# UNIVERSITY *of* WASHINGTON TACOMA

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

### ALLOCATION REQUEST DATE INFORMATION

Date Created: | 2025-02-05 17:28:01 | Date Due: | 2025-02-07 12:00:00 | Date Submitted: | 2025-02-06 21:59:07

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: | Laptops for Check-out (Center for Student Involvement)

Request Description: | Request outlines the need and request for 5 laptops to be loaned out to students for day-use only from the Center for Student Involvement to support student organizations and student leaders.

### ALLOCATION REQUEST INFORMATION

Department Name: | Center for Student Involvement | Request Code: | 25A0495

Contact Names: | Conor Leary | UW Tacoma Affiliation: | Staff

UWT Email Address: | cleary2@uw.edu | Phone Number: | 2536924685

Title of Request: | Laptops for Check-out (Center for Student Involvement) | Type of Request: | One Time

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?**

The Center for Student Involvement would like to request the opportunity to institute a pilot program and ask STFC for the funds to acquire 5 laptops for check-out from the Center for Student Involvement in the University Y Student Center. This is a new request and one that is in anticipation of possible changes to the layout of the Center for Student Involvement that would reduce the number of STF-funded computer workstations in the office. With plans developing more into the future as we await responsibilities of the Campus Planner to be filled (the position is currently vacant and negates our ability to have conversations around moving furniture already in place), we would like to introduce laptops for check-out from out office, on a day-use basis.

The development of this idea and the need for this technology began from the above context, as the staff has considered how to make the space more welcoming and more of a student center/hang-out space rather than the official office setting it tends to get construed as. The second context is the amount of times that student employees, registered student organization leaders, and students within the space have been sitting at tables in the space or even next to their peers occupying computers, using their personal laptops or smart devices to engage. With the opportunity to loan laptops to students in the space out from the front desk, along with the other technological and gaming equipment that we supply, I believe students would be better able to achieve the following needs while in our space:

- Coordinate work and idea generate with RSO Officers and Members in the space, without being tethered to a workstation in the space
- Use the technology instead of their personal devices, along with clouded files, to participate in meetings that extend beyond the Center for Student Involvement, including the meetings rooms in the space, soft seating in the UWY Game Room, the seating outside of the Center for Student Involvement in the UWY, the UWY Patio, and beyond
- Provide students with a day-of need and excellent tool for checking students into their programs and meetings, through the check-in process on DUBNET (this is something that the CSI will be encouraging more from students groups in the future)
- Allow Student Employees not have to use their own technology to support our students and develop ideas.

The Center for Student Involvement is hoping to introduce this process in anticipation of changes that will increase the amount of soft seating and hang-out space in the Student Center, which would also prompt the further use of the laptops as students could use them while socializing in the space. Our plans for renovation, while in the beginning stages, would include eliminating almost 8 computer workstations in the space and having laptops at the ready would allow students to not have to use or remember their personal computing devices within the space.

**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?**

The Center for Student Involvement exists in the University Y Student Center which admittedly, has had some identity issues. Built as a Recreation Center/Student Center hybrid, the Center for Student Involvement serves as an office space for 8 professional staff members, the student employees of ASUWT, SAB, Husky Volunteers, Husky Sustainability Fund, Giving Garden, and our UWY Front Desk Team, and the gathering/workspace for our 73 student organizations. The Professional Staff have encountered the understanding that unless students feel they have a professional purpose within the space (Whether through employment or as an officer for an organization), they feel awkward or unable to enter the space. The computer workstations are for them to use and the space is meant to be a flexible space that allows them to connect with others and learn more about involvement, complete with board and video games to check out.

