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Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2023

Department should complete one form for each individual request

Department:

Memorial Student Center

Program, Service or Operation Requested:

Portable Device Replacement

General Description:

The MSC purchased several tablet and laptop devices several years ago for use by staff or students (check out program) who required portable computing capacity. Currently, the MSC has 22 portable devices and, of those, 12 devices are four-, five- and in one case seven-years old. These devices need replacement and recent budget constraints have limited the funds available to replace those aged portable devices.

Request Type:

- Full
 Increase
 One-Time
 Partial/Matching

Type of Funds Requested:

- UAF
 Other

General Questions

How does this address an important need and/or positively impact students?

Up-to-date technology is needed by staff to provide high-level service to our students. Several of our staff have need of portability in their devices because of meeting demands outside their offices or other travel off campus. Students also directly benefit from this request in that two of the devices needing replacement are used for lending to students through a short-term check-out system.

What department/Division strategic plan item does this support?

One of our departmental strategies under the objective “Leveraging Resources” is to “Improve Information Management.” This replacement will serve to provide staff with updated technology to better meet the demands for portable computing.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

With very limited resources, attributable to our budget reductions and our drop in revenue due to COVID, we have had to prioritize expenditures.

What actions have you implemented or discontinued internally to address the identified need?

The MSC has held off replacing these portable devices in an effort to push the expenditure into a period of greater resources but the COVID-related budget constraints have pushed that waiting period to the point that the devices are becoming less than dependable.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

The MSC reviews device usage at least once a year, asking staff to consider their own needs and uses for both devices and some optional software. We view success to be measured by routine usage by our staff or provided devices and software and although we do not have access to official metrics, we do believe our staff are making good use of their resources.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

As stated earlier in this form, our resources are limited and we have been prioritizing over the last couple of years to meet our high-level needs. As fiscal restraints loosen, we plan to consider asking for greater support from our teams and as always, we continue to develop other resources through our private gift resources.

Total Estimated Cost

Funding Description	Amount
12 laptop devices @ \$1,400	\$16,800
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$16,800