Project Title: Power to the People!

Department/Organization: Western Libraries & ATUS

Project Applicant(s):
Principal Contact
Name
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Phone 7641

Others
Name Michael Wilder MS 9059 Email: michael.wilder@wwu.edu

Phone 3361
Name Phone
Name Phone
Name Phone

Amount Requested for Project

Proposed Budget:

1. Equipment total $14,262.72

2. Plus site preparation (not STF funded) + $NA

3. Total Project Cost (spreadsheet total from part III of this form, Total Project Budget) = $16,185.63

4. Less organization’s contribution – $NA

5. Less site preparation – $NA

6. STF Grant Request = $16,185.63

IMPORTANT NOTE

1. THE STF Committee will accept only complete proposals by the announced deadline. Every section (I–VIII) and all items of this proposal format must be addressed.

I. Relationship to STF Objectives / Impact on Current Academic Programs

The STF Committee will use as its primary assessment criteria the three objectives—quality, access, and integration—defined in the STF mission (above). Given this criteria, describe your proposed project in detail.

1. Tell us—focusing on what the students would gain from the project—how the project would provide positive benefits to specific courses or instructional programs. Specifically, answer at least one of a, b, and c below:

   a. How would this project broaden or enhance the quality of the student’s academic experience through the proposed technology?
b. How would this project provide additional student access to technological resources?

One of the major impediments students face in using technology is an inability to access the power required to support their devices. While WWU endeavors to provide a premier educational experience these efforts are regularly undermined when laptop batteries fail, student phones cease to work, and when the technology students rely on for both support and access to educational resources fail. Inadequate access to power is an issue students have brought to the Libraries' attention through facilities surveys, "quick question" whiteboard queries, and at our service desks. Providing easy to use, robust portable power packs, as well as increasing outlet capacity where appropriate using "power towers," will serve as an innovative solution without costly infrastructure improvements.

c. How would this project increase integration of technology into coursework?

2. Would other departments be involved with this project?

No ☐  Yes ☒  If yes, describe.

Michael Wilder and the staff of the Student Technology Center are partnering with the Libraries on this initiative.

3. Has any part of this project previously been funded by the Student Technology Fee?

No ☐  Yes ☒  If yes, describe.

4. Is the proposed project a pilot project?

No ☐  Yes ☒  If yes, describe.

We believe that the success of this project could set a standard for improving power access across the university. This innovative approach provides portable power units which students can use where they work rather than where the wires have been run to, will demonstrate an affordable and functional solution that does not require costly infrastructure improvements.

II. Utilization

List the anticipated number of times and duration per each use—per quarter or per academic year—that students would use the proposed technology. The committee is looking for total student hours and total number of unique students who would use the technology in that period. Explain how you arrived at this utilization.

While it is difficult to project the usage of any new service, there is every reason to believe that students will embrace the solutions offered in this proposal. Power constraints throughout Haggard Hall, and Wilson Library (and frankly everywhere on campus) continue to be an ongoing frustration for students which is exacerbated by students’ growing reliance on personal devices.

Data gathered through three iterations of the Libraries' Facilities Use Surveys has shown a trend among student users away from desktop workstations and towards greater use of personal devices such as laptops, tablets, and phones. Along with increased use of such
devices has come more demand for electrical outlets where students can plug in devices for use or recharging. In 2011, 87% of the 1,246 student respondents rated "Electrical outlets in seating areas," as "Very Important."

Survey comments as well as anecdotal information shows that students are demanding more access to power supplies in general. In 2017 when asked, "What could be done to improve library spaces," 734 students responded calling for more or better access to electrical power. As recently as fall quarter finals week (December 13, 2017), a Western student tweeted, "Yo @WWU before you build another new futuristic gym, could we get like 100 more electrical outlets in the library?"

Assuming that 20 power packs are made available for up to 4 hours per checkout period, and that the library facility is open 96 hours per week during the academic year, this allows for a minimum of 320 power pack checkouts per week. Power packs can be used anywhere on campus to provide power where it's needed, not just where wiring has been run to.

