

## FY 2008 Technology Fee Proposal

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Submitting Organization: University Computing and Communications Services  
Major Unit: Information Systems and Technology  
Department: University Computing and Communications Services

Contact Person: Sam White  
E-Mail: swhite@gsu.edu  
Telephone: 404 651 4574

### 1. Project Short Title

<i>5-8 Word Project Title</i>
<u>Video server ongoing maintenance</u>

### 2. Total Requested

Fiscal Year 2008
\$76,200.00

### 3. Executive Summary

Project Description (three or four sentences)
The video server system is used as a distance learning tool for faculty/students. It used in conjunction with WebCT. Ongoing support covers the software maintenance of the video streaming software and backups of the system data.

### 4. Project Description

*The ongoing support of the video server complex includes maintenance for the Helix software maintenance and the backup of data that is housed by the system. The system can accommodate 750 GB of data with future growth possible. Physical maintenance of the system will be handled by UCCS current staff.*

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

IS&T: <b>IST08-032</b>
Facilities: <b>13872-07</b>

### 6. Relevance to Regents Guidelines

***[6] Technology fee revenue may be used – with caution – for new staffing that is either***

**temporary or ongoing.**

*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.*

## 7. Relevance to Strategic Plan(s)

### **5.1 A University Goal: Information Accessibility**

In today's university, information technology is a basic infrastructure requirement for achieving its academic mission. It is no longer practical for every computer user to "rediscover" fundamentals of technology through the stages of experimentation required of the previous pioneers. Today's technology users are more concerned with achieving their objectives over a stable and reliable network. To make effective use of the network, users should have available to them sufficient resources in the form of servers, productivity software, and appropriate support services. In other words, technology users in today's university take networking, technology use, and necessary support services for granted. In essence, they consider these services to be an **Information Utility**. Utility services are expected to be ubiquitous and to enhance the user's ability to accomplish work, and they are certainly expected to present no obstacles to accomplishment. Such services are expected to be reliable, transparent, and responsive. As well, they should be provided routinely to all users: faculty, staff, and students.

*To produce a successful information utility, basic physical connectivity and data transport mechanisms should be standardized, and proper capacity, or bandwidth, should be available to meet the needs of the users. Resources like servers, office application software, and e-mail should be available to all users in a broad and consistent fashion. All of these services should meet generally accepted standards embraced by the extended higher education information technology community. Access to these services should be independent of location of the recipient: classroom, office, lab, or home. Similarly, it may be beneficial to the University to consider receiving services from remote locations, and the network should accommodate this. A broad complement of support services is necessary to ensure adequate user training, diagnosis and management of user-experienced problems, and, where possible, problem anticipation and avoidance.*

## 8. Impact on Students Served

*The video streams are used as part of Faculty webct classes. If the video is not available it can adversely affect the quality of teaching available to students by faculty for webct hosted classes.*

## 9. Justification of Funding Requirements for Fiscal Year 2008

Provide a specific description of the funding requirements for FY 2008 in the Microsoft Excel spreadsheet below. You must use the same terminology as in the Project Description (page 2, #4) to allow each itemized line to be traced back to the items and functionality appearing in the Project Description. Failure to do so will negatively affect consideration of your proposal. 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."**

Object of Expense	Itemized Descriptions	Quantity	Per unit price	Extended Total
<b>Supplies</b> (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4			
	Item 5			
	Item 6			
	Item 7			
<b>Equipment</b>	Item 1			\$0.00
	Item 2, etc			
<b>Software</b> (Note: Include Vendor and Product Name.)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
<b>Maintenance or Contractual Services</b>	backup services	1	\$56,200.00	\$76,200.00
	Softw are support/maintenance	1	\$20,000.00	
<b>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)</b>				
<b>Construction Services</b> (Requires review of Planning & Facilities)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
<b>Network Connections and Infrastructure Costs</b> (Requires review of UCCS)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
<b>Physical Security</b> (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
<b>Other Expenses</b> (explain)	Item 1			\$0.00
	Item 2, etc			
<b>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)</b>				
<b>Staff Salaries</b>	Item 1			
	Item 2, etc			
<b>Fringe Benefits</b>	Item 1			
	Item 2, etc			
		Hours/wk	Hourly Rate	
<b>Student Assistant Salaries</b>	Item 1			\$0.00
	Item 2, etc			
<b>Graduate Student Assistant Salaries</b>	Item 1			\$0.00
	Item 2, etc			
<b>TOTAL</b>				<b>\$76,200.00</b>

