

“Club Hub Equipment Purchase”



Proposed Motion: Approve the Club Hub Equipment purchase of \$5150 from the AS New Equipment Budget.

Sponsor: Technology Committee through AS VP for Business & Operations

Persons of Contact: VP Business & Operations, Casey Hayden, Jim Schuster

Date: May 2013

Request

To provide two new computer workstations to accompany the furniture upgrade that the space is getting (Priority #2 from Facilities & Services process in winter). And to purchase and mount to the wall a large screen television to be used as a shared monitor for group meetings, trainings, and demonstrations of websites, forms, and all online systems.

Rationale:

- These tech additions have been a part of the vision of the office furniture remodel from the start, and at minimum the two computer workstations are essential to provide existing staff adequate access to computing so that the work of the office can be efficient and productive.
- Currently have 2 workstations for staff and 2 for open lab-style use by walk-in club members. The office is now staffed by 3 student employees and 4 – 6 Club Peer Resources Officers (PROs) (volunteers) who help staff the space and work on projects. And there is still an unresolved discussion as to whether or not the Asst. Business Director will at some point relocate to the Club Hub. This proposal would bring us up to 4 staff workstations among which staff would “float” from day-to-day without claiming ownership of one particular desk/workstation.
- Club orientations, group trainings, business process demonstrations, and tutorial video viewing would all be made easier and more feasible in the office space rather than the current practice of reserving other rooms in the VU or small groups huddling around one person’s monitor.
- Intra-office staff meetings would be made much more effective allowing us to look at one screen to review project management tools, submitted forms, Activities Council agenda items, and more, as we are now much more immersed in using OrgSync to be a paperless office.

Cost Estimate

Dedicated Presentation Computer	
2 workstations (PC, monitor, keyboard, mouse, speakers)	\$2159.72
Large screen (approx. 50 – 60’')	\$2000
Small PC to link to large screen, similar to VU 567	\$919.38
Wireless keyboard and mouse to operate screen’s PC	\$54.30
Media installation by FM (labor, mount, cables, etc. estimated @ \$3000, covered by VU Facilities)	n/a
1 set of speakers for existing workstation (useful for tutorial videos)	\$14.08
TOTALS	\$5147.48

Fiscally

The proposed budget is New Equipment – FXXNEW. This budget is designed to fund potential requests for new equipment (existing equipment repair and replacement is expensed from a different account). The budget is allocated 5,000. I propose to make a motion for \$5,150 knowing that will put the budget in the “red”, which will quickly be irrelevant since it will be zeroed out by Residual Dollars at the end of the Fiscal Year.