



*Joseph Laub  
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**TO:** President Karol Mason

A handwritten signature in black ink that reads "Karol W. Mason".

**FROM:** Joseph Laub, Chief Information Officer

A handwritten signature in black ink, appearing to be "J. Laub", enclosed in a circular scribble.

**DATE:** July 27, 2020

**RE:** Technology Fee Plan 2020/2021

The Student Technology Fee Committee humbly recommends an expenditure plan for FY20-21 for your review and consideration. This year's plan makes \$4,103,706 in total investments. This total includes \$1,670,561 in recurring personnel expenses; \$1,593,787 in recurring OTPS expenditures; and \$839,359 in one-time project funding.

FY20-21 recurring personnel costs include \$630,977 for full-time personnel and \$1,039,584 for part-time personnel. These positions continue to provide technology support to students. Investments include remote staff to serve students at the IT helpdesk; to provide remote support for virtual computer labs; and to manage student laptop loans. Techfee funded staff will also continue to support and upgrade classroom AV equipment; to manage and run online electronic library services; to support online learning programs and blackboard; and to develop and improve applications such as the student election system.

OTPS expenditures include recurring expenses of \$545,394 to cover University Wide Technology Investments (UWI/STI). In addition, \$1,048,393 has been set aside to cover recurring OTPS expenditures including electronic library subscriptions; student computer replacements; classroom equipment upgrades; software; course content licenses and maintenance agreements.

The committee allocated \$839,359 to fund one-time projects. Not surprisingly, we focused on funding initiatives to help John Jay overcome challenges rising from the pandemic. This year's

portfolio of recommended projects seek to make our student computer labs remotely accessible; to continue student use of e-Portfolio software; to move a number of financial aid services online; to continue funding and expand the use of video conferencing and to improve the remote support provided by counseling. Also included is funding to develop and empower our faculty to better teach online.

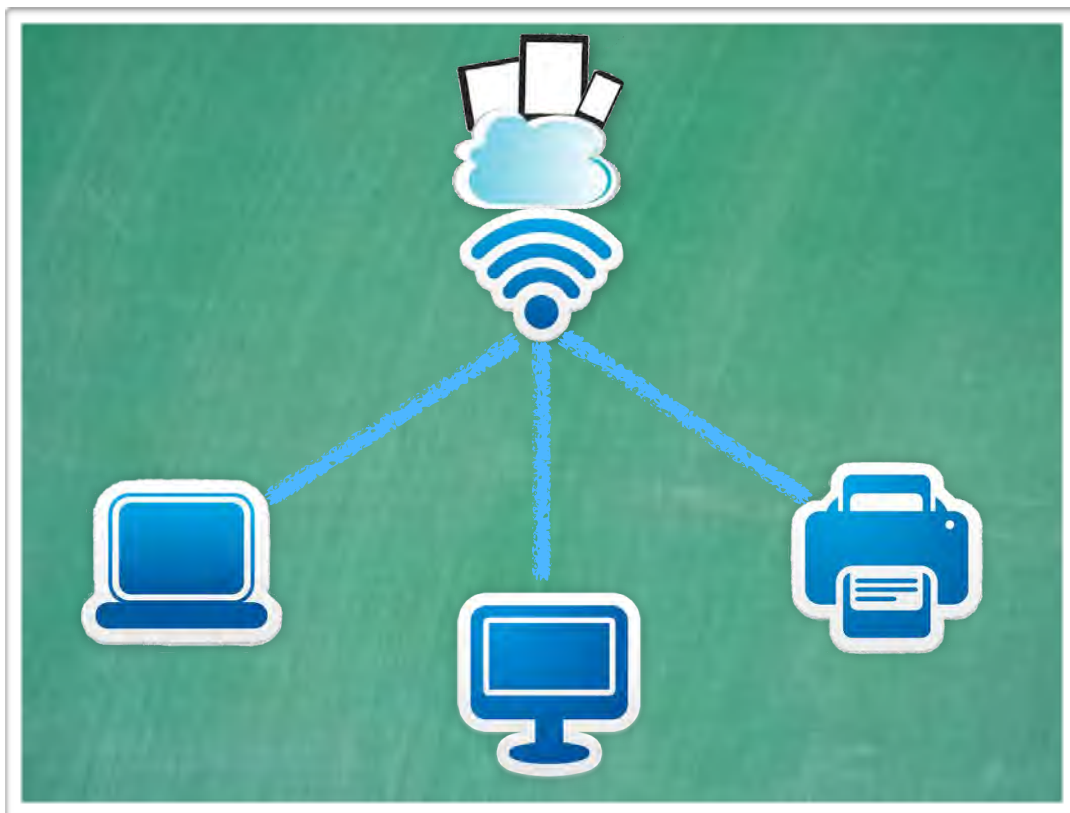
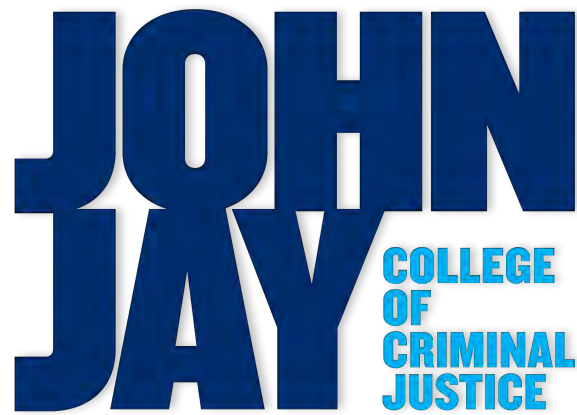
In addition, the committee is recommending investments to improve “on campus” technologies in preparation for our return. Projects include repairs to equipment in large lecture halls with the greatest social distancing potential; Wi-Fi upgrades to address student complaints; and classroom video enhancements to allow vulnerable students to participate remotely.

