

FY 2008 Technology Fee Proposal

Submitting Organization: **University Career Services**
Major Unit: **Division of Student Services**
Department: **University Career Services**

Contact Person:

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1. Project Short Title

<i>5-8 Word Project Title</i>

Career Resource Center Technology Update

2. Total Requested

Fiscal Year 2008

\$23,423.00

3. Executive Summary

Project Description (three or four sentences)

The Career Resource Center provides all GSU students with access to the career services systems for registration, campus interview sign-up, job listings for on- and off-campus jobs, employer and career field research, job search information, and career development assessment tools in an environment where career services advising staff and other resources are available to address individual needs and concerns.

This project would upgrade 10 computer workstations (including one for mobility impaired and one for vision impaired students) in University Career Services' Career Resource Center, and renew the on-line career development resources and software licenses.

The computers are no longer under warranty, below the minimum standards, slow to respond and constantly in need of servicing by IS&T staff.

4. Project Description

Ten new replacement computer workstations and five software licenses/renewals are requested.

Having reliable workstations available for student use is crucial to the engagement of students and the effectiveness of the Career Resource Center (CRC). Students visit the CRC on a daily basis for assistance. In addition to their own job/career search activities, many students are given class assignments by faculty to be completed in the CRC. It is important that computer performance is maintained in order to provide a high level of customer service.

Also, funding is being requested for career development license/software renewals that will be used by students in conjunction with the career counselors in University Career Services. The students will have access to the following career development resource software through use of the CRC computers and/or off-campus through Panther Career Net (Symplicity).

SIGI3 - integrates self-assessment with in-depth and up-to-date career information that is easy to use. It provides students with a realistic view of the best educational and career options for future success.

Self-directed Search – an online career interests assessment.

Choices Planner - an online career information delivery system that helps students compare, connect and choose from a vast network of work and education options, and build career action plans.

Hoovers - a comprehensive company, industry, and market intelligence service.

Optimal Resume- a comprehensive, web-based tool for students to create and manage their resumes.

Technology fee funding in FY2003 provided the newly established Career Resource Center with our current computer workstations and the initial fee payments for some of our existing software in May 2003. Student traffic for resource center usage increased 75% during 2003-2004 over 2002- 2003. We continue to exceed our pre-CRC traffic numbers.

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

IS&T: IS&T Review # IST08-007
Facilities: CBSAC and Planning & Facilities Review #15412-07

6. Relevance to Regents Guidelines

The focus of the student technology fees should be on academic or instructional technology. With respect to this principle... the fees provide added value to the educational experiences of the students.

[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.**

[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 and for **discipline specific software**.

[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 the student body** for productivity and more discipline related activities.

The Career Resource Center is designed to be instructional and add to the educational experiences of students as they explore, plan for and move into their careers. It will not only address students' need for career assistance in general, but also provide resources for students to satisfy requirements for certain classes including, but not limited to obtaining internships which may be a requirement for their major.

While the Career Resource Center is a special purpose facility, it provides all Georgia State University students with a resource throughout their academic career at the University and supports early engagement of students which ultimately contributes to retention and progression toward graduation.

7. Relevance to Strategic Plan(s)

The Career Resource Center update will allow UCS to increase student outreach efforts to all students, especially underclassmen, and maximize technology to increase connections between students and employers. It is very important that the CRC continues to be equipped with the resources required to effectively take advantage of the programs and services provided.

Strategic Plan Goals and Priorities

The Career Resource Center project supports the **Division of Student Services' mission** to provide innovative quality programs, services, and environments that facilitate student success, learning, citizenship, and involvement within communities. Two components of the mission state:

Student Learning

Create powerful out of class learning opportunities that augments and complements the academic and service mission of the University, and enhances the total educational experience where students can converse, debate, question, discover and grow.

Environment

Provide a variety of comfortable, well-maintained, healthy, safe, and welcoming environments that facilitate learning, work and community interaction. Offer attractive, flexible, functional, and innovative facilities that successfully support the community's personal, academic, civic, and programmatic goals.

The Career Resource Center update ties into the strategic plan of the University by contributing to the following Strategic Plan features, goals and priorities:

1. Strategic Plan Introduction

Georgia State ...has deliberately and carefully chosen to continue to emphasize a number of features, most of which were listed in the 1995 Strategic Plan: **development of programs that facilitate lifelong learning and career development for students**

2. Institutional Identity – Environmental Changes 1995 -2005

Technology will penetrate even deeper into our daily lives... **The ability to locate, receive, analyze, and transmit information in oral, written, and numeric form will be crucial.**

3. Goals and Priorities – A) Enhance the Academic Mission

Supportive staff and administrative services with **reliable physical and technological infrastructures help retain students...**

2. Undergraduate experience

...Career service units provide career counseling and career development, teach job search skills, and provide occupational information and work experience to students.

4. Goals and Priorities – B) Support the Academic Mission

f. A goal is to become and remain current in the application of computing and information technologies. **All students should have ready access to computing resources and an opportunity to develop information management skills for lifelong learning.**

High quality technology is available to support career guidance for students and should be readily accessible. In this innovative high tech global world, more employers are using technology to advertise opportunities and source new candidates for employment. Students must be able to operate effectively in this fast-paced and constantly changing environment.

8. Impact on Students Served

The Career Resource Center is open to ALL Georgia State University students and alumni. It is available Monday through Friday, 8:30 am – 5 pm. The CRC also accommodates utilization by classes and student groups. The impact of students by the CRC is significant. The CRC has resources for every stage of the career planning and job search process. Easy access to specialized career oriented programs and systems, in an environment where assistance and other resources are readily, available allow students to accomplish tasks more efficiently.