9. Consequences of Partial Funding

State what the consequences would be on the effectiveness and viability of the proposal if it were only funded in FY 2008 at the following percentages of the requested total:

**Only 75% funded:** Not supportable

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	Item 2				
	Item 3				
	Item 4				
	Item 5				
	Item 6				
	Item 7				
<b>Equipment</b>	Item 1				\$0.00
	Item 2, etc				
<b>Software</b> (Note: Include Vendor and Product Name.)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
<b>Maintenance or Contractual Services</b>	Item 1				\$0.00
	Item 2, etc				
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<b>Construction Services</b> (Requires review of Planning & Facilities)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
<b>Network Connections and Infrastructure Costs</b> (Requires review of UCCS)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
<b>Physical Security</b> (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
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	Item 2, etc				
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<b>Student Assistant Salaries</b>	Item 1				\$0.00
	Item 2, etc				
<b>Graduate Student Assistant Salaries</b>	Item 1				\$0.00
	Item 2, etc				
<b>TOTAL</b>					<b>\$0.00</b>

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	Item 2				
	Item 3				
	Item 4				
	Item 5				
	Item 6				
	Item 7				
<b>Equipment</b>	Item 1				\$0.00
	Item 2, etc				
<b>Software</b> (Note: Include Vendor and Product Name.)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
<b>Maintenance or Contractual Services</b>	Item 1				\$0.00
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<b>Construction Services</b> (Requires review of Planning & Facilities)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
<b>Network Connections and Infrastructure Costs</b> (Requires review of UCCS)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
<b>Physical Security</b> (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
<b>Other Expenses</b> (explain)	Item 1				\$0.00
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<b>Staff Salaries</b>	Item 1				\$0.00
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<b>Fringe Benefits</b>	Item 1				\$0.00
	Item 2, etc				
			<b>Hours/wk</b>	<b>Hourly Rate</b>	
<b>Student Assistant Salaries</b>	Item 1				\$0.00
	Item 2, etc				
<b>Graduate Student Assistant Salaries</b>	Item 1				\$0.00
	Item 2, etc				
<b>TOTAL</b>					<b>\$0.00</b>

## 10. 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: | \$1,027 |
| 2. Apple Macintosh models:                                  | \$1,376 |

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:  | \$1,511 |
| 2. Apple Macintosh laptop:           | \$1,382 |
| 3. Personal Digital Assistant (PDA): | \$ 472  |
| 4. Tablet computer:                  | \$1,984 |

*Provide any justification narrative of programmatic requirements here.*

## 11. 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 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, 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.*

## 12. Prerequisite, Non-Technology Fee Funding

*Identify any non-technology fee prerequisite funding this proposal is dependent upon. Document that these prerequisite funds are available, should this proposal be funded.*

## 13. Matching Funds

*Describe any additional funds that have been committed and will be provided to this project from other sources. These funds should be those that would more effectively leverage the technology fee funding, if approved. Specify whether or not these matching funds are available for a limited time.*

## 14. Staffing and Other Support Availability

*If appropriate, describe the specific staff and other continuing fiscal resources required to maintain the proposed project. Justify the use of and the hours worked by graduate student assistants and student assistants. Also, justify any consulting/contracting work.*

*For staff requirements, identify the current unit and supervisor of staff required to support the related technology. Refer Regents Guideline #6 for guidance on the appropriate use of technology fee funding for new staff requests. However, the FY 2007 STF Committee feels, as did the FY 2006 STF Committee, it is very unwise to rely on technology fees and an annual review by STF subcommittees to maintain staff positions. Accordingly, expect requests for staff funding to be approved with caution and reluctance and with the understanding that these proposals are unlikely to be supported in subsequent years.*

