

## FY 2008 Technology Fee Proposal

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Submitting Organization: Student Services  
Major Unit: Counseling Center  
Department: Counseling Center

Contact Person: Marolyn Wells, Ph.D.  
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### 1. Project Short Title

<i>5-8 Word Project Title</i>
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Office Printers (5) and Fax for GSU Counseling Center Post Docs, Interns & GRAs
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### 2. Total Requested

Fiscal Year 2008
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\$ 1,879.94
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### 3. Executive Summary

<u>Project Description (three or four sentences)</u>
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The Counseling Center Post Doctoral Students and Interns are currently sharing one network printer with the entire Counseling Center staff. Individual office printers are needed to ensure privacy and confidentiality of client information. Individual office printers would also allow the post docs and interns to complete their work and create academic materials in a more timely and efficient manner. The fax machine will be utilized by the GRA staff of the Counseling Center's Life Skills Lab.
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### 4. Project Description

This project would provide funding to allow the Counseling Center to acquire five (5) new desktop office printers and one (1) fax machine. This new equipment would be used exclusively by postdoctoral, intern and GRA students in individual counseling offices.

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

IS&T: # IST08-085
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Facilities: #14664-07
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## 6. Relevance to Regents Guidelines

This proposal is directly relevant to guideline #1: "Technology fees should be used primarily for the direct benefit of students to assist them in meeting the educational objectives of their academic programs." Greater access to printers will allow Counseling Center trainees to complete their work in more timely and efficient manner, while ensuring confidentiality of printed materials.

## 7. Relevance to Strategic Plan(s)

One of the goals of the 2005-2010 Strategic Plan is to remain current in the application of information technologies. Convenient and effective printing/sending of learning and research materials would be greatly aided by the addition of these printers and fax machine.

## 8. Impact on Students Served

Five Georgia State University graduate students/trainees enrolled in counseling center and psychology doctoral programs would directly use this new printing equipment in their individual offices. The fax machine would be utilized by the GRA staff of the Counseling Center's Life Skills Lab.

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 HP Laserjet P2015 Printer	5	\$349.99	\$1,879.94
	Item 2 HP OfficeJet 5610 All-in-One (fax)	1	\$129.99	
	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 Labor - installation			\$0.00
	Item 2, etc			
<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			\$0.00
	Item 2, etc			
<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>\$1,879.94</b>

### 10. 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:

75% funded = \$ 1,409.96

At a 75% funding level, this project would remain viable, as it would provide enough funding for three (3) printers and one (1) fax machine.

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 HP Laserjet P2015 Printer	3	\$349.99	\$1,179.96
	Item 2 HP OfficeJet 5610 All-in-One (fax)	1	\$129.99	
	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			
<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			\$0.00
	Item 2, etc			
<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>\$1,179.96</b>

50% funded = \$ 939.97

At a 50% funding level, this project would remain viable, as it would provide enough funding for two (2) printers and one (1) fax machine.

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 HP Laserjet P2015 Printer	2	\$349.99	\$829.97
	Item 2 HP Officejet 5610 All-in-One (fax)	1	\$129.99	
	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			
<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			\$0.00
	Item 2, etc			
<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>\$829.97</b>

## 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: | \$1,027 |
| 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 |

n/a

## 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:

n/a

## 13. Prerequisite, Non-Technology Fee Funding

No non-technology fee prerequisite funding for this proposal.

## 14. Matching Funds

No matching funds.

## 15. Staffing and Other Support Availability

No staffing required. The Counseling Center maintains a preventative maintenance agreement with a local professional video tech company.

## 16. Space Availability and Impact on Facilities

This project does not impact facilities.

## 17. 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: (No-CWH) , No impact – KEC

Assessment:

### External Connections (Charles Hollingsworth):

Impact: (No-CWH)

Assessment:

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

Impact: (No-CWH),NO- MR

Assessment:

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

Impact: Yes/No NO

Assessment:

## 18. Physical Security Needs

n/a

## 19. Post-Project Assessment Criteria

The installation of the requested printers and fax will be a measurable indicator of the project's completion.

## 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

No matching funds.