A gap between projected revenue and planned expenses is expected. Each year the committee remains committed to manage and whenever possible lower expenditures. As a result, our rollover reserve is large enough to close the gap between planned expenses and projected revenue.

In addition, the mandatory carryover also includes funds to cover Tech Fee expenses and projects during the lean summer months; potential fringe benefit increases; future collective bargaining lump sum salary payouts; increased Tech Fee UWI/STI costs; contractual salary steps; and a number of expenses incurred late in FY19-20 that are rolling over into FY20-21.

With your permission, we will send this expenditure plan on to the University Technology Fee Committee for final review.

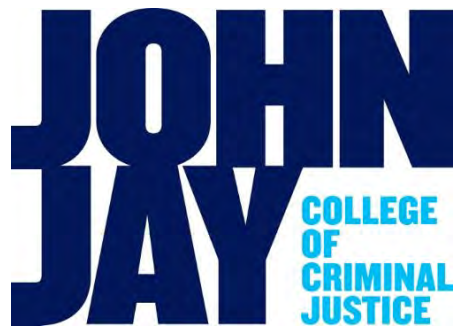
cc: Committee Members  
Mark Flower  
File



## **STUDENT TECHNOLOGY FEE PLAN 2020-2021**

SUBMITTED BY: STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE

**May 2020**



## STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE MEMBERS

### COMMITTEE CHAIR

JOSEPH LAUB  
*CHIEF INFORMATION OFFICER*  
DEPARTMENT OF INFORMATION TECHNOLOGY

### ADMINISTRATIVE REPRESENTATIVES

YI LI (*ALLISON PEASE, DESIGNEE*)  
*PROVOST*  
OFFICE OF ACADEMIC AFFAIRS  
  
ELLEN HARTIGAN (*DANIELLE OFFICER, DESIGNEE*)  
*VICE PRESIDENT*  
ENROLLMENT MANAGEMENT/STUDENT AFFAIRS

### FACULTY REPRESENTATIVES

MAUREEN RICHARDS  
LIBRARY

PETER SHENKIN  
MATH

ADAM WANDT  
PUBLIC MANAGEMENT

### STUDENT REPRESENTATIVES

FRANCESCO CECCHETTI  
ANALISA GANGONE  
MUSARRAT LAMIA  
FIDEL OSORIO  
AMBER RIVERO  
SILVIA PEREZ

### EX-OFFICIO MEMBERS

YVETTE FIBLEUIL  
*PROJECT COORDINATOR*  
DEPARTMENT OF INFORMATION TECHNOLOGY

# JOHN JAY COLLEGE 2020-2021 TECH FEE PROJECTS MASTER LIST

Page	Project Number	Project Name	New or Continuing	Allocation	Full-Time	PS Cost Part Time	Fringe	PS Totals	OTPS Cost	Expenditure Category
-	2910027-001	Blackboard Systems Coord. (H.E.a.)	C	\$ 99,384	\$ 65,817	\$ -	\$ 33,567	\$ 99,384	\$ -	D
-	2910031-002	Blackboard Support (aHEO)	C	\$ 81,175	\$ 53,758	\$ -	\$ 27,417	\$ 81,175	\$ -	D
-	2910001-011	Daytime Coordinator (IT Asst L1)	C	\$ 80,710	\$ 53,450	\$ -	\$ 27,260	\$ 80,710	\$ -	D
-	2910008-006	Electronic Librarian (Assoc Prof)	C	\$ 151,319	\$ 100,211	\$ -	\$ 51,108	\$ 151,319	\$ -	D
-	2910008-007	Network Manager (HEO)	C	\$ 137,215	\$ 90,871	\$ -	\$ 46,344	\$ 137,215	\$ -	D
-	2910003-002	Blackboard Helpdesk Support (aHEO)	C	\$ 81,175	\$ 53,758	\$ -	\$ 27,417	\$ 81,175	\$ -	D
-	2910001-012	Computer Technicians (C.A.)	C	\$ 224,848	\$ -	\$ 195,618	\$ 29,230	\$ 224,848	\$ -	G
-	2910001-013	Lab Assistants (C.A.)	C	\$ 78,228	\$ -	\$ 68,058	\$ 10,170	\$ 78,228	\$ -	G
-	2910001-014	Lab Coordinators/Trainers	C	\$ 184,364	\$ -	\$ 160,397	\$ 23,967	\$ 184,364	\$ -	G
-	2910001-015	Laptop Loaner Assistant (C.A.)	C	\$ 39,370	\$ -	\$ 34,252	\$ 5,118	\$ 39,370	\$ -	G
-	2910017-001	Lab Assistants (C.A.)	C	\$ 14,734	\$ -	\$ 12,819	\$ 1,915	\$ 14,734	\$ -	G
