



Student Technology Fee Committee (STFC) Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-12-03 17:12:20

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

Date Submitted: 2020-12-03 17:22:43

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Laptop cases and chargers

Request Description: Purchase laptop cases and chargers for the STFC funded laptops in the Library

ALLOCATION REQUEST INFORMATION

Department Name: Library

Request Code: 21S0260

Contact Names: Tim Bostelle, Justin Wadland

UW Tacoma Affiliation: Staff

UWT Email Address: tbostell@uw.edu

Phone Number: 2536924650

Title of Request: Laptop cases and AC adapters

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 cases and AC adapters. There is a 2nd proposal for the laptop cart.

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 cases provide a secure method for transporting the laptops to and from checkout and to other locations that the student might need. They also are used for organizing the laptops inside the carts.

The additional AC adapter is kept in the case with the laptop so that the student has a power supply with them when they check out the laptop.

The AC adapter which is shipped with the laptop is kept in the laptop cart to make sure that the laptop can be charged easily and safely.

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 are able to check this equipment out.

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 are being imaged right now and will be made available in January.

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
Dell AC Adapter	20	\$90.00	\$0.00	\$9.81	\$1,996.20
Dell Latitude case	20	\$15.00	\$0.00	\$1.65	\$333.00
OVERALL TOTAL:					\$2,329.20