



# Student Technology Fee Committee (STFC) Special Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2023-10-28 12:24:40

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Date Submitted: 2023-11-09 16:12:05

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: CSI Computers

Request Description: This Request is for a computer refresh to multiple computers in the Center for Student Involvement

### ALLOCATION REQUEST INFORMATION

Department Name: Center for Student Involvement

Request Code: 23S0412

Contact Names: Conor Leary

UW Tacoma Affiliation: Staff

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Phone Number: 2536924685

Title of Request: CSI\_Computer Refresh

Type of Request: One Time

Department Head Approval:  Department Head: Bernard Anderson

## Special 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?**

The Center for Student Involvement provides students with access to computers, printing needs, work spaces, and meeting areas to complete assignments, study for academic priorities, meet regarding events and activities on campus, develop student organizations, and complete any other tasks they might need while on campus. The Center for Student Involvement opens early in the school day and closes two hours after the work day ends for other offices, in order to provide students with access to computers that can help them succeed through what they need to get done.

Currently, we have 21 computers within the space that are operating below an optimal level for our students, 8 of which have not been replaced since 2014. After reviewing all of these machines with the IT Department, it was determined that replacing the 21 computers would benefit the student experience with fully operational and new computers to use. 13 of the computers are from 2018 and may benefit from RAM replacement, but the Center for Student Involvement would need to replace them in a later proposal period.

The computers are operating at speeds and functionality that are not ideal for assisting our students in getting what they need done in the time that they may have. A goal for the Student Center is always to ensure that students have the space that they need when they come into the space. Whether that's to spend a few hours on a computer to write a paper, study for an exam, complete homework assignments, or quickly print a paper, we want to continue to support them through having functional computer technology.

**2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?**

Since the University Y Student Center was opened, the Center for Student Involvement has been a resource for students to socialize, study, connect with resources, and access the technology they need to get things done for classes, campus involvement, and other life priorities. The space relies on having up-to-date and functioning computers for the students who use them to be able to get things done, but also stop in briefly before a class or another priority to check an item off their list. The Center for Student has applied for replacement computers only when necessary over the last 10 years, to ensure that the students who visit the space are able to get what they need done.

Having faster computers to support our students will provide them with more reason to come to the space to make sure of the technology. The Center for Student Involvement is also open later on Fridays than other areas where students are able to access computers and a printer, including the Library, computer labs, and campus buildings. When funding is available, the leadership in the Center for Student Involvement tries to set the hours of the space so that students are able to access computers before the work day begins and after.

**3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.**

UW Tacoma Students, graduate and undergraduate, have access to the computers from 8:30am-7pm Monday through Friday in the University Y Student Center during Autumn 2023. The space is open a limited schedule in the summer quarter as well, providing access to computers from 9am-4pm (shortened from 8am-5pm due to budget reductions in SAFC). All the computers in the main area of the office and funded by Student Technology Fee are accessible by any students who need them.

The Center for Student Involvement has been dedicated to making sure that funding from the Student Technology Fee is put to important use for our students and joins that effort with annual requests to the Services and Activities Fee committee to ensure the Center is open for as long as possible, in order to ensure that students have access to the computers in the space. It is always the objective to make sure that the space is open after 5pm, to support students who may need computer workspaces to complete assignments, work on projects, and study, while they wait for evening classes or after a full day. Due to budget reductions, the office did need to adjust its closing at 8pm to 7pm, but a special allocation will be provided to adjust that back to 8pm. At closing during the Autumn Quarter, an average of 35 students per week have need to wrap up their work and leave the space at 7pm.

