

STUDENT TECHNOLOGY FEE PLAN

A Summary of the Plans for Student Technology Fee
2017-2018



Prepared by the
Queens College Office of Information Technology
-and-
The Queens College Technology Fee Committee

More information can be found on the QC Tech Fee web site:
<http://www.qc.cuny.edu/Computing/TechFee/Pages/default.aspx>

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BACKGROUND

In March 2002, The City University of New York Board of Trustees approved the following resolution: “Resolved, That the Board of Trustees establish a technology fee of \$75 per semester for full-time students and \$37.50 per semester for part-time students, effective Fall 2002. Revenue from this fee will be retained by the colleges to improve computer services for their student and faculty. In exceptional cases of financial hardship, colleges may waive the technology fee for individual students...”

In Fall 2008, this fee was increased to \$100 per semester for full-time students and \$50 per semester for part time students.

In Spring 2014, this fee was increased to \$125 per semester for full-time students and \$62.50 per semester for part time students.

PRINCIPLES GOVERNING QC TECHNOLOGY FEE SPENDING

The Queens College Technology Fee Committee, which consists of faculty, students, and administrators at the College, makes recommendations to the President on Technology Fee spending. The Committee is guided in its deliberations by the following principles:

1. The projects supported by the Technology Fee must directly benefit students. Common uses include continued upgrades and replacement of student accessible computers, providing new or improved online student services, providing wireless access on campus, mobile applications, and supporting faculty development, improving the technology infrastructure that supports services to students and increasing the number of electronic media resources/publications in libraries.
2. The Technology Fee should be used to support faculty professional development, improve instructional technology and electronic resources at Queens College in order to enhance student learning and information and technology literacy. Accordingly, requests for a new instructional laboratory or other major facility, or for a significant upgrade of an existing lab, must be supported by:
 - a. A statement of the student learning outcomes the lab is expected to produce and a plan to assess its effectiveness in meeting those outcomes.
 - b. Information on the courses with which the lab will be involved, the degree of involvement (i.e., is use of the lab required or optional, how much time will the lab be used in the course, etc.), and the number of students to be served by the lab.
 - c. Estimates of recurring expenses, such as maintenance costs and possible annual software licensing fees.
3. To make the use of instructional technology in the classroom possible, faculty need to have adequate computer facilities as well as training.
4. The Technology Fee should be used to fund new projects; it should not be used simply as another way of paying for things we would do anyway.

Assessment

To achieve the close relationship between Technology Fee spending and student learning specified by the principles described above, requests for new computer laboratories or other major facilities must include a statement of the instructional goals of the laboratory and a plan to assess the lab's effectiveness in meeting those goals. The nature of these statements will depend on the type of request. For example, if the request is for a new lab to be used in several courses, the statement could indicate the number of students in the courses, how the new lab is to be used in the courses, what the learning goals of the courses are, how the new lab will help achieve those goals, and how its effectiveness will be assessed. As another example, if the request is for a general purpose computer lab, the statement might focus on the computer needs of the students (such as the department's majors) who are expected to use the lab, describe how those needs relate to the department's curriculum, and present a plan to assess the effectiveness of the lab through statistics on the number of students using the lab and surveys on their comments on its usefulness in their study.

PROJECT FUNDING GUIDELINES

For approved projects, unencumbered funds will roll over to the next fiscal year.

For approved recurring allocations, unencumbered funds will NOT roll over to the next fiscal year.

The committee will approve projects and recurring cost items in excess of estimated funding levels. In the event of project or recurring cost savings, delays or unencumbered funds, these additional approved projects and recurring cost items can be implemented in an efficient manner.

QUEENS COLLEGE TECHNOLOGY FEE COMMITTEE

President

Félix V. Matos Rodríguez

STUDENTS

Victor Yeung
 Carolyn Balcom
 Natalia Viteri
 Miraj Modi
 William Novello
 Ariella Davidov
 Japneet Singh

Student Association President

FACULTY

Division of Social Sciences
Division of Arts and Humanities
Division of Education
Division of Math and Natural Sciences

Shige Song
 Vacant
 Vacant
 Kent Boklan

ADMINISTRATION

Provost & VP of Academic Affairs
VP for Finance and Administration
VP Student Affairs
Assistant Vice Provost
Director Center for Teaching & Learning

Elizabeth Hendrey
 William Keller
 Adam Rockman
 Eva Fernandez
 Michelle Fraboni

NON-VOTING MEMBERS

Committee Chair,
AVP, CIO Office of Info. Tech.
Interim AVP Finance
Associate Provost
AVP Facilities Planning Operations
Acting Chief Librarian
Tech Fee Project Development
Director of Budget & IT Process Mgmt.