## 15. Space Availability and Impact on Facilities

*This work does not impact facilities.*

## 16. Impact on Computing/Networking/Information Security Infrastructure

### Information Security Review (Tammy Clark):

Impact: No

Assessment:

### Wireless and Network Ports Review (Mark Roberson):

Impact: **No**

Assessment:

### Server Connections (Charles Hollingsworth, Tammy Clark, Keith Campbell):

Impact: (Yes-CWH), No impact - KEC

Assessment: Proper maintenance is a requirement for all network attached devices. Improperly maintained systems present a risk to the stability of the network.

### External Connections (Charles Hollingsworth):

Impact: Yes

Assessment: Because this video server is used by off campus users as well as on campus users, it will have some impact on the campus external connections. However, there should be no change in impact caused by this.

### DVR Installations (Mark Roberson, Tammy Clark, Charles Hollingsworth):

Impact: **No**, (No-CWH)

Assessment:

### Lab and Classroom Configurations (Joe Amador):

Impact: Yes/No NO

**Assessment:**

## 17. Physical Security Needs

*If you are requesting any physical security funding, provide the rationale for these needs here.*

## 18. Post-Project Assessment Criteria

Availability reports are released by UCCS at the end of each fiscal year. These reports can be found at <http://www2.gsu.edu/~wwwccs/performance/index.html>

## 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

## Technology Fee Guidelines

The Review Team recommends that technology fee expenditure guidelines should be based upon two fundamental principles.

- Student technology fee revenues should not be used to supplant current levels of technology fee expenditures. Institutions should provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.
- The focus of the student technology fees should be on academic or instructional technology and distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology.

With respect to the second principle, technology fee revenues should be directed toward those needs that directly meet the educational value criterion established in the Chancellor's approval letters; i.e., the fees provide added value to the educational experiences of the students. We define this value to be instructionally oriented and not oriented toward other services such as housing registration, advising, record keeping, etc., important as these services are to a student's overall collegiate experiences.

The guidelines in bold print below are not prescriptive but rather are intended to help provide a framework for local institutional decisions.

**[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.

**[2] Technology fee revenues should be used to assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft Office product suites for discipline specific software.** The fees should be used to assure that students have easy access to tools and software packages that are critical within their chosen disciplines. This range from computer assisted design through music composition, art and drawing tools, scientific notation, modeling, and other discipline specific analytical tools. Appropriate computer-based or web-based instructional modules are appropriate as well.

**[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.

**[4] Technology fee revenues may be used for training of students and, to a lesser extent, staff and faculty.** Students and faculty perceive good training in the use of computing and networking resources as an important component of effective use of electronic instructional resources both inside and outside the classroom. Consequently, the secondary educational value is high; training allows students and faculty to

focus on course content rather than on the mechanics of operating a computer. In general, staff and faculty training should be supported from operational funds. Obvious exceptions include circumstances such as space remaining available in a training session after student sign-up is completed, or the purchase of a site license for online training that permits access by all members of the campus community.

**[5] Technology fee revenues may be used to leverage other funds where appropriate.** Keeping in mind the second fundamental principle, there are circumstances where a grant or other or one-time allocation could be combined with technology fee revenues to yield greater access or resources for students.

**[6] Technology fee revenues may be used--with caution--for new staffing that is either temporary or ongoing.** Institutions should continue to focus on the criterion established initially by the Chancellor's approval letter--the fees provide added value to the educational experiences of students. Where additional staffing clearly will provide added value to students--and the value can be documented--technology fee expenditures may be warranted. For example, hiring temporary trainers may be the best way to ensure that all incoming freshmen and transfers receive a thorough information technology orientation session. However, under no circumstances should technology fee revenues be used to fund existing positions that would otherwise be cut from an operational budget, nor should fees be used to fund general computing and networking positions that have a significant administrative or research support component. Institutions are encouraged to develop a formal process of review for proposed student technology fee staffing expenditures to ensure continued awareness of this guideline.