-	2910003-003	Helpdesk Support (C.A.)	C	\$ 134,525	\$ -	\$ 117,037	\$ 17,488	\$ 134,525	\$ -	D
-	2910003-004	Web Developer (N.T.A.)	C	\$ 72,025	\$ -	\$ 62,662	\$ 9,363	\$ 72,025	\$ -	D
-	2910009-001	Grad Lab Assistants (C.A.)	C	\$ 18,461	\$ -	\$ 16,061	\$ 2,400	\$ 18,461	\$ -	G
-	2910020-001	Law & Police Science Lab Coordinator (C.A.)	C	\$ 9,021	\$ -	\$ 7,848	\$ 1,173	\$ 9,021	\$ -	G
-	2910020-002	Law & Police Science Lab Assistants (C.A.)	C	\$ 18,501	\$ -	\$ 16,096	\$ 2,405	\$ 18,501	\$ -	G
-	2910008-008	After-Hours Study/WP Lab (C.A.)	C	\$ 53,721	\$ -	\$ 46,737	\$ 6,984	\$ 53,721	\$ -	G
-	2910008-009	Metadata Cataloguing (N.T.A.)	C	\$ 15,388	\$ -	\$ 13,388	\$ 2,000	\$ 15,388	\$ -	D
-	2910010-001	Math Lab Assistants (C.A.)	C	\$ 57,759	\$ -	\$ 50,250	\$ 7,509	\$ 57,759	\$ -	G
-	2910010-002	Math Lead Tech Support (C.A.)	C	\$ 29,880	\$ -	\$ 25,996	\$ 3,884	\$ 29,880	\$ -	G
-	2910015-001	MLC Lab Assistants (C.A.)	C	\$ 25,284	\$ -	\$ 21,997	\$ 3,287	\$ 25,284	\$ -	G
-	2910025-001	SEEK Lab Assistants (C.A.)	C	\$ 22,101	\$ -	\$ 19,228	\$ 2,873	\$ 22,101	\$ -	G
-	2910002-001	Student Events & Classroom AV Staff (C.A.)	C	\$ 41,374	\$ -	\$ 35,995	\$ 5,379	\$ 41,374	\$ -	G
-	2910001-009	STI/UWI/SciDirect	C	\$ 545,394	\$ -	\$ -	\$ -	\$ -	\$ 545,394	K
-	2910012-001	Guitar Project Maintenance	C	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	A
-	2910021-001	Student Career Online	C	\$ 1,090	\$ -	\$ -	\$ -	\$ -	\$ 1,090	J
-	2910031-001	DOES OTPS	C	\$ 249,200	\$ -	\$ -	\$ -	\$ -	\$ 249,200	E
-	2910001-001	Computer & Smart Classroom Replacements	C	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 320,000	H
-	2910001-002	Deep Freeze	C	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ 2,400	C
-	2910001-003	Digital Signage Maintenance	C	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	I
-	2910001-004	eTraining	C	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	K
-	2910001-005	Miscellaneous Software	C	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	H
-	2910001-006	Miscellaneous Supplies	C	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	H
-	2910001-007	Print Management	C	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	C
-	2910001-010	Verdiem	C	\$ 2,340	\$ -	\$ -	\$ -	\$ -	\$ 2,340	C
-	2910003-001	Call Center Maintenance	C	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000	D
-	2910001-008	Projector Bulb Replacements	C	\$ 7,633	\$ -	\$ -	\$ -	\$ -	\$ 7,633	A
-	2910008-001	BookScan Stations Maintenance	C	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ 2,400	C
-	2910008-002	eResources	C	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ 235,000	F
-	2910008-003	eReserves System	C	\$ 5,058	\$ -	\$ -	\$ -	\$ -	\$ 5,058	F
-	2910008-004	Faculty Development	C	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	E
-	2910008-005	Media Collection	C	\$ 39,548	\$ -	\$ -	\$ -	\$ -	\$ 39,548	F
-	2910029-001	TutorTrac/LabTrac	C	\$ 1,724	\$ -	\$ -	\$ -	\$ -	\$ 1,724	C

