Item 3</td>
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<td>Item 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
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<td></td>
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| Construction Services (Requires review of Planning & Facilities) | Electrical Outlet | 1 | $175.00 | $175.00 |
| | Item 2 | | | |
| | Item 3, etc | | | |
| Network Connections and Infrastructure Costs (Requires review of UCCS) | Networking Connections | 1 | $1,750.00 | $1,750.00 |
| | Item 2 | | | |
| | Item 3 | | | |
| | Item 4, etc | | | |
| Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.) | Item 1 | | | $0.00 |
| | Item 2 | | | |
| | Item 3 | | | |
| | Item 4, etc | | | |
| Other Expenses (explain) | Item 1 | | | $0.00 |
| | Item 2, etc | | | |

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)

| Staff Salaries | Item 1 | | | $0.00 |
| | Item 2, etc | | | |
| Fringe Benefits | Item 1 | | | $0.00 |
| | Item 2, etc | | | |

<table>
<thead>
<tr>
<th>Hours/wk</th>
<th>Hourly Rate</th>
<th>$5,196.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant Salaries</td>
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<td></td>
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</tr>
</tbody>
</table>
11. Standard Dollar Amounts

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

The following desktop systems are the standard technology for Student Technology Fee purposes. Desktop systems exceeding this capability and price must be specifically justified:

1. Windows/Intel processors workstation, including monitor: $1,222
2. Apple Macintosh models: $1,430

The following types of equipment require justification over and above desktop systems. The following prices and configurations are standard for these types of equipment. Any deviation from these standards must be further justified:

1. Windows/Intel processors laptop: $1,749
2. Apple Macintosh laptop: $1,427
3. Personal Digital Assistant (PDA): $472
4. Tablet computer: $1,984

Provide any justification narrative of programmatic requirements here.

12. Standard Replacement Thresholds

All equipment being requested due to obsolescence or inadequacy of existing equipment must be itemized on the form provided in Attachment 3: Itemization of Equipment to be Replaced. Each item for which replacement funding is being requested will be in one of the following two categories:

a) If the equipment to be replaced is less than Pentium® 4 1.5GHz processor speed, this equipment is considered obsolete due to a university-wide standard. This standard of minimum performance has been set based on requirements for operating the current operating systems and office suites. The proposal submitter must state that the university minimum performance criteria are being used.

b) If the equipment to be replaced exceeds the university minimum of Pentium® 4 1.5GHz, the proposal submitter is required to document specific quantitative performance requirements that warrant the replacement of such equipment. The equipment’s inability to perform specific functions must be identified. Also, a statement is required explaining why the performance of such functions is critical to the continued functioning of the facility in which the equipment is located. See Attachment 4: Equipment Exception Replacement Form, which must be completed for all replacement equipment that exceeds the university standard threshold of Pentium® 4 1.5GHz.

13. Prerequisite, Non-Technology Fee Funding

NA

14. Matching Funds

NA

15. Staffing and Other Support Availability

The Law Library electronic services staff supports student trying to connect to the network. No additional staffing would be needed.
16. Space Availability and Impact on Facilities

This project involves adding 2 new electrical outlets. The total cost is $350.00.


**Information Security Review (Tammy Clark):**
Impact: No
Assessment:

Wireless and Network Ports Review (Mark Roberson):
Impact: Yes
Assessment: Minimal impact expected based on Stage 1 description. Project should include minimal cost of $3500 for network connections.

Server Connections (Charles Hollingsworth, Tammy Clark, Keith Campbell):
Impact: NO (KC) (TC) (NO-CH)
Assessment:

External Connections (Charles Hollingsworth):
Impact: NO (NO-CH)
Assessment:

DVR Installations (Mark Roberson, Tammy Clark, Charles Hollingsworth):
Impact: No (TC) (NO-CH)
Assessment:

Lab and Classroom Configurations (Joe Amador):
Impact: NO
Assessment: no impact to current lab facilities (Jamador)

Software and Hardware (Joe Amador/Julian Allen (Mac)):
Impact: NO
Assessment: no software requirements listed. (Jamador)

18. Physical Security Needs

NA

19. Post-Project Assessment Criteria

This project will be completed once the networked tables are installed in the study rooms and the networking is activated.

20. 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
Reviewed and acknowledged by:

Terrance Manion – Electronic Services Librarian
Nancy Johnson – Law Librarian
Bill Prigge – Assistant Dean for Administration & Finance
Steven Kaminshine – Dean