Claudia Colbert
 Jeanne DeMasters
 Steven Schwarz
 Zeco Krcic
 Manuel Sanudo
 Roxan Sands
 Markus Erndl

ALLOCATION TYPES

The Queens College Technology Fee budget is broken down into seventeen recurring cost allocations, and projects requested by faculty staff and students. All requests for funding take into account recurring costs, and those recurring costs are factored into subsequent years' budget.

QUEENS COLLEGE TECHNOLOGY FEE 2017-2018 ALLOCATIONS

STUDENT MOBILE DEVICE CHARGING

Name of Primary Contact: Markus Erndl

Proposed Budget: \$10,000

Request Description

Provide outlets and USB charging ports in Queens College facilities for students to charge their mobile devices such as smart phones, tablets and laptops. Locations will be areas students congregate between classes such as the Library and the Science Building lobby. Estimate \$15,000 per year for materials. Three student requests were submitted for mobile device charging.

STUDENT WI-FI UPGRADE

Name of Primary Contact: Morris Altman

Proposed Budget: \$20,000

Request Description

This proposal, submitted by Queens College student Victor Yeung proposed assessment of the QC Wi-Fi network for areas of low signal. This allocation will provide the resources to assess several buildings and furnish an upgrade plan. Other allocations will fund the equipment.

STUDENT WI-FI PRINTING

Name of Primary Contact: Hector Jacome

Proposed Budget: \$25,000

Project that Increases Recurring Costs

Request Description

This proposal submitted by Queens College student Johanna Colon proposed implementation of a system that would allow students to print from laptops, tablets and smart phones on the QC Wi-Fi network.

AARON COPLAND SCHOOL OF MUSIC Allocation for Multiple Proposals

Name of Primary Contact: Justin Tricarico

Proposed Budget: \$28,000

Project that May Increase Recurring Costs

Request Description

This is a single allocation for multiple requests from the Aaron Copeland School of Music. Prioritization by the requestor will be necessary as their proposals totaled \$113,500. Requests included replacement of microphones, software upgrades, a new headphone monitoring system, a new digital keyboard learning system, video recording for student performances and a new digital recording system.

ART: ALLOCATION FOR MULTIPLE PROPOSALS

Name of Primary Contact: Tony Gonzalez

Proposed Budget: \$28,000

Project that May Increase Recurring Costs

Request Description

This is a single allocation for multiple requests from the Art Department. Prioritization by the requestor will be necessary as their proposals totaled \$105,900. Requests included replacement of two existing printers, replacement of student loan DSLR cameras, new 3-D printers, a digital duplicator and a laser cutter.

MEST: ALLOCATION FOR MULTIPLE PROPOSALS

Name of Primary Contact: Jose Ruiz

Proposed Budget: \$28,000

Project that May Increase Recurring Costs

Request Description

This is a single allocation for multiple requests from the Media Studies Department. Prioritization by the requestor will be necessary as their proposals totaled \$81,600. Requests included replacement of existing digital video equipment and software upgrades.

ACADEMIC SERVICES CENTER NEW COMPUTERS

Name of Primary Contact: Howard Kleinmann

Proposed Budget: \$3,200

Project that Increases Recurring Costs

Request Description

The request will provide four new computers to a new tutoring facility in Kiely Hall. Tutoring in the facility is funded by the University CUE program.

OFFICE OF CAREER DEVELOPMENT AND INTERNSHIPS NEW COMPUTER

Name of Primary Contact: Elizabeth O'Connell

Proposed Budget: \$3,500

Project that Increases Recurring Costs

Request Description

A touch screen computer and wall mount to assist students with experiential learning. This will allow the roll out the New York State experiential learning initiative by running the new Symplicity Kiosk module which will provide students with access to opportunities such as cooperative education ("co-op") and internships as well as allowing the College to track success and provide more resources to students in need.

