



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

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ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Connect 2_ 2020-2021

Request Description: This request is for the annual cost of Connect2, the online checkout system for equipment and items for the Center for Student Involvement.

ALLOCATION REQUEST INFORMATION

Department Name: Center for Student Involvement

Request Code: 21A0264

Contact Names: Conor Leary

UW Tacoma Affiliation: Staff

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Phone Number: 2536924436

Title of Request: Connect 2 Check-Out Technology

Type of Request: One Time

Department Head Approval: Department Head: Elizabeth Hansen

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

This request is for the annual cost of the online checkout system for equipment and items for the Center for Student Involvement.

The Center for Student Involvement manages over 250 items that are available for checkout to all students. Items that we have include all of our video game systems and games in the Center for Student Involvement & the Dawg House Student Lounge, as well as laptops, ID card swipes, a-frames, cameras, board and card games, event lights, etc. The number and types of items will continue to increase as UW Tacoma grows and we see more students involved and more events/programs on campus. During the 2020-2021 academic year and under the guidelines for Covid-19 Prevention, the Checkout system was unable to benefit the students, but from past use, including over 500 checkouts from our office during the 2019-2020 year, we expect the items to be needed and checked out by students (*number of check-outs in 2020 were also affected by Covid-19 and closing of the student center spaces in March). Keeping track of reservations, checkouts, and check-ins for all of these is a lot of work – and all of our items are student-fee funded, which we want to ensure we are properly managing and maintaining their security and history of use. Connect2 will allow the Center for Student Involvement staff to make sure this is done.

Connect 2 is a functional and supportive system, which allows us to achieve the goals outlined above and also, provides detailed reports of use, sends automatic emails and reminders about items that need to be returned, allows for online reservations, and integrates with our student database.

We have worked with UW Tacoma Information Technology to review and demo this system (more than once), and agreement was established in order to secure the Connect 2 technology with IT's approval: "Rarely do we find a system that has it all together...this one does."

This request is for the annual system fee of \$4,480.00. The system would allow us up to 5,000 bookings in a year – which is plenty for us for several years. We would not anticipate an increase in this annual cost for several years.

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

There are a plethora of benefits to students with this system. Some are direct-benefit, while others benefit the administrative side of the system – which ultimately benefits the students as well. The benefits are:

- **Online Reservations** – This system allows students to log into a website to make reservations for items from anywhere. This will be extremely beneficial for students, as they currently have to stop by in-person or call to make a reservation. Moving online allows access from anywhere
- **Assessment and Analytics** –Connect2 Checkout System allows us on-screen, in-the-moment data. Information we have access to includes usage (both number of times an item is used, as well as how many total hours used), specific reports per student/RSO, peak usage times, reports of items in maintenance/broken status, and more. This data helps us to determine items that are used frequently (and need repair/cleaning/replacement or more quantity), items used not frequently being used (we can reassess if we really need it), and help us to track per RSO and per student use of items. Additionally, we will be able to determine the different populations of students that are using the items and those that aren't – so we can have a picture of who is and isn't using the items. This information is extremely valuable to us and UW Tacoma.
- **Automatic Emails & Reminders:** Connect2 sends automatic emails and reminders to students – which is a huge benefit for accountability. This means that when a student checks an item out from our office, it sends them an email with all of their checkout and return information, as well as guidelines that they are agreeing to for using the item. This system attribute would benefits us AND the student, as it reminds them to return the items – and then we get them back on time for the next person!
- **Integration with Student Database:** Connect2 integrates with UW's single sign-on (SSO), meaning that students will be able to use their UW NetIDs to login and make reservations and see their checkout history.
- **Quick and Easy to Navigate:** The Connect2 system is VERY easy to navigate – both for students and the staff managing it. It is very similar to many similar online cart/checkout system for commercial businesses. Additionally, it is very quick to use. A student can make a reservation online in just a couple minutes. And then show up to check the item out and everything is already in the system. We would just need to pull the items and click "checkout."
- **UW Branded:** The system is branded with UW Tacoma colors and logos, so it does not appear as a third-part system to users.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Connect2 is available to all students – in various ways. Some of our primary users of our items that get checked-out are Registered Student Organizations (RSOs), which are 100% student run and led. They consistently use the items we have for their programs, events and meetings. Any student can be in an RSO, so thus has access to the items. Additionally, all students are able to checkout and use our video game systems (which STFC funds) and board/card games and we would use Connect2 for these, as well. So all students have access to the system and would benefit from it.

In addition to student access to reserve items, there will be access to the system for student employees in our office (to complete the checkouts) and professional staff (who will manage the system).

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

If approved, we would continue to use of the Connect 2 system.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

Because this is a technology piece, it is a request that we would submit to STFC for funding. Connect2 has provided training, support and ongoing updates for the system. UW Tacoma IT would be responsible for assisting with the integration of the system. The Center for Student Involvement will manage the daily operations and use of the system. All items that will be available for check-out in the system will be funded by student fees (either STFC or SAFC).

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Connect2 Service Annual Renewal	1	\$4,480.00	\$0.00	\$0.00	\$4,480.00
OVERALL TOTAL:					\$4,480.00