1	2910031-003	Online Teaching Faculty Development (CETs)	N	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ -	E
2	2910001-016	Laptop Replacements	N	\$ 21,744	\$ -	\$ -	\$ -	\$ -	\$ 21,744	J
3	2910001-017	Screen Replacements	N	\$ 52,816	\$ -	\$ -	\$ -	\$ -	\$ 52,816	A
4	2910003-005	COVID Lab & Classroom Transformation	N	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	H
5	2910003-006	Video Conferencing for Teaching & Learning	N	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	H
6	2910003-007	Wireless Infrastructure Support & Maint	N	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	H
7	2910003-008	Wireless Access Expansion (Access Points)	N	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	J
8	2910030-001	Dynamic Forms	N	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000	J
9	2910030-002	JobX and TimesheetX	N	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	D
10	2910030-003	Scholarship Management Software	N	\$ 6,750	\$ -	\$ -	\$ -	\$ -	\$ 6,750	D
11	2910008-010	BookScan Stations Maint. Increase	N	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ 1,600	D
12	2910008-011	Library Website SSL Certificates	N	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	D
13	2910008-012	Increase Electrical Outlets	N	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	C
14	2910019-001	Laptops/Zoom Healthcare	N	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000	D
15	2910032-001	RFID Login Readers	N	\$ 16,199	\$ -	\$ -	\$ -	\$ -	\$ 16,199	J
16	2910023-001	ePortfolios Annual License	N	\$ 33,750	\$ -	\$ -	\$ -	\$ -	\$ 33,750	J
<b>TOTAL</b>				<b>\$ 4,103,706</b>	<b>\$ 417,865</b>	<b>\$ 1,054,439</b>	<b>\$ 348,256</b>	<b>\$ 1,820,560</b>	<b>\$ 2,283,146</b>	<b>59</b>

Expense Type	Code	Count	%
1. Implementing or upgrading of instructional computer labs	A	3	5%
2. Acquiring or upgrading accessible technology	B	0	0%
3. Implementing or upgrading student-serving computer labs	C	6	10%
4. Improving and implementing student services	D	15	25%
5. Faculty development of new or improved courseware	E	3	5%
6. Electronic information resources in the library	F	3	5%
7. Personnel for installation and maintenance of computer services	G	14	24%
8. Upgrading instructional spaces to support technology-assisted learning	H	6	10%
9. Acquiring technology tools to support college-sponsored student activities	I	1	2%
10. Expand student access to current and emerging technology	J	6	10%
11. Purchase of Enterprise Solutions	K	2	3%
		<b>59</b>	<b>100%</b>

Project Count by Expenditure Category	
A	3
B	0
C	6
D	15
E	3
F	3
G	14
H	6
I	1
J	6
K	2
<b>59</b>	

<b>PROJECT NAME:</b>	TEACHING ONLINE FACULTY DEVELOPMENT		
<b>DEPARTMENT:</b>	ACADEMIC AFFAIRS/DOES		
<b>EXPECTED START DATE:</b>	7/1/20	<b>Expected End Date:</b>	6/30/21
<b>PROJECT LEADER:</b>	ALLISON PEASE		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$150,000		
<b>Project Description:</b>			
<p>This is a one-time request to support faculty development over the summer 2020 in order to ensure learning continuity for John Jay students in case of full or partial closings during the COVID-19 pandemic. DOES will be offering multiple 3-week long, facilitated trainings in effective online teaching in order to meet the demand of hundreds of full and part-time faculty who have never been certified to teach online. Because this training falls outside their job description, this request is to cover the costs of stipends to pay faculty for their time. DOES has designed a course to quickly certify John Jay faculty so that they understand the principles of online learning, have the opportunity to get feedback from peers on their course design, and can study a few best practices for engaging students in this different modality. The goal of the program is to promote self- efficacy of faculty teaching online, which, in turn, fosters online student success. The quality of the student's online experiences improves when faculty are better prepared to teach in the online modality.</p>			

<b>PROJECT NAME:</b>	LAPTOP REPLACEMENTS		
<b>DEPARTMENT:</b>	CLASSROOM & LAB SUPPORT SERVICES (CLSS)		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	ZENOBIA PETERSEN	<b>STAFF</b>	
<b>PROPOSED BUDGET:</b>	\$21,744		
<b>PROJECT DESCRIPTION:</b>			
<p>The laptops from the writing center that were so generously loaned to the college community during the pandemic are in need of replacement. The laptops are unable to support Windows 10 and Windows 7 reached the end of support life January 2020. While these machines would be replacing those from the Writing Center, in a post-COVID environment where the campus may not be open or open at previously normal capacity, CLSS would like to incorporate these additional laptops into the existing Laptop Loaner Program.</p>			



<b>PROJECT NAME:</b>	SCREEN REPLACEMENTS		
<b>DEPARTMENT:</b>	CLASSROOM & LAB SUPPORT SERVICES (CLSS)		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	ZENOBIA PETERSEN	<b>STAFF</b>	
<b>PROPOSED BUDGET:</b>	\$52,816		
<b>PROJECT DESCRIPTION:</b>			
<p>The motorized projection screens in the five largest classrooms on campus are disintegrating. The screens which are located in L.63, L.76, L2.83, L2.84 &amp; L2.85 are in dire need of replacement.</p>			