SOCIOLOGY FACULTY DEVELOPMENT

Name of Primary Contact: Dana Weinberg

Proposed Budget: \$10,000

Request Description

This request is to conduct an intensive 4-day onsite training in Excel for faculty, with an emphasis on data visualization, advanced programming using Visual Basic, and advanced database management. At the undergraduate level, the curriculum committee recently approved a requirement that all Soc 212W sections include a module on using Excel for data management and presentation. Excel is also a staple in two required courses in our graduate program, with students assigned to use it to make tables and graphs in both Soc 710 Basic Analytics and Soc 716 Professional Writing and Communication. In addition, other courses throughout both the undergraduate and graduate curricula contain assignments where students must use Excel

CUNY EAB STUDENT SUCCESS COLLABORATIVE

Name of Primary Contact: Markus Erndl

Proposed Budget: \$50,000

Project that Increases Recurring Costs

Request Description

Funding for Queens College's portion of the CUNY EAB Student Success Collaborative implementation.

EDUCATION AND COMMUNITY PROGRAMS ASSESSMENT SYSTEM

Name of Primary Contact: Yungchi Chen

Proposed Budget: \$8,000

Project that Increases Recurring Costs

Request Description

This request is for iPads and Pearson's Q-Interactive web-based administration and scoring system. The system, which runs on iPads, will be used in classroom instruction and off-site practice for training specific to administration, scoring and interpretation of cognitive, academic, and psychological assessment tools (e.g., Wechsler Intelligence Scale for Children-Fifth Edition, WISC-V; Wechsler Individual Achievement Test, WIAT-III; etc.) and to teach students about the service delivery role of school psychologists. Technology and web-based administration and scoring have become a salient role in school psychologists' assessment practices.

GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCES ARCHIVAL MEDIA CONVERSION

Name of Primary Contact: Johnathan Thayer

Proposed Budget: \$4,500

Project that Increases Recurring Costs

Request Description

This request will allow the Graduate Certificate in Archives and the Preservation of Cultural Materials program (Archives Certificate), part of the Graduate School of Library and Information Studies (GSLIS) to create an Audio/Visual Conservation Lab to: 1) Enhance experiential learning opportunities for GSLIS students; 2) Create opportunities for collaboration between GSLIS students and the Rosenthal Library Department of Special Collections and Archives; 3) Create opportunities for service learning experiences for GSLIS students involving community archives partnerships. The lab will focus on methods of conversion of outdated media equipment such as VHS and reel-to-reel audiotape to digital formats.

PHYSICS CLASSROOM POLL & LEARN

Name of Primary Contact: David Goldberg

Proposed Budget: \$2,000

Project that Increases Recurring Costs

Request Description

The Physics department is deploying a bring-you-own-device platform as a means for data collection of students' active learning modules at no cost to students. Compatible devices include smartphones, laptops, tablets, or other devices that can connect to the internet. This project aims to provide a low-cost tablet devices such as Kindle Fire to underprivileged students who do not have regular access to such a device. To engage all students in such learning activities, which will be included in their grade, all students will need to use a compatible device.

NEW EQUIPMENT

Name of Primary Contact: Casey Williams, Sergio Cruz

Operational, Recurring and Increases Replacement Costs

Proposed Budget: \$11,100

Request Description

New equipment for instructional technology facilities such as computer labs and classrooms, and student loan items. Includes scanners, drawing tablets, computers, projectors, A/V equipment, printers etc. not budgeted for in other allocations or projects.

This allocation covers unforeseen infrastructure expenditures of items not budgeted for in non-TF funded instructional technology projects and for less expensive items that are clearly student instructional in nature, but do not require a Tech Fee submission.

Some examples of past purchases include additional iPads for student loan some additional MIDI keyboards (the existing devices were very heavily used by students), and a few digital video cameras for faculty loan (to create on-line learning material) and student use when the need for these items was brought to our attention.

EQUIPMENT REPLACEMENT

Name of Primary Contact: Sergio Cruz, Casey Williams

Operational and Recurring

Proposed Budget: \$153,100

Request Description

Replacement of existing computers, peripherals and TEC (smart classroom) equipment on a planned replacement schedule(see Appropriate Expenditures for more detail).