**[7] Lower priority uses of technology fee revenues include** development of software packages, acquisition of one of a kind software or hardware products for faculty use in training, and consumable supplies such as printer paper.

**[8] In almost no cases should technology fee revenues be used for administrative software or software implementation (such as BANNER), administrative hardware, research equipment, non-networkable specialized scientific equipment, space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives.**

## GEORGIA STATE UNIVERSITY Student Technology Fee FY 2008

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

Windows/Intel “Standard” PC Configuration (Dell has been used as the vendor, but the standard is not vendor specific)

Computer Name	OptiPlex 745 Minitower, Pentium D 820
Processor Speed	Pentium® 4 Processor
Memory	2.0GB DDR2x1 GB, Non-ECC, 667MHz
Video	256 MB ATI Radeon X1300 Pro, VGA/DVI adapter
Hard Drive	160GB SATA 3.0Gb/s and 8 MB Data Burst
Mouse	Dell USB Premium Optical 5-Button Mouse
Network Card	Integrated Broadcom® Gigabit NIC
Sound	Internal Chassis Speaker
Monitor	Dell 17” UltraSharp 1707FP Flat Panel with height adjustable stand
Keyboard	Dell USB Keyboard, No Hot Keys
Operating System	Windows® XP Professional, SP2 with media
Hardware Support Services	Next Day Business Parts and Labor on-site Response, 3 year Extended (Type 3 Contract)

Macintosh “Standard” Configuration

Computer Name	iMac
Processor Speed	2.0 GHz Intel Core 2 Duo
Memory	2GB 667 DDR2 SDRAM – 2x1GB
Video	ATI Radeon X 1600 128 MB DDR SDRAM
Hard Drive	160GB Serial ATA drive
Network Card	Gigabit Ethernet built in
Wireless	Built in: AirPort Extreme (802.11b/g, 54 Mbps); Bluetooth; & iSight Video Camera
Operating System	Mac OS X version 10.4 Tiger
Removable Media Storage Devices	Super Drive (DVD-RW/CD-RW)
Monitor	17-inch (viewable) widescreen TFT active-matrix LCD
Hardware Support Services	3 Year Apple Protection Plan (AppleCare) – Tech Support and Warranty

- *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.*

Windows/Intel “Standard” Laptop Configuration (Dell™ has been used as the vendor, but the standard is not vendor specific)

Computer Name	Latitude D620
Processor Speed	Pentium® M Processor 740 (1.73GHz)
Memory	2.0GB, DDR2-667 SDRAM, 2 DIMMs
Hard Drive	80GB Hard Drive, 9.5MM, 5400RPM
Floppy Drive	Floppy Disk Drive
Network Card	Wireless LAN Intel® 3945 802.11a/g Dual-Band Mini Card
Module Bay Devices	8X DVD+/-RW w/Roxio Digital Media and Cyberlink PowerDVD
LCD	14.1” Wide Screen WXGA LCD Panel
Operating System	Genuine Windows® XP Professional, SP2 with media
Wireless	Intel® 3945 802.11 a/g Dual Band Mini Card
Carrying Case	None
Battery	6 Cell Primary Battery
Hardware Support Services	4Year Limited Warranty plus 4Year NBD On-site Service & Complete Care

Macintosh “Standard” Laptop Configuration

Computer Name	MacBook
Processor Speed	2.0 GHz Intel Core 2 Duo
Memory	1GB 667 DDR2 SDRAM – 2x512
Video	Intel GMA 950 64 MB Shared Memory
Hard Drive	80GB Serial ATA drive
Network Card	Gigabit Ethernet Built in
Removable Media Storage Devices	4 X Super Drive DVD-RW/CD-RW
Monitor	13” Glossy Widescreen
Operating System	Mac OS X version 10.4 Tiger
Wireless	Built in: AirPort Extreme (802.11b/g, 54 Mbps); Bluetooth; and iSight Video Camera
Battery	Removable Battery
Hardware Support Services	3 Year Apple Protection Plan (AppleCare) – Tech Support and Warranty