<b>PROJECT NAME:</b>	COVID LAB & CLASSROOM TRANSFORMATION		
<b>DEPARTMENT:</b>	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	JOSEPH LAUB		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$400,000		
<b>PROJECT DESCRIPTION:</b>			
<p>John Jay College remains closed and our faculty, staff and students are operating in a remote teaching and learning modality. It is not clear when we will re-open. However, we do know that until a vaccine is deployed or herd immunity is attained the "new normal" will include social distancing. With this in mind DoIT seeks funding for two specific student support initiatives.</p> <p>First, we seek to provide student access to virtual lab computers with the applications they need. Specifically, DoIT will deploy a virtual desktop system that students with older machines or sub-notebooks can use to run programs that will not run on their local device.</p> <p>Second, if we return to campus with social distancing practices in place classroom capacity will be reduced. In order to operate teaching spaces will need to be equipped for both in person and remote learning. This project seeks additional funding to augment existing classrooms with cameras and microphones. This will help faculty not only teach our students in the room, but also provide the means to broadcast and/or record their lectures for use by students.</p>			

<b>PROJECT NAME:</b>	VIDEO CONFERENCING FOR TEACHING & LEARNING		
<b>DEPARTMENT:</b>	DEPARTMENT OF INFORMATION TECHNOLOGY (DOIT)		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	MARK KAM		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$35,000		
<b>PROJECT DESCRIPTION:</b>			
<p>As we continue to teach, learn and socialize remotely video conferencing technologies has become an all important component of John Jay. Currently we are using video conferencing tech for just about everything. While we all continue to hope for a quick reopening of the college campus we need to be prepared for the possibility that John Jay may not open until sometime late next year.</p> <p>With this in mind we humbly request funding to procure a video conferencing platform for the 2020-2021 academic year. This will allow us to have a place to teach, learn and hold student events. Staff Zoom costs will be covered by another funding source.</p>			

<b>PROJECT NAME:</b>	WIRELESS INFRASTRUCTURE AND MAINTENANCE		
<b>DEPARTMENT:</b>	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	MARK KAM		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$30,000		
<b>PROJECT DESCRIPTION:</b>			
<p>As we continue to teach, learn and socialize remotely video conferencing technologies has become an all important component of John Jay. Currently we are using video conferencing tech for just about everything. While we all continue to hope for a quick reopening of the college campus we need to be prepared for the possibility that John Jay may not open until sometime late next year.</p> <p>With this in mind we humbly request funding to procure a video conferencing platform for the 2020-2021 academic year. This will allow us to have a place to teach, learn and hold student events. Staff Zoom costs will be covered by another funding source.</p>			

<b>PROJECT NAME:</b>	WIRELESS ACCESS EXPANSION		
<b>DEPARTMENT:</b>	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	O'NEIL HINDS		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$30,000		
<b>PROJECT DESCRIPTION:</b>			
<p>DoIT worked hard to achieve the goal of providing campus-wide Wi-Fi coverage. Over the years Internet content has grown from text, pictures and video clips to the aforementioned plus on-demand and live video streaming. Bring Your Own Devices (BYOD) such smartphones, tablets and laptops are powerful and are able to stream HD quality videos/movies. This places a high demand on our wireless network infrastructure. We are at a critical point wherein we are unable to provide the quality of service to students we were just 3 years ago. We absolutely need to replace aging wireless access points that can no longer handle the bandwidth demands, furthermore these devices are at end-of-life, meaning that they are not supported by the vendor and are incompatible with our recently acquired wireless controllers. Students, in effort to keep the cost of their data plans on their mobile phones low, depend on John Jay's Wi-Fi service. Student are carrying 2 to 3 and sometimes even 4 Wi-Fi enabled devices. Our new goal to increase the capacity and bandwidth so that our students have the same or better experience they get in a John Jay lab. This empowers them to do their assignments/research from anywhere on campus.</p> <p>We are requesting funding for 30 Cisco Catalyst 9100 Access Points - Wi-Fi 6 or similar wireless access points. The following justifies the request:</p> <ul style="list-style-type: none"> <li>• Each access point will carry about thirty-five devices without latency and bandwidth degradation. Therefore, it is imperative that we increase the access point count to support the demand.</li> <li>• Secondly, we have 2nd generation access points whose compatibility for both new code and hardware are being deprecated by Cisco. Additionally, they are not capable of supporting currently acceptable speeds.</li> </ul>			