This year the Office of Career Development and Internships, Computer Science, Family Nutrition and Exercise Science, the Library, Secondary Education and Youth Services, Linguistics and Communication Disorders as well as shared lab and classroom equipment will be upgraded with this allocation.

EQUIPMENT MAINTENANCE

Name of Primary Contact: Casey Williams, Sergio Cruz

Operational and Recurring

Proposed Budget: \$78,000

Request Description

Maintenance for existing computers, peripherals and TEC (smart classroom) equipment. This includes equipment not under warranty that break such as keyboards and mice, some A/V equipment and printer maintenance kits. Some computers and A/V equipment will be replaced if it fails.

INFRASTRUCTURE: NEW EQUIPMENT

Name of Primary Contact: Morris Altman

Operational, Recurring and Increases Replacement Costs

Proposed Budget: \$20,000

Request Description

New equipment for instructional infrastructure. Includes network and server equipment not budgeted for in other allocations.

This allocation covers unforeseen infrastructure expenditures of items not budgeted for in non-TF funded instructional technology projects. Examples are: additional new network ports, an additional drive for the SAN or a server. These items are not replacement or maintenance items, and are not allocated under existing TF projects, and are always for student instructional support.

Some new Wi-Fi access points may be purchased from this allocation to improve services to students.

INFRASTRUCTURE REPLACEMENT

Name of Primary Contact: Morris Altman

Operational and Recurring

Proposed Budget: \$129,600

Request Description

Replacement due to end of support (end of life) from Cisco, of wired and wireless network hardware that directly support student instructional technology as well as replacement of existing servers providing application and storage services for students due to end of support from the manufacturers.

INFRASTRUCTURE MAINTENANCE

Name of Primary Contact: Morris Altman

Operational and Recurring

Proposed Budget: \$60,000

Request Description

Maintenance and service contracts for wired and wireless network hardware as well as servers providing application and storage services which directly support student instructional technology. Portions of our network maintenance contracts, firewall maintenance contracts as well as ancillary items to repair server room and network items not covered under warranty or maintenance contracts. It is difficult to determine the actual cost of student instructional server and storage resources because we host many different applications and services on the same servers.

SOFTWARE/SERVICES MAINTENANCE

Name of Primary Contact: Hector Jacome

Operational and Recurring

Proposed Budget: \$352,500

Request Description

Maintenance and license renewals for existing software packages and on-line services. This allocation is based on the previous year's maintenance and new license expenditures. Some licenses are one-time costs, and upgrade schedules cannot be calculated, others have annual, biennial or triennial license renewals.

Assistive Technology license maintenance is included in this allocation.

See "Appropriate Expenditures" for more information.

This allocation has been increased from last year's allocation to include our Lynda.com licenses, Qwriting hosting as well as increases in licensing costs.

NEW SOFTWARE

Name of Primary Contact: Hector Jacome

Proposed Budget: \$5,500

Request Description

Symplixity Kiosk Module for the Office of Career Development and Internships will assist students with experiential learning, and roll out the New York State experiential learning initiative. This software will provide students with access to opportunities such as cooperative education ("co-op") and internships as well as allowing the College to track success and provide more resources to students in need.

INSTRUCTIONAL SUPPORT SUPPLIES

Name of Primary Contact: Sergio Cruz, Casey Williams

Operational and Recurring

Proposed Budget: \$18,000

Request Description

Expendables such as toner, projector bulbs and batteries (wireless microphones and remotes) for instructional technology facilities such as computer classrooms, and open computer labs.

STUDENT PRINTING

Name of Primary Contact: Hector Jacome

Proposed Budget: \$85,000

Request Description

Allocate \$15.00 of free printing for each of our students. Once the \$15.00 allocation has been expended, the student will be charged 5¢ per B&W letter size sheet, 10¢ per color letter size sheet and 20¢ per color tabloid size sheet. Most students do not utilize their entire allocation.