Specialized career development, job search and career management systems such as Sigi Plus, Hoovers, Optimal Resume, Choices Planner, Self-Directed Search, Panther Career Net and others are available for student use.

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
Supplies (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.)	Dell Computers	10	\$1,222.00	\$21,923.00
	SIG13	1	\$980.00	
	Choices Planner	1	\$875.00	
	Self-directed Search	1	\$850.00	
	Optimal Resume	1	\$4,998.00	
	Hoovers	1	\$2,000.00	
Equipment	Item 1			\$0.00
	Item 2, etc			
Software (Note: Include Vendor and Product Name.)				
Maintenance or Contractual Services	One time Optimal Resume Customization & set-up fee	1	\$1,500.00	\$1,500.00
	Item 2, etc			
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)				
Construction Services (Requires review of Planning & Facilities)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1			\$0.00
	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			
		Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
Graduate Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
TOTAL				\$23,423.00

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:

The project remains viable. However, with UCS' emphasis on early engagement of underclassmen and their preparation for participation in internships, the loss of Optimal Resume will severely curtail our ability to provide convenient, efficient, 24/7 access to guided, instructive online resume assistance to students with little to no resume development experience.

Object of Expense	Itemized Descriptions		Quantity	Per unit price	Extended Total
Supplies (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.)	Dell Computers		10	\$1,222.00	\$14,925.00
	SIGI3		1	\$980.00	
	Choices Planner		1	\$875.00	
	Self-directed Search		1	\$850.00	
	Item 5				
	Item 6				
	Item 7				
Equipment	Item 1				\$0.00
	Item 2, etc				
Software (Note: Include Vendor and Product Name.)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
Maintenance or Contractual Services	Item 1				\$0.00
	Item 2, etc				
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)					
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	Item 3, etc				
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	Item 2				
	Item 3				
	Item 4, etc				
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1				\$0.00
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	Item 2, etc				
			Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
Graduate Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
TOTAL					\$14,925.00

Only 50% funded: State specifically whether or not the proposed project would remain viable. If the project would remain viable, itemize and total the following categories of expense at 50% funding in the Microsoft Excel spreadsheet below.

This project is not viable.

Object of Expense	Itemized Descriptions		Quantity	Per unit price	Extended Total
Supplies (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				
Equipment	Item 1				\$0.00
	Item 2, etc				
Software (Note: Include Vendor and Product Name.)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
Maintenance or Contractual Services	Item 1				\$0.00
	Item 2, etc				
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)					
Construction Services (Requires review of Planning & Facilities)	Item 1				\$0.00
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	Item 3, etc				
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1				\$0.00
	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				
			Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
Graduate Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
TOTAL					\$0.00

10. Standard Dollar Amounts

Standard dollar amounts were used

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

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:

Obsolete due to a university-wide standard. The university minimum performance criteria are being used.

12. Prerequisite, Non-Technology Fee Funding

NA

13. Matching Funds

NA

14. Staffing and Other Support Availability

Management of the workstations will handled by the current staff: Operations, Marketing and Technology Manager, Tech Student Assistant, and Career Counselors.

15. Space Availability and Impact on Facilities

**CBSAC and Planning & Facilities Review #15412-07
*This project has no impact on facilities.***

16. Impact on Computing/Networking/Information Security Infrastructure

For IS&T Use Only:

IS&T Assessment of Network/Computing/Information Security Infrastructure:

Information Security Review (Tammy Clark):

Impact: Yes

Assessment: Security Review required. Please ensure that AV/ISS Proventia desktop software is installed on all computers—contact security@gsu.edu for instructions.Wireless and Network Ports Review (Mark Roberson):Impact: **Yes**Assessment: (**Minimal impact expected**)Server Connections (Charles Hollingsworth, Tammy Clark, Keith Campbell):

Impact: TLC-No, (No-CWH) (No impact – KEC)

Assessment:

External Connections (Charles Hollingsworth):

Impact: (No-CWH)

Assessment:

DVR Installations (Mark Roberson, Tammy Clark, Charles Hollingsworth):Impact: TLC-No **No- MR**, (No-CWH)

Assessment:

Lab and Classroom Configurations (Joe Amador):

Impact: Yes/No NO

Assessment:

17. Physical Security Needs**NA****18. Post-Project Assessment Criteria**

Implementation of this project would increase the number of students using computer-assisted career guidance and other programs because of the availability of the resources and supportive, on-hand assistance from staff. The number of students visiting the Career Resource Center would increase, and there would also be an increase in the number of students who register with University Career Services, especially freshmen and sophomores.

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

Not Applicable

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

Unit: *University Career Services*

Proposal Submitter: *Angela Walker*

Proposal/Award Title: *Career Resource Center Technology Update*

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
1	00510837	J7T8551	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
2	00515497	64G8321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
3	00510970	44G8321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
4	00510836	C0W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
5	00510840	71W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
6	00510842	D1W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
7	00510838	H0W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
8	00510841	91W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
9	00510829	G1W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02
10	00510829	31W9321	270UC	Dell	Optiplex GX 270	Pentium	266	Nov-02

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

Unit: *University Career Services*_____

Proposal Submitter: *Angela Walker*_____

Proposal/Award Title: *Career Resource Center Technology Update*

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.

**The equipment being replaced is less than 4 1.5GHz processor speed (2.0GHz).
We 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.