



Student Technology Fee Committee (STFC) Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-12-03 16:34:18

Date Due: 2020-12-04 12:00:00

Date Submitted: 2020-12-03 17:11:20

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Laptop Cart

Request Description: A cart to store the STFC funded laptops

ALLOCATION REQUEST INFORMATION

Department Name: Library

Request Code: 21S0259

Contact Names: Tim Bostelle, Justin Wadland

UW Tacoma Affiliation: Staff

UWT Email Address: tbostell@uw.edu

Phone Number: 2536924650

Title of Request: Laptop Cart

Type of Request: One Time

Department Head Approval: Department Head: Justin Wadland

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?

Last year the STFC committee approved the replacement of 20 desktop computers in the library. Given the impact of COVID-19 the library returned to the STFC and asked if we could use those funds instead to purchase laptop computers for the students to checkout and take home for the quarter. This request was approved and the laptops are here (literally this week) and are being imaged so that they can be checked out to students in January.

However, there were three small problems: we didn't have money to order a laptop cart, nor to order laptop cases, nor an extra charger.

This proposal is for the cart only. I will break the cases and chargers into a 2nd proposal.

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.

The laptops will help students who either don't have a computer, break their computer mid-way through a quarter, or for some other reason need a computer at home. Students can check out the laptop for the full quarter and laptops come preloaded with software so that students can do their classwork.

In addition, library staff provide tech support for these laptops using remote software called TeamViewer. If a student needs some new software or an update, we can do that for them easily and quickly.

The laptop cart is an investment to protect the laptops from wear and tear. They also provide a system to organize and charge the laptops between 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.

Only UW Tacoma students can check out these laptops.

The laptop cart will only be used for STF funded laptops.

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.

Laptops will be ready for checkout in January. The cart will be purchased as soon as possible.

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.

The library pays for one full-time staff employee and 40 hours a week of student employment for the Library IT department. These staff are available to assist students with equipment from 9 to 5 Monday to Friday.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Datamation Systems 16 Module SafeHarbor DS-SHC-16 - Laptop storage cart	1	\$1,454.00	\$0.00	\$159.00	\$1,613.00
OVERALL TOTAL:					\$1,613.00