ACCESSIBILITY IMPROVEMENTS

Name of Primary Contact: Mirian Detres-Hickey

Proposed Budget: \$40,000

Operational and Recurring

Request Description

Technology to provide enhanced accessibility to technology and learning for all students. Digital scanning and magnification systems, laptops, tablets, and specialized screen reading and text to speech software are among the items purchased with this allocation. These items are available at different locations on campus, and on loan to students as well.

INNOVATIVE TEACHING AND LEARNING

Name of Primary Contact: Michelle Fraboni

Proposed Budget: \$5,000

Operational and Recurring

Request Description

This recurring allocation provides technology and training for developing faculty insight and skills in pedagogy through the use of technology. Equipment and software in the Faculty Development Lab, workshops and stipends are all part of this effort. Some focused areas of interest include Lecture Capture, Distance Learning, and classroom use of collaborative on line tools.

LIBRARY SUBSCRIPTIONS

Name of Primary Contact: Kenneth Rosenberg

Proposed Budget: \$650,000

Operational and Recurring

Request Description

Digital subscriptions to on-line Databases and Publications. This allocation includes the 10% allocation for electronic databases as well as additional funding to maintain needed student electronic resources. A list of all available electronic subscriptions can be found on Queens College's Rosenthal Library Web site:

<http://library.qc.cuny.edu/research/databases.php>

CUNY INITIATIVES

Name of Primary Contact: Markus Erndl

Proposed Budget: \$715,000

Operational and Recurring

Request Description

This allocation, 17% of our Technology Fee budget, is allocated to CUNY to fund UTI.

STAFF

Name of Primary Contact: Luz Silva

Proposed Budget: \$1,562,000

Operational and Recurring

Request Description

Full and part time staff to support instructional technology.

Part time staff provides technical support for computer classrooms, open computer labs, laptops in carts for class use, the faculty development lab, laptops available for loan by students, short-term loan computers for faculty use in classrooms, and technology in technology enhanced classrooms. Access to and student support in our computer labs is another part time staff function. There are also several part time staff working in the Center for Teaching and Learning, for faculty development.

We have five full time staff providing:

- Instructional technology project management
- Instructional Technology support for faculty
- Student computing technical support
- Card office management services

QUEENS COLLEGE TECH FEE ALLOCATION SUMMARY

ID #	Project/Category Allocation	Type	16-17 Allocation	17-18 Allocation
262	STUDENT Mobile Device Charging	Project	\$ -	\$ 10,000
202	STUDENT Wi-Fi Upgrade CW	Project	\$ -	\$ 20,000
266	STUDENT Wifi Printing	Project	\$ -	\$ 25,000
283	ACSM: Allocation for Multiple Proposals	Project	\$ -	\$ 28,000
282	Art: Allocation for Multiple Proposals	Project	\$ -	\$ 28,000
284	MEST: Allocation for Multiple Proposals	Project	\$ -	\$ 28,000
129	ASC New Computers KY 237	Project	\$ -	\$ 3,200
152	CD&I New Computer FH 213	Project	\$ -	\$ 3,500
165	SOC Faculty Development	Project	\$ -	\$ 10,000
260	CUNY EAB Student Success Collaborative	Project	\$ 50,000	\$ 50,000
157	ECP iPad Loan ROS 101	Project	\$ 8,000	\$ 8,000
221	GSLIS Archival Media Conver. ROS 237	Project	\$ 2,500	\$ 4,500
171	PHYS Classroom Poll & Learn	Project	\$ 1,000	\$ 2,000
235	Recurring: Equipment: New	Operation	\$ -	\$ 11,100
288	Recurring: Equipment Replacement	Operation		\$ 153,100
248	Recurring: Equipment Maintenance	Operation	\$ 7,000	\$ 78,000
247	Recurring: Infrastructure: New Equipment	Operation	\$ -	\$ 20,000
243	Recurring: Infrastructure Replacement	Operation	\$ 310,000	\$ 129,600
244	Recurring: Infrastructure Maintenance	Operation	\$ 52,000	\$ 60,000
236	Recurring: Software/Services Maintenance	Operation	\$ 217,000	\$ 352,500
100	New Software Licenses	Operation	\$ -	\$ 5,500
253	Recurring: Instructional Support Supplies	Operation	\$ 7,000	\$ 18,000
254	Recurring: Student Printing.	Operation	\$ 80,000	\$ 85,000
255	Recurring: Accessibility Improvements	Operation	\$ -	\$ 40,000
259	Recurring: Innovative Teaching and Learning	Operation	\$ -	\$ 5,000
257	Recurring: Library Subscriptions	Operation	\$ 692,000	\$ 650,000
234	Recurring: CUNY Initiatives	Operation	\$ 695,000	\$ 715,000
289	Recurring: Staff	Operation	\$ 1,816,555	\$ 1,562,000

