

**Dunlap Success Center (DSC)
Submitted by the Career Center and Center for Leadership & Social Change
2016-2017 Student Technology Fee Proposal**

**Project Proposal – Instructional Enhancement of
Dunlap Success Center Program Rooms**

Background:

The Dunlap Success Center (herein referred to as DSC) houses both the Career Center and the Center for Leadership & Social Change. The facility was built with two program rooms which seat up to sixty-eight people each, a combination program room which separately seat up to fifty-six people, but combined seat up to one hundred twelve people, and finally two shared conference rooms and three internal conference rooms which can seat up to twelve people each. These reservable rooms are planned as spaces for career development, leadership development, community engagement, and identity exploration. Projectors, screens, computers, DVDs, VCRs, and/or speaker system were installed in each room in year 2008 when the building was built.

The facility is used for academic courses as well as programming space for student groups. Multiple career and leadership development classes are held in the DSC each semester and throughout the entire school year, including the summer semester. DSC is a multi-use facility where it is used for academic classes, conferences, seminars, workshops, trainings, and interviews. We provide computers in most of our reservable rooms, but the equipment is getting older and out of date. Our cable system is on VGA cords in which newer laptops are using HDMI or auxiliary cables. There are multiple requests from student groups, faculty, fulltime staff, and student staff to resolve technical issues when setting up.

Project Description:

The DSC staff are requesting four PCs, four monitors, and four touch screen panels be permanently installed in the media consoles of the four program rooms. These technologies will be secured behind locked cabinetry that is included in the existing rooms. A keyboard and mouse will be plugged into each unit. We are asking for four projectors to be installed to increase clarity of presentations. We are also requesting that the cables connecting a laptop separately from the permanently installed computer to allow connection with a VGA, an HDMI cable and Display Port cables so that newer laptops may be connected to be used for presentations. In program room 2208, we are requesting one document projector to be permanently installed on top of the media console. Additionally, we are requesting to add one set of audio speakers and to upgrade the presentation switcher in each program room. The addition of speakers would allow audio to travel throughout the large program room so that

audience members in the back of the room can hear without being too loud for audience members in the front of the room. It would also allow the DSC's technology to be simplified, more secure, and accommodate all user abilities.

Lastly, we are requesting one plasma television screen in order to effectively communicate the location of courses, special events, conferences, seminars, etc. This last upgrade would allow for students to visit a centralized location for support needs for the DSC.

With all of these technology updates, faculty and students can benefit from having a user-friendly interface with technology similar to that in most academic classrooms. The user-friendly interface allows for career development and leadership development courses and other department related events to continue to carry out the missions of the Career Center and the Center for Leadership & Social Change.

Project Impact:

Academic Classes: Between the Career Center and the Center for Leadership & Social Change, we offer forty academic classes. Fifteen academic classes for credit were held in the DSC during the calendar year 2016 for spring, summer and fall semesters serving over **2,550 students** based on enrollment in these classes. The classes held in various program rooms of the DSC include the seven sections of the Undergraduate Leadership Studies courses (fall and spring), the Business Communications Class, the Diversity & Inclusion workshops and seminars, the Higher Education Internship Class, the nonprofit internship class, the Social Justice Living Learning Community Class, eighteen sections of career development classes (fall, summer, and spring), and the Service Scholars classes.

Educational Conferences and Expositions: It is estimated that over **3,980 students** were served through educational conferences and expositions held in the DSC program and conference rooms during the calendar year 2016. Some of the educational conferences held in the building were the Asian American Affiliate Summit, Advising First Kick-Off Event, numerous information sessions for various employers, internship fairs, Ladies Learning to Lead Leadership Conference, Multicultural Leadership Summit, PeaceJam Southeast, Service Leadership Seminar, Vocational Psychology Conference, and Women's Leadership Institute. Estimated attendance is based on room use per booking.

Educational Presentations and Forums: It is estimated that over **5,190 students** participated in educational presentations and forums held in the program and conference rooms during the calendar year 2016. Some of these featured presentations include general meetings, major exploration workshops, career panels, career development presentations, commUNITY Dialogue Series, Florida Governor's Indian Affairs workshop, FSU Orientation, Garnet & Gold Scholar Society Workshops, Humanitarian of the Year, Job Shadow workshops, Pre-Law application workshops, Landing an Internship workshops, professional development, Nole to

ProfessioNole, Suture Clinics, and multiculturalism workshops. Estimated attendance is based on room use per booking.

Co-Curricular Use: An important part of students' educational experience at Florida State University is through co-curricular activities through Recognized Student Organizations (RSO). Memberships and participation in RSOs provide rich opportunities for students to learn outside the classroom and to develop leadership skills. The DSC partners with multiple community service, leadership, and identity-based RSOs each year. An estimated **14,955 students** were served by the program and conference rooms based on estimated attendance by room size for each reservation. The DSC had 809 bookings by RSOs in the calendar year 2016 using the program and conference rooms. Most RSO bookings involve the use of the computers and projectors to use for presentations, meeting agendas, training sessions, and cultural events.

Project Plan:

The Project Plan is to order the equipment as soon as funds are available and move ahead with installation by early summer. The goal is to have the DSC facility available to faculty and students with enhanced instructional technology beginning academic year 2017-2018.