Computer Name	Gateway® M275Eb
Processor Speed	Pentium® M Processor 755 (2GHz, 400MHz FSB)
Memory	1024MB DDR SDRAM (2-512MB modules)
Video	Integrated Intel® Extreme Graphics 2
Hard Drive	80GB 5400rpm Ultra ATA hard drive
Floppy Drive	Integrated 4-in-1 Memory Card Reader
Keyboard and Mouse	Full-sized Keyboard and EZ Pad® Pointing Device
Digitizer Pens	Digitizer Pen for M275
Network Card	Integrated 10/100 Ethernet
Optical Drive	Integrated 24x/10x/24x CDRW and 8x DVD Combo
Monitor	14.1" XGA TFT Active Matrix with Rotating Hinge
Modem	Integrated V.92 56K Modem
Operating System	Windows® XP Tablet PC Edition
Wireless	Integrated 802.11b/g Wireless Networking Card
Carrying Case	None
Battery	Primary 8-cell Lithium Ion Battery with AC Pack and 1 year limited battery warranty
Hardware Support Services	Notebook Value Service Plan – 4 year part/labor/no on-site/4 year technical support; 36-month limited hinge warranty

“Standard” PDA Configuration

Computer Name	Dell™ Axim™ X50
Processor Speed	Intel® XScale™ PXA270 Processor 520MHz
Memory	64MB SDRAM and 128MB Intel StrataFlash® ROM
Slots	Integrated CompactFlash Type II and Secure Digital, MMC card slots
Monitor (Display)	3.5" color TFT display
Cable	USB Cradle including Battery Changing Slot
Operating System	Windows® Mobile 2003 Second Edition
Wireless	Integrated 802.11b and Bluetooth™ wireless technologies
Carrying Case	None
Battery	Removable primary battery
Hardware Support Services	Advance Exchange Service – 3-year limited warranty

**GEORGIA STATE UNIVERSITY  
Student Technology Fee FY 2008  
Itemization of Equipment to be Replaced  
Due to Obsolescence or Inadequacy**

**Unit:** \_\_\_\_\_

**Proposal Submitter:** \_\_\_\_\_

**Proposal/Award Title:** \_\_\_\_\_

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.

Station Number	GSU ID	Serial No.	Current Room Location	Make	Model	CPU	Mhz	Manu. Date
sample1	12089	78RYZ31	CS 401	IBM	Thinkpad 760EL	Pentium	120	Dec-99
sample 2	12082	6639HVU5F31	LS 222	Compaq	Deskpro 2000	Pentium	166	Jun-98

Attachment 4

**GEORGIA STATE UNIVERSITY  
Student Technology Fee FY 2008  
Equipment Replacement Exception Form**

**Unit:** \_\_\_\_\_

**Proposal Submitter:** \_\_\_\_\_

**Proposal/Award Title:** \_\_\_\_\_

*NOTE: If the equipment you are replacing is less than a Pentium® 4 1.5GHz processor speed, you do not have to complete this form. This has been adopted as a university-wide standard of minimum performance for operating the current Windows operating systems and office suite. Just state that you are using the university minimum performance criteria.*

Otherwise, please complete the following:

Specify the performance criteria used to determine need to replace equipment. Be sure to indicate the software that must run effectively on the specific machines and the associated performance level (responsiveness, etc.) required for the software to be effective.

Explain how the performance criteria listed above relate to your unit's organizational mission and its ability to deliver the intended service effectively.

Identify the specific minimum hardware or software required to have the equipment or systems perform to the level identified in the criteria above.

**PROJECT REPORT**

**FY 2008 Student Technology Fee Award**

**A. Award Identification**

**Award Number:** \_\_\_\_\_

**Short Title:** \_\_\_\_\_

**Major Unit:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Amount Awarded:** \_\_\_\_\_

**Amount Expended:** \_\_\_\_\_

**B. Project Assessment**

*Include below the milestones or project outcomes as identified in the FY 2008 Student Technology Fee Proposal Submission, Section 18.*

*Report on the status ("Complete" or "In Progress") of each item and provide specific information (url, announcement, etc.) to support the evaluation. Include specific dates where appropriate.*