<b>PROJECT NAME:</b>	DYNAMIC FORMS		
<b>DEPARTMENT:</b>	FINANCIAL AID		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	VINCENT PIZZUTI		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$8,000		
<b>PROJECT DESCRIPTION:</b>			
<p>The purpose of this tech fee proposal is request financial assistance in the amount of \$8000 for the renewal of a web-based solution called Dynamic Forms. Dynamic Forms (a NextGen product) is a product that will assist in the collection and processing of various financial aid documents and related information. Document collection and processing is an essential part of ensuring that the Financial Aid Office remains in compliance with various Federal and State regulations as it relates to awarding of Financial Aid. The Financial Aid Office assists in the certification of approximately \$105 Million in annual awards from various forms of Student Financial Assistance programs. This increases access to economically disadvantaged students. The need for a secure online form submission software has proven to be essential to the campus especially when remote administration is required.</p> <p>The Dynamic Forms product will:</p> <p>Provide a reduced reliance on the collection of paper documents that are needed in conjunction with awarding students Financial Aid funds.</p> <p>Allow students to securely submit sensitive information from virtually anywhere they may have internet connection.</p> <p>Enable the Financial Aid and Jay Express staff to remotely access the submitted Financial Aid files. Leave for potential increase capabilities for implementation and use by other college wide departments.</p> <p>Beginning with the 2019-2020 academic year the Financial Aid Office has started to roll out the use of the Dynamic Forms solution and have seen great success in student submissions. We hope for continued support in offering this option to our students. For more information please visit:</p> <p><a href="https://www.ngwebsolutions.com/dynamic-forms/">https://www.ngwebsolutions.com/dynamic-forms/</a></p>			

<b>PROJECT NAME:</b>	JOBX AND TIMESHEETX		
<b>DEPARTMENT:</b>	FINANCIAL AID		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	VINCENT PIZZUTI		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$14,000		
<b>PROJECT DESCRIPTION:</b>			
<p>The purpose of this proposal is to obtain funding to continue licensing two NextGen web-based multifunctional student employment systems (JobX &amp; TimesheetX). These systems assist in the administration of the Federal Work Study (FWS) program and will benefit students who receive a Federal Work-Study offer by connecting them with a participating employer while providing a seamless electronic employment onboarding, and electronic timesheet/payroll administration.</p> <p>In addition to the highlighted points above there are many pros to the continual utilization of these resources implemented for Federal Work-Study students.</p> <p>The system makes the federal work study program paperless The system houses both on and off campus</p> <p>Payroll processing one system, payroll integration</p> <p>Email reminders for timesheets to supervisors and students Supervisors can maintain awards Students have real time access to information Online timesheets, Award Balance Tracking, Wage management</p> <p>As mentioned above there are two components NextGen offers to support the Federal Work-Study process—Job X and TimesheetX. Below are descriptions and key points to what each product offers:</p> <p>JobX is a paperless online employment solution that supports the following features: Create and manage online job postings.</p> <p>Job application questions can be customized by Job Type (i.e. On Campus, Off Campus, FWS, non-FWS, Alumni, Internship, etc.).</p> <p>Simplistic and advanced job search capabilities for eligible students.</p> <p>Configure applicant requirements (i.e. Must be a student with a FWS award) to control who can apply for a specific population of jobs (i.e. FWS).</p>			

<b>PROJECT NAME:</b>	SCHOLARSHIP MANAGEMENT SOFTWARE		
<b>DEPARTMENT:</b>	FINANCIAL AID		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	MICHAEL SCADUTO		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$6,750		
<b>PROJECT DESCRIPTION:</b>			
<p>I am submitting a proposal for the renewal of scholarship management software. The Office of Scholarships has experienced great success over the past several years. The total amount of scholarships awarded has increased to nearly \$1M annually, benefiting hundreds of students. Our undergraduate and graduate students can now apply to over 50 different scholarship opportunities, many with multiple awards. These scholarships recognize strong academics, foster student research, and allow our students access to special opportunities such as internships and studying abroad. This was all accomplished through an antiquated paper application process and the tireless work of our scholarship committee and Office of Scholarships. Nationally, scholarship programs (both university and private foundations) are utilizing web-based scholarship management programs. Scholarship management programs provide a comprehensive automated solution to the scholarship process. Such software would offer a considerable update in access and improved services to our students, faculty, and larger community. Through the support of the 2013/14 Student Tech Fee Committee, the Office of Scholarships was able to work with Fluidware, a Survey Monkey Company, on building and implementing a fully online scholarship application. A renewal proposal was submitted to the committee last year, but was not funded. The Financial Aid Office graciously assumed the cost (\$9,000) for the 2015/16, 2016/17, and 2017/18 year contracts. Last year, we transitioned to a new scholarship management platform, Next Gen - Scholarship Manager, which was graciously covered through support from the Student Tech Fee. Next Gen provided us with some additional features and since it was already in use at other CUNY campuses, came at a discounted rate. We are requesting support for the 2020/21 at a cost of \$6,750.00. <a href="https://www.ngwebsolutions.com/scholarship-manager/">https://www.ngwebsolutions.com/scholarship-manager/</a></p>			



<b>PROJECT NAME:</b>	BOOKSCAN MAINTENANCE INCREASE		
<b>DEPARTMENT:</b>	LIBRARY		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	GENG LIN		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$1,600		
<b>PROJECT DESCRIPTION:</b>			
<p>The library is requesting an additional \$1600 to be added to our existing "Bookscan Stations Maintenance" project allocation. The price for maintenance has gone up and we desperately need the additional \$1600 in order to continue to receive support for the bookscanners. Since inception, the total count from our book scanners has reached 1.3 million scans.</p> <p>Without this allocation, we are at risk of losing the service if the units malfunction. This will be directly impact our students and quite possibly, result in a financial burden on them.</p>			