Additionally, the power towers, while stationary, will increase the number of available outlets in areas of the Haggard / Wilson complex used heavily by students and allowing for those engaged in group work to all maintain active devices. The power towers being considered will provide an additional 9 AC outlets and 6 USB ports per unit. These plug & play typed units also provide the flexibility of easy relocation to any area where groups of students cluster around a single wall outlet.

III. Project Budget

This section details the estimated total cost of the project. Include costs that would be covered—by your department or another source—for ongoing costs such as personnel or operating expenses.

1. For assistance in preparing your budget, please consult with relevant campus support departments (Academic Technology & User Services, Budget Office, Purchasing, Space Administration, etc.).

2. For more information about these contacts and helpful tools/links: from the STF website home page (http://www.wwu.edu/stf), choose “STF Tech Initiatives” on sidebar, then section "II. Tech Initiatives Instructions and Forms."

Attach an Excel spreadsheet if you have additional details.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omni 20 Power Pack ProBundle (or equivalent device)</td>
<td>20</td>
<td>$269.00</td>
<td>$5,380.00</td>
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<tr>
<td>KI &quot;Isle&quot; Power Tower (or similar concept device)</td>
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<td>Subtotal</td>
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<td></td>
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<td>Allowance for price increases (3% of subtotal)</td>
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<td></td>
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<tr>
<td>Tax (8.7%)</td>
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<td>-----------</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$16,185.63</strong></td>
<td></td>
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</tbody>
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This budget total (or your attached spreadsheet total) should match the projected budget figure on page 1 of this proposal. (See box on page 1, line 3.)
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Important Notes from the STF Committee:

- We recognize your proposed budget as an estimate. Final funding for successful projects will be established after thorough technical review; some costs may need adjusting due to price changes.
- We recommend that you include a 3 percent cushion to allow for price increases.
- We may impose special conditions on a proposal before approval. See STF Proposal Guidelines.
- Funding is not provided directly to departments for purchases. All purchasing is done via the Office of the VPIT/CIO and savings are retained in the Student Technology Fee fund.

3. What funding or contributions are available from your department or other sources?

**Note:** "Contribution" is defined as a monetary contribution. A vendor discount, for example, is not considered a contribution.

None.

4. Could this project be divided into discrete elements that could be funded separately?

**Note:** A "no" response to this question creates an "all or nothing" proposal. That is, if the STF Committee decides against funding your entire proposal, it will not consider any elements for partial funding. If elements could be funded separately, the applicant is responsible for prioritizing them before submitting the proposal.

- [ ] No
- [x] Yes

If yes, summarize and prioritize project elements with cost estimate for each.

Our first priority is to see the Power to the People project funded in its entirety. However two other options are described below which could lower the cost of the project. (See accompanying spreadsheet for detail.)

Priority 1 - $16,185.63: Funding of complete project as is. (20 power packs & 8 power towers).
Priority 2 - $11,213.50: Funding of 20 power packs and a reduced number of power towers (4).
Priority 3 - $ 9,361.35: Funding of additional power packs (~30 units overall) and elimination of the power tower concept.

5. Are course or lab fees charged for any of the courses that will use this equipment?

- [ ] No
- [x] Yes

If yes, describe. **Please note:** The total funding requested from the Student Technology Fee must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition.

**IV. Impact on Existing Resources**

Your proposal must address the project’s potential impact on existing resources. Give special attention to the impact on data transmission networks (e.g., sources accessed, networking equipment, etc.), and personnel (e.g., staffing, administrative support, faculty support, etc.).

1. Describe how existing equipment is used. Contrast this to projected use if your project were funded.
Impact on existing resources would be minimal. Both the Student Tech Center service point and the Library Circulation Services desk have indicated they have the capacity to absorb portions of this project. Each service point will be responsible for the maintenance of a portion of the equipment as well as the circulation of the power packs using the existing circulation system as well as practices which have long been in place for the circulation of laptop computers and other technology equipment.

2. Is similar equipment or technology available elsewhere on campus—such as the Student Technology Center, Classroom Services, Video Services, Western Libraries, a college lab?
   - No ☐  Yes ☐
   If yes, describe why the existing equipment does not meet the needs outlined in this proposal.