**Note on Tracking System in the CSI**

The Center for Student Involvement utilizes a count system for data collection where the front desk staff performs hourly counts of the students within the space. Because we have students who use the space frequently and for a variety of reasons attached to the Center's services and resources, our front desk staff is trained to narrow the data into impressions of what students are most performing in the space, basing priority of these determinations on how students may be using a particular service funded by STF or SAF. Student activities are categorized into 5 categories: Studying/Computer Use, Socializing, Eating, Crafting, and Printing. The Front Desk, based on context clues and their perspective, determines what a student is doing within the space in 1 of these 5 categories, reducing duplicates, and placing value in what activities include funding provided by STF and SAF. Numbers recorded are defined as impressions because they may represent students who using the space frequently and exist as aggregate data, however each student per hour is only counted once per hour.

In Autumn 2023, the Center for Student Involvement has seen over 1100 impressions, or visits from students after 4 weeks of the Autumn Quarter. In comparison to numbers from Autumn Quarter 2022, the CSI has seen an increase of use by 300 impressions (registering only about 800 impressions) within the first 4 weeks. In the summer quarter 2023, the Center for Student receives over 635 impressions for use. For Autumn Quarter 2023 over 75% of the collected impressions were documented as students making use of the computers within the space for different tasks. With the increase in use, the Center for Student Involvement is well on its way to serving the student community and exceeding the 2039 impressions registered for student use in the Autumn Quarter 2022. The decision to cut hours from the Center for Student Involvement later in the day was made because there is a higher concentration of student use in the middle of the day, but just the adjustment from closing at 7pm instead of 8pm as shown that it is still important to provide access to computers later in the day. The CSI is proposing to adjust the hours back to closing at 8pm to support the students.

In prior quarters, especially reflecting on use in Winter and Spring Quarters, this style of use has continued. We have seen impressions as high as 2438 impressions (Winter 2023) with 82% of those impressions registered as Computer Use and 2348 (Spring 2023) with 76% of those impressions registered as Computer Use. Much of the use of the space somehow includes computer use and provides opportunities for students to access computers, without having to bring their own technology to campus.

The Center for Student Involvement employs over 100 student workers throughout different areas who also benefit and frequent the office to get work done for student engaging programs, include ASUWT, SAB, Husky Volunteers, Student Marketing, Husky Sustainability Fund, and RSO management. While they do make use of the computers for their work, their computers are available to anyone to use and students are encouraged to always store things on cloud services.

**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.**

Should funding be approved, the CSI will coordinate with IT to ensure that the computers are ordered and installed as quickly as possible. The computers within the space continue to function, but it would be made a top priority to ensure that the computers to installed as quickly as they can be. It would benefit the work that needs to be done by students within the space to move them into the space as soon as possible and would help enhance the CSI's marketing strategy to get them used more often.

**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.**

After consulting with IT, this proposal includes the purchasing of 21 OptiPlex All-In-One 65W Computers for use within the Center for Student Involvement. The quoted amount was provided by IT and all installation would be done by IT. When taxes are applied to the request, the total would be 30,120.30 and would provide students to access to functional and more up-to-date computers to use on campus.

\*There is a possible work-around if the amount request is not able to be fulfilled in full. This request is important and can be declared as something needed now rather than in time for Annual Allocations based on some of the age of the technology, but IT has worked with our offer to provide an alternative proposal that would still support student use of the computers in the space. The amounts below reflect the strategy of replacing 8 of the computers in the Center for Student Involvement, which have been in the space since 2014, and purchasing additional RAM to be installed in the other 13 from 2018, which would increase their operation.

Purchase of x8 OptiPlex All-In-One 65W Computers (replace computers from 2014): 10402.88

Purchase of x13 Crucial- DDR4-8GB-DIMM 288-pin-Unbuffered (enhance ram in computers from 2018): 244.92

Total: 10,647.80 (does not include tax- need to confirm if it would be taxable)

Total with Tax per item: 11744.53

Difference in Proposal VS Work-Around: 18375.77

\*Should the work-around be more helpful for special allocations, the Center for Student Involvement would most likely lump the remainder of replacing 13 computers due to age into an Annual Allocations request in 2024.

## Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
OptiPlex All-In-One 65W	21	\$1,300.36	\$0.00	\$133.94	\$30,120.30
OVERALL TOTAL:					\$30,120.30