<b>PROJECT NAME:</b>	LIBRARY WEBSITE SSL CERTIFICATES		
<b>DEPARTMENT:</b>	LIBRARY		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	GENG LIN		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$1,500		
<b>PROJECT DESCRIPTION:</b>			
<p>The library is requesting funding to purchase SSL certificates for all of the library web services. These include the main library website, our digital collection website, proxy server, and more. Without this allocation, the library website, ez-proxy service, and our digital collection website will all be functioning without any type of security. Without these certificates, both students and faculty will risk having their sensitive information exposed every time they use our website.</p>			

<b>PROJECT NAME:</b>	INCREASE ELECTRICAL OUTLETS		
<b>DEPARTMENT:</b>	LIBRARY		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	KAREN OKAMOTO		<b>FACULTY</b>
<b>PROPOSED BUDGET:</b>	\$6,000		
<b>PROJECT DESCRIPTION:</b>			
<p>Students have repeatedly asked the Library to increase the number of electrical outlets to charge their devices. Our most recent triennial in-library use survey (2019, N=1025) illustrated this point: 75% of question respondents ranked electrical outlets as a “most important” feature in the Library. In our open-ended question asking respondents to write one thing to improve the Library, the third most popular request was to add more electrical outlets.</p> <p>To address this student request, the Library is submitting this Tech Fee proposal to purchase electrical poles which will be used to bring power to areas of the Library that lack electrical outlets. The Library was originally renovated in the 1980s. In a piecemeal fashion, we have been trying to modernize the Library to meet students’ technology needs for the 21st Century.</p>			

<b>PROJECT NAME:</b>	LAPTOPS/ZOOM HEALTHCARE		
<b>DEPARTMENT:</b>	PSYCHOLOGY		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	GERARD BRYANT		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$32,000		
<b>PROJECT DESCRIPTION:</b>			
<p>In March 2020 all CUNY Campuses, including John Jay College, were forced to shut down amid the COVID-19 pandemic crisis and transition to a distance learning platform, with all courses going to an on-line format. This resulted in students being cut-off from attending on-campus services. All other campus services, to include the Wellness Center, notably the Counseling Services Center (CSC), also transitioned to remote operations whereby all mental health services are being provided through tele-therapy in the form of video or phone sessions. This has required CSC staff to use personal computers and cell phones to provide these services, which are not always up to the task. This request calls for the college to purchase and provide individual laptop computers, with a webcam feature, to CSC staff during the continued and anticipated long- term projected distance learning operations.</p> <p>Also, this proposal calls for a secure and confidential Telehealth platform to loaded onto the laptop computers. We are asking for Zoom HealthCare (PRO) to be purchased for CSC staff (similar to Titanium) so that we are all using a secure platform to provide the best quality of service to our students. As licensed healthcare professionals we are ethically and legally responsible for ensuring that the information discussed in a counseling session is confidential. Zoom Pro and WebEx does not provide that assurance. Doxy.me which is a free telehealth platform is unreliable at best in terms of its quality and is not an adequate long-term solution.</p>			

<b>PROJECT NAME:</b>	RFID LOGIN		
<b>DEPARTMENT:</b>	STUDENT GOVERNMENT		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	FIDEL OSORIO		<b>STUDENT</b>
<b>PROPOSED BUDGET:</b>	\$16,199		
<b>PROJECT DESCRIPTION:</b>			
<p>In the busy life of a student, logging into a computer on campus is something that students experience on a daily basis. In order to make the process more convenient for students, the Tech Fee Committee should fund a project adding RFID log in to all student-facing desktops across the college. In addition, This will speed up wait times at printer stations as a majority of the time it takes to print a document is taken up by the login step.</p>			

<b>PROJECT NAME:</b>	EPORTFOLIOS ANNUAL LICENSE		
<b>DEPARTMENT:</b>	UNDERGRADUATE STUDIES		
<b>EXPECTED START DATE:</b>	7/1/20	<b>EXPECTED END DATE:</b>	6/30/21
<b>PROJECT LEADER:</b>	SUMAYA VILLANUEVA		<b>STAFF</b>
<b>PROPOSED BUDGET:</b>	\$33,750		
<b>PROJECT DESCRIPTION:</b>			
<p>President Mason has charged us with raising our four-year graduation rate 10% and our six-year graduation rate by 15% by 2025. To respond to this bold challenge, the College created an innovative new program going live Fall 2019. LEAP (Linking Experience, Academics, and Practice) is a two-year program that begins with enhanced freshman support, such as intensive academic advisement, career counseling and pre-professional development. Further, over 1,100 of these entering students will engage in AAC&amp;U high-impact practices that support retention to graduation and post-graduate success. These practices are: freshman learning communities; collaborative project-based sophomore assignments; increased exposure to experiential learning (research, service, internships, global learning); and ePortfolio use to facilitate, document and assess students' experiential learning and progress towards graduation. Staffing for this program includes a new full-time ePortfolio Specialist to oversee ePortfolio use at the College, with particular focus on LEAP students.</p> <p>The evidence of ePortfolio effectiveness is prolific, which led the AAC&amp;U to add ePortfolio as a high impact practice in 2016 (<a href="https://www.aacu.org/eportfolios">https://www.aacu.org/eportfolios</a>). ePortfolios engage students in self-reflective practices that promote intellectual and personal growth across curricular and co-curricular experiences (Chen and Mazow, 2002; Chen, Cannon, Gabrio, &amp; Leifer, 2005; Chen, 2009; Light, Chen, &amp; Ittelson, 2012). These digital tools support planning for professional and academic goals and the ability to showcase students' achievements and workforce readiness skills.</p>			