While looking at the space and committing to an understanding that it isn't just the hill that discourages students from coming up to our space, the Center for Student Involvement will launch an audit of the space with students to gather their input about what may possibly make the space more welcoming. With the idea of losing workstations, we still know that value is placed on students having access to computers for work done for school, their organizations, their jobs, or other commitments when they're in the space. Having loanable computers from the front desk will benefit students in their work within the space. These laptops would be placed in the rotation of technology and equipment that we already loan to students for events and registered student organizations and be able to be taken out for the day, for primary use inside the Center for Student Inovlvement space. The proposal includes DeepFreeze technology so students would be required to use cloud-based storage systems before logging out, so that important student information is not shared to the next user. Students would be able to make use of the laptops for anything they might need including:

- Personal use (no need to bring their own equipment to campus)
- Printing
- Homework or coursework with a group
- Student Employment tasks (the laptops would be open for anyone to reserve and priority would only be established by who reserves the technology first)
- RSO Activities and work
- Taking notes in meetings
- Event Check-in and use through Events, including projection, trivia games, and whatever uses may be needed

The Laptops would be added to our Connect2 Equipment Check-Out system which records who takes out the equipment and sets a deadline for how long they can have it, with presets for any items that have particular durations they can be checked out. The system also warns people when their reservations are due and provides them with late notices when their reservations are overdue.

While 5 may seem a large number, the Center for Student Involvement has received over 1700 visits to the Center for Student Involvement since September 30 and is a constant source of activity for students, student employees, RSO Officer, RSO members, and other visitors, many of which are using computers, working on assignments, and utilizing the printer. Many students bring their personal computing devices for plenty of reasons, but on the days when they may not be able to use their own, it would be a wonderful service for the CSI to be able to offer them with a quick solution to any inconvenience that the lack of a computer may cause.

**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 who visit the Center for Student Involvement would be able to check-out the laptops during the offices operational hours from 8am-8:30pm on Mondays-Fridays and 10am-4:30pm on Saturdays. Laptops would be for day-use only, so students would need to return the laptops before the office closes for the day. Laptops would be available to students who are currently registered at the institution. This would be a new program, but our visitation number total over 1700 visits to the Center for Student Involvement since September 30th. We would assess the use of these laptops through our Connect2 Check-out system and create strategies for promoting that they are available to students through social media, in-office marketing, and by posting the information to our website.

**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 this request be approved, we would work with IT to order the laptops as soon as the new funding was available. Our quote for the products was developed by Joshua Gibson from approved vendors of the institution at discounted rates. With IT's support, we would make sure the laptops were prepared and set up before including them in our equipment inventory for our check-out system. We would develop an advertising plan that promoted the availability of same-day return laptops rentals from our office for a number of reasons for students to make use of and connect their use to a campaign to better encourage RSOs to record attendance at their events and meetings, to bolster their numbers on engagement opportunities available to students. This data will be pivotal for applying for more funding from the Services and Activities Committee.

Use of laptops would be tracked through Connect2, our equipment inventory software, as well as through feedback forms with data collected upon return of the laptops by the Center for Student Involvement Front desk. Students would be asked about the primary use of the laptop and if they would use the laptops if available at another time.

**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 quote was developed by IT, by Joshua Gibson, so the office is aware of the possible purchase and understands the technology and personnel resources that would go into the order. For storage, the Center for Student Involvement would allocated lockable cabinet spaces to keep the laptops secured when not in use as well as designate an internal Professional Staff office as a charging area for laptops upon their return, beyond a locked door. Students would be able to log into the laptops using their Net IDs and upon logging out, any and all sensitive information would be erased by the Deep Freeze software.

5x Latitude 3450 Laptops
5x Absolute Software Home and Office Premium 4-year Subscription
5x Deep Freeze KIT NA EDU Maintenance 4yr
5x Deep Freeze KIT NA EDU Perpetual License

# Funding Request Items

| Item | QTY | Cost Per Item | Shipping Fee | Tax Per Item | Subtotal |
|---|---|---|---|---|---|
| Latitude 3450 Laptop | 5 | $1,023.36 | $0.00 | $115.45 | $5,694.05 |
| Absolute Software Home and Office Premium 4YR Subscription | 5 | $97.49 | $0.00 | $10.05 | $537.70 |
| Deep Freeze KIT NA EDU Maintenance 4yr | 5 | $18.85 | $0.00 | $1.95 | $104.00 |
| Deep Freeze KIT NA EDU Perpetual License | 5 | $29.00 | $0.00 | $2.98 | $159.90 |
| | | | | OVERALL TOTAL: | $6,495.65 |