Step	Item	Description	Begin Date	End Date
1	Purchase Hardware	Purchase hardware from vendor	End of April	May
2	Installation	Create touch panel graphics and switcher programming code, and install equipment	May	June
3	Testing	Troubleshoot programming (if necessary)	June	June
4	Train End Users		July	July

Relationship to Other University Activities:

Overall, there were an estimated **26,675 attendees** (students, faculty and staff) who participated in university related activities, trainings, special events, and courses at the DSC during calendar year 2016. All of these related activities support the mission of the university and help to enhance the overall educational experience for FSU students. There were approximately a total of **2,701 bookings** for space in the DSC for the duration of the 2016 calendar year. Therefore, this instructional enhancement project to update the computers in the reservable rooms of the DSC would also benefit over 26,600 students who participate in the DSC events held each year.

Cost of Support:

The IT Manager for the Career Center, and the Logistical Operations Coordinator of the Center for Leadership & Social Change will have oversight of the equipment. These individuals will

ensure that the equipment remains secure and in good working condition. The Career Center and the Center for Leadership & Social Change will work together to support the maintenance and replacement of components as needed.

Project Team:

The following administration and staff from the Career Center and the Center for Leadership & Social Change will work together to ensure that this project is implemented and maintained to enhance instructional technology to faculty and students from career and leadership development courses. This group worked together to identify the needs of the DSC and how to better meet the increased demands for enhanced instructional technology in the classrooms, program rooms, and conference rooms.

Myrna Hoover	Director, Career Center
Laura Osteen	Director, Center for Leadership & Social Change
Tex Hudgens	IT Manager, Career Center
Linnea Stutts	Logistical Operations Coordinator, Center for Leadership & Social Change
Keith Van Dyke	Design & Lead Installation Technician, University AV
Jaywill Pagan Gibbs	Accounting Representative, Center for Leadership & Social Change
Leslie Mille	Associate Director, Career Center
Miguel Hernandez	Associate Director, Center for Leadership & Social Change
Martha Skipper	Office Manager, Career Center

STUDENT TECH FEE BUDGET TEMPLATE

2016-2017 Project Funding Proposal

Project Details

Project Title:	Instructional Enhancement of DSC Program Rooms
Organization or College:	Dunlap Student Success Center
Department or Unit:	Career Center and Center for Leadership & Social Change
Project Period:	
Start Date:	4/17/17
End Date:	6/30/17

I. Senior/Key Personnel (list senior and/or key personnel whose compensation will be funded through project non-recurring funds)

First Name	Middle Name	Last Name	Project Role	Requested Salary	Fringe Benefits	Funds Requested
-	-	-	-	-	-	-
Total Funds Requested for Senior/Key Personnel						\$ -

II. Student & Other Personnel (insert description)

Type	FTE	Requested Salary	Fringe Benefits	Funds Requested
Graduate Students	-	-	-	-
Undergraduate Students	-	-	-	-
Other Personnel	-	-	-	-
Total Funds Requested for Students & Other Personnel				\$ -
Total Salaries, Wages & Benefits				<u>\$ -</u>

III. Equipment (list items and dollar amounts for each item or multiple items of the same type, including software, with a total cost of over \$2,000)

Item	Description	Funds Requested
Switcher	Scaling Presentation Switcher w/ amp and control processor (\$2,894.20 x4)	\$11,576.80
Touchscreen Monitor	7" Tabletop TouchLink Pro Touchpanel (\$1,270.20 x4)	\$5,080.80
XTP PI 100	Power Injector (\$168.20 x4)	\$672.80
Cable Cubby 700	Cable Access Enclosure with Power (\$406.00 x4)	\$1,624.00
Projector	Espon Powerlite LCD Projector w/ Standard Lens (\$2,256.21 x4)	\$9,024.84
Projector Cage	Hard Steel Projector Cage No Lock (\$299.00 x4)	\$1,196.00
Document Camera	Epson Document Camera	\$533.00
Audio Speaker	Two Way Ceiling Tile Speaker, 2x2 sold as pairs (\$452.40 x4)	\$1,809.60
PC	Lenovo ThinkCentre M900 w/ Optical Drive (\$800.00 x4)	\$3,200.00
Plasma TV Monitor	Samsung 43" HE 4600 Full HD LED-LCD, Black	\$425.00
Wing Extension Kits	Hard Steel Length Extension Kit (\$75.00 x4)	\$300.00
HDMI Cable	50' 4K high Speed HDMI Cable (\$214.60 x4)	\$858.40
HDMI Cable	6' 4K Premium HDMI Cable (\$203.00 x4)	\$812.00
VGA Cable	VGA and Stereo Audio; 5' Retractor Series (\$319.00 x4)	\$1,276.00
HDMI Cable	HDMI; 5' Retractor Series (\$290.00 x4)	\$1,160.00
Display Port Cable	DisplayPort; 5' Retractor Series (\$290.00 x4)	\$1,160.00
Retractor Mount	Retractor Horizontal Mounting Bracket Kit (\$17.40 x4)	\$69.60
Cable Cubby 202	Cable Cubby 202 Retractor Bracket – holds 3 modules (\$23.20 x4)	\$92.80
Total Funds Requested for Items Over \$2,000		\$28,882.44
Total Funds Requested for Items Under \$2,000		\$11,989.20
Total Funds Requested for Equipment Costs		<u>\$40,871.64</u>
12% Variance of Cost		<u>\$4,904.60</u>

IV. Other Costs

Category	Funds Requested
Materials & Supplies (shipping charges, etc.)	\$280.00
Consultant Services	

Equipment or Facility Rental/Use Fees
Additional Project Costs (describe in budget
justification)

Total Funds Requested for Other Costs \$280.00

Total Project Cost

\$46,056.24