



## Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-27 12:20:51

Date Due: 2020-02-28 17:00:00

Date Submitted: 2020-02-27 12:32:53

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Connect2 Checkout System

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

### ALLOCATION REQUEST INFORMATION

Department Name: Student Life

Request Code: 20A0228

Contact Names: Elizabeth Hansen

UW Tacoma Affiliation: Staff

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Phone Number: 2536924685

Title of Request: Connect2 Checkout System

Type of Request: Continuous / Ongoing

Department Head Approval:  Department Head: Bernard Anderson

## 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 a new 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, as well as items such 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. In the 2017-2018 school year, we had over 830 checkouts from our office for these items. 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. This new system will allow us to more effectively do this.

We are currently utilizing a very basic system to complete and track checkouts, which was designed and built by a former student. The student is no longer associated with our office or UW Tacoma – and thus, we have no way to update/improve the system or make repairs to it when needed. Additionally, the current system we use does NOT provide detailed reports of use, automatic emails and reminders, online reservations, or integration with our student database. Which the new system we are requesting DOES do all of that – plus much more.

We have worked with UW Tacoma Information Technology to review and demo this system (more than once), and we are all in agreement that this is a very well-built system and it would be worth our time, money and investment to consider it. It was even said by a member of IT staff: *"Rarely do we find a system that has it all together...this one does."*

Last year STFC approved funding for the one-time setup costs that includes the buildout of the system, training and implementation. We are currently in training, and hope to start using the system during Spring Quarter.

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 new system will allow 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** – Our current system provides no level of analytics or data, besides a VERY rudimentary text file. Connect2 Checkout System will allow us on-screen, in-the-moment data. Information we will have access to include 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 will help 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:** We currently struggle with students returning items by their return time – which in-turn affects the next checkout of the item to another student. Connect2 offers 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 will send them an email with all of their checkout and return information, as well as guidelines that they are agreeing to for using the item. These would benefit 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 can integrate 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 will be 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 would be 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 setup the system over the summer when funding becomes available. We are on track to launch the system during Spring Quarter.

**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 would provide 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 annual licensing fee	1	\$4,480.00	\$0.00	\$0.00	\$4,480.00
OVERALL TOTAL:					\$4,480.00