Henry Ford College
Application for Funding through the Technology Investment Fund

Project Director: Holly Diamond/Nikole Ford   **Date: February 28, 2017**

Department: Enrollment Services   **Division: Student Affairs**

1. Please describe your project as specifically as possible. Include, but do not limit yourself to, answers to these questions:
   a. What do you propose to do?
      We propose to update the computers in the Enrollment Services student-facing labs.
   b. Why do you propose to do this?
      We propose to make these updates because our current technology is aging, our computers are 5 years old and beginning to need replacement parts. IT staff are facing difficulty when trying to find replacement parts for our aging technology. We also desire to offer students with the latest technology available to assist us with providing the best possible service. In addition, it allows us to stay relevant and innovative in the field of enrollment services one-stop centers.

2. How many unique students will be served each academic year (Fall through Summer) by your project?   "Unique students" refers to unduplicated headcount. Provide detail (course numbers, titles, and enrollments, for example).
   In calendar year 2016 the Enrollment Services labs saw 73,533 students. The Assessment lab saw 15,502 visitors and the Solution Center saw 3,227. The Orientation lab space is new (re-designed using furniture and equipment from other offices) and has capacity to serve 24 students per session. There are 80 in person sessions planned for fall alone, which provides space to serve 1,920 students just for fall alone. These figures represent duplicated headcount and return visitors. New tracking mechanisms will help us track unduplicated headcount in the future.

3. Please provide your project's budget. Address each of the questions, or meet each request, listed below.
   a. What will be purchased (including model numbers, if appropriate), and what will it cost? Include amounts that are committed from funds other than the Technology Investment Fund, and indicate the source of those other funds.

      We propose to purchase 215 of the following computers:

      ### Dell Optiplex 3050 All-In-One PC

      • Intel Core i5-7500T (Quad Core, 6MB, 4T, 2.7GHz, 35W)

      • 19.5" HDPlus Touch Display with Integrated Camera

      • 8GB (1x8GB) 2400MHz DDR4 memory

      • Integrated Intel Graphics

       • 8x DVD +/- RW Optical Disk Drive

       • 500GB 2.5" SATA (7,200 RPM) Hard Drive

       • Integrated Intel Graphics

       • DVD +/- RW optical drive

       • Dell Keyboard and Optical Mouse

       • Microsoft Windows 10 Professional 64-bit OS

       • 3-Year Dell Next-Business Day Onsite Warranty
The computers are $1,038 each for a total of $223,170.

   b. Where will funds for future maintenance needs, consumables, and such come from?
The funds for future maintenance will come from the Enrollment Services budget.

   c. Attach any support for your budget (quotes, for example) to this application, and indicate here what is attached.
Attachments include quotes from two vendors.

   d. Rank your needs so that the Technology Investment Committee will have guidance should only partial funding be available to recommend.
If we had to choose an order of priority, we would outfit the three enrollment and the assessment labs first, and the Orientation lab second, and the Solution Center third.

4. Regarding project location and equipment security, please address each of the questions, or meet each request, listed below.

   a. Describe specifically where items to be purchased will be located or installed. Include room-layout diagrams if appropriate.
The items to be purchased would be located and installed in the Welcome Center first floor labs, rooms 111, 112, 113, 114, 127 and Solution Center.

   b. Indicate the status of any necessary approvals for using the space in which items will be located or installed.
The space is currently assigned to Enrollment Services and would not need special approvals.
Who, specifically, will do the installation?
Facilities:
Jim Pigott
Direct installation schedule and help to re-arrange furniture if needed.

   a. Computer installation
IT Services
Rick Hatala

   b. How will equipment purchases be secured?
Equipment purchases will be secured in the same method our existing equipment is secured with tie downs under each of our desks.

5. How, specifically, will you determine the success or shortcomings of your project?
   We will utilize student survey data to determine if our new technology is effective and lab usage statistics to determine the reach of our impact to demonstrate that the use of funds was effective.
   Likewise, student survey data will be used to determine the success or shortcomings of the project. Our service survey can be adjusted to include a question about the lab technology. This will help us better understand the needs of our students for future improvement opportunities.

   Please submit this form and any attachments to the chair of the Technology Investment Committee by the date you have been given. If you are submitting this form electronically, please combine any attachments into a single PDF. (This application form may be submitted as a document separate from the attachments.)