Total Anticipated Expenditures \$ 4,105,000

Anticipated Revenue 17-18 \$4,105,000

CUNY FORMAT QUEENS COLLEGE TECH FEE BUDGET

Staff Costs			2016/2017	2017-2018
Position	Salary	Fringe	Cost	Cost
Faculty Development Specialist	\$ 80,000	\$ 41,000	\$ 97,148	\$ 121,000
Instructional Technologist A	\$ 72,000	\$ 37,000	\$ 89,579	\$ 109,000
Director of Extended Learning	\$ 42,000	\$ 22,000	\$ 95,308	\$ 64,000
Instructional Technologist B	\$ 63,000	\$ 32,000	\$ 69,103	\$ 95,000
Instr. Tech. Project Manager	\$ 61,000	\$ 31,000	\$ 91,985	\$ 92,000
Instr. Tech. Lab Support	\$ 67,000	\$ 34,000	\$ 93,463	\$ 101,000
Card Office Manager	\$ 75,000	\$ 38,000	\$ 102,810	\$ 113,000
Dir. of Budget and IT Process Mng	\$ 104,000	\$ 53,000	\$ 141,103	\$ 157,000
College Assistants (Lab Support)	\$ 628,000	\$ 82,000	\$ 944,827	\$ 710,000
		Sub-Total	\$ 1,725,326	\$ 1,562,000
Consulting				
		LUMP	\$ 85,000	\$ 33,100
Hardware, Networking, Peripherals				
Peripherals etc		LUMP	\$ 118,990	\$ 86,500
PCs		111	\$ 95,540	\$ 115,000
Laptops		1	\$ -	\$ 1,200
Tablets		40	\$ -	\$ 7,400
Servers		0	\$ 45,000	\$ -
Projection Device		12	\$ 19,800	\$ 32,600
A/V Equipment (Not Projection)		LUMP	\$ 23,600	\$ 15,000
Scanners		0	\$ -	\$ -
Printers		6	\$ 6,600	\$ 3,200
Routers/Hubs		LUMP	\$ 200,000	\$ 115,000
Infrastructure		LUMP	\$ 75,000	\$ 34,600
Wiring		LUMP	\$ 75,000	\$ -
		Sub-Total	\$ 584,530	\$ 410,500
Maintenance				
General		LUMP	\$ 85,000	\$ 108,000
Infrastructure		LUMP	\$ 52,000	\$ 60,000
		Sub-Total	\$ 137,000	\$ 168,000
Software				
Maint. of Existing Licenses		LUMP	\$ 231,800	\$ 247,500
New Licenses		LUMP	\$ 17,050	\$ 5,500
		Sub-Total	\$ 248,850	\$ 253,000
Services Licenses				
Lecture Capture / Distance Learning		LUMP	\$ 15,000	\$ 190,000
Library Electronic Databases				
Renewal of Existing Databases		LUMP	\$ 402,500	\$ 650,000
New Databases		LUMP	\$ -	\$ -
		Sub-Total	\$ 402,500	\$ 650,000
Furniture				
Lab renovations, New Laptop carts Etc		LUMP	\$ 25,400	\$ -
Construction				
Smart classrooms, Lab renovations etc		LUMP	\$ 58,000	\$ 10,000
Faculty Development and Training				
General		LUMP	\$ 20,000	\$ 5,000
Accessibility Improvements				
General Accessibility Improvements (Assistive		LUMP	\$ 40,000	\$ 40,000
Miscellaneous				
Supplies		LUMP	\$ 22,000	\$ 68,400
Enterprise Initiatives (Blackboard, Email, Academic Advisement, Etc.)				
Lump budget estimate		LUMP	660000	715000
		TOTAL	\$ 4,030,022	\$ 4,105,000