   Not to our knowledge

3. If this project involves the replacement of equipment, including computers:
   a. Describe the “before and after” configuration changes. (A spreadsheet reflecting these changes may be attached.) Or, write “N/A.”
      - NA
   b. Describe the costs and benefits of replacing vs. upgrading. Or, write “N/A.”
      - NA

4. Would this equipment be available to students outside of your department?
   - No ☐  Yes ☑
   If students outside of your department would use the proposed technology, describe how they would gain access, how equipment availability would be publicized, the hours/week when equipment would be available, and any costs that would apply.

   Yes, as is the case with all of the resources managed and circulated by the Libraries’ and STC, any student with a valid Western Card could check-out a power pack and benefit from the funding of this initiative.

5. Does this project involve the check-out of equipment to students?
   - No ☐  Yes ☑
   If yes, discuss whether or not the Student Technology Center/ATUS Loan Pool could be assigned this task.

   The workload needed for circulating, recharging, and general equipment management will be shared between the STC and Libraries full-time and student staff.

6. Does the department have adequate operating funds to provide ongoing maintenance and support?
   - No ☐  Yes ☑
   If yes, describe.

   However… Any commitment to replacement of equipment would be based on a thorough assessment of the project’s success as well as an examination of any emerging technology trends which might impact this strategy or provide other options.

7. Does the department have adequate personnel funds to provide ongoing staff support for the project?
   - No ☐  Yes ☑
   If yes, describe.
There is existing staff capacity to absorb the initial phase of this pilot project as it is described.

V. Space and Site Information

This section addresses any space alteration or site preparation necessary for the proposed project. Site alterations include painting, holes in walls, security systems, carpeting, construction, lighting changes, or conversion of a lab or office.

Special Note: If this project would require any site preparation, or if this project would use any space not currently under your department’s control:

a. You must submit a draft proposal to Space Administration by March 12, 2018.

b. Space Administration and Facilities Management will then conduct a site survey and respond to you by March 23, 2018 about project feasibility, cost, and schedule.

c. You must include the site survey response with your final proposal.

1. Location for installation of equipment or technology:
   STC Service Desk (HH 214) and Library Circulation Desk (HH 201).

2. Would site modification be required?
   No ☒ Yes ☐ If yes, describe the modifications (e.g., electrical, air, painting, lighting, security, network access, etc.).

3. Would this project use space not currently assigned to your department or area?
   No ☒ Yes ☐ If yes, describe.

VI. Project Schedule

Describe your overall implementation schedule. (Remember that project awards are announced during spring quarter, and that projects are to be substantially completed by the end of the calendar year.) If any site preparation is involved (see section VI above), align your project schedule with the schedule provided by Space Administration and Facilities Management.

We don’t anticipate any site improvements will be needed for this project and fully expect the equipment to be available by the start of Fall Quarter, 2018.

VII. Constraints

List or describe any external or internal factors/constraints that could affect your project schedule, project objectives, or the project budget (e.g., if external approval is required for curricular changes, or if funding must be received by a certain date).

Failure of vendors to deliver product in a timely manner. This is NOT ANTICIPATED however.

VIII. Submitting the Proposal

1. Make sure your proposal does not exceed 12 pages (not including Tech Initiatives Summary Sheet).
2. Complete top portion of a 2018 Tech Initiatives Proposal Summary Sheet for the front of the proposal.

3. Electronically submit the proposal (Word version only) and the summary sheet (Word or PDF version) for prioritizing:
   a. Students: Submit by April 2 to AS VP for Academic Affairs at asvp.academics@wwu.edu.
   b. Faculty and staff: Submit by internal due date, per your unit’s process, which must be before proposal due date of April 4.

   Note: Step 4 is for the individuals prioritizing the submitted proposals.

4. Submit prioritized proposals:
   a. (student proposals) AS VP for Academic Affairs:
      i. Ensure AS President approval and priority are on Summary Sheet.
      ii. Email proposal (Word version only) and summary sheet (PDF only) to diane.bateman@wwu.edu (the STF Committee secretary) no later than April 4.
   b. (employee proposals) College Dean/unit head:
      i. Ensure appropriate approvals and priority are on Summary Sheet.
      ii. Email proposal (Word version only) and summary sheet (PDF only) to diane.bateman@wwu.edu (the STF Committee secretary) no later than April 4.

   Note: Paper copies of proposals are no longer required; please do not send.