## JOHN JAY COLLEGE 2020-2021 RECURRING PROJECTS PROPOSERS LIST- APPENDIX

Project Number	Project Name	Initial Proposer	Position	FY Initiated
2910027-001	Blackboard Systems Coord. (H.E.a.)	Bill Pangburn	Staff	2003
2910031-002	Blackboard Support (aHEO)	Praveen Panchal	Staff	2010
2910001-011	Daytime Coordinator (IT Asst L1)	Bill Pangburn	Staff	2005
2910008-006	Electronic Librarian (Assoc Prof)	Bonnie Nelson	Faculty	2003
2910008-007	Network Manager (HEO)	Bonnie Nelson	Faculty	2003
2910003-002	Blackboard Helpdesk Support (aHEO)	Praveen Panchal	Staff	2010
2910001-012	Computer Technicians (C.A.)	Bill Pangburn	Staff	2003
2910001-013	Lab Assistants (C.A.)	Bill Pangburn	Staff	2003
2910001-014	Lab Coordinators/Trainers	Bill Pangburn	Staff	2003
2910001-015	Laptop Loaner Assistant (C.A.)	Bill Pangburn	Staff	2004
2910017-001	Counseling Lab Assistants (C.A.)	Robert Delucia	Faculty	2004
2910003-003	Helpdesk Support (C.A.)	Lou Perillo	Staff	2004
2910003-004	Web Developer (N.T.A.)	Juan Baez	Staff	2012
2910009-001	Grad Lab Assistants (C.A.)	James Levine	Faculty	2004
2910020-001	Law & Police Science Lab Coordinator (C.A.)	Maggie Smith	Staff	2005
2910020-002	Law & Police Science Lab Assistants (C.A.)	Maggie Smith	Staff	2004
2910008-008	After-Hours Study/WP Lab (C.A.)	Bonnie Nelson	Faculty	2005
2910008-009	Metadata Cataloguing (N.T.A.)	Bonnie Nelson	Faculty	2004
2910010-001	Math Lab Assistants (C.A.)	Thurai Kugan	Faculty	2003
2910010-002	Math Lead Tech Support (C.A.)	Thurai Kugan	Faculty	2005
2910015-001	MLC Lab Assistants (C.A.)	Catherine Rovira	Staff	2004
2910025-001	SEEK Lab Assistants (C.A.)	Schevaletta Alford	Faculty	2006
2910002-001	Student Events & Classroom AV Staff (C.A.)	Bill Pangburn	Staff	2014
2910001-009	STI/UWI/SciDirect	Bob Banowicz	Student	2006
2910012-001	Guitar Project Maintenance	Ben Lapidus	Faculty	2015
2910021-001	Student Career Online	Paul Wyatt	Staff	2005
2910031-001	DOES OTPS	Feng Wang	Staff	2015
2910001-001	Computer & Smart Classroom Replacements	Bill Pangburn	Staff	2008
2910001-002	Deep Freeze	Bill Pangburn	Staff	2011
2910001-003	Digital Signage Maintenance	Bill Pangburn	Staff	2011
2910001-004	eTraining	Bill Pangburn	Staff	2003
2910001-005	Miscellaneous Software	Bill Pangburn	Staff	2005
2910001-006	Miscellaneous Supplies	Bill Pangburn	Staff	2003
2910001-007	Print Management	Bill Pangburn	Staff	2005
2910001-010	Verdiem	Geng Lin	Staff	2011
2910003-001	Call Center Maintenance	Lou Perillo	Staff	2010
2910001-008	Projector Bulb Replacements	Paul Brenner	Staff	2005
2910008-001	BookScan Stations Maintenance	Bonnie Nelson	Faculty	2012
2910008-002	eResources	Bonnie Nelson	Faculty	2003
2910008-003	eReserves System	Bonnie Nelson	Faculty	2003
2910008-004	Faculty Development	Bonnie Nelson	Faculty	2004
2910008-005	Media Collection	Paul Brenner	Staff	2003
2910029-001	TutorTrac/LabTrac	Pat Sinatra	Staff	2006

\* Further details for Recurring Projects can be found online here:

<https://www.jjay.cuny.edu/tech-fee-work>