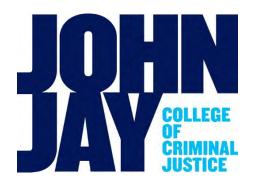# STUDENT TECHNOLOGY FEE PLAN 2021-2022

SUBMITTED BY: STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE

May 2021

STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE MEMBERS

COMMITTEE CHAIR

JOSEPH LAUB
CHIEF INFORMATION OFFICER
DEPARTMENT OF INFORMATION TECHNOLOGY

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PROVOST
OFFICE OF ACADEMIC AFFAIRS

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EX-OFFICIO MEMBERS

YVETTE FIBLEUIL
PROJECT COORDINATOR
DEPARTMENT OF INFORMATION TECHNOLOGY

John Jay College 2021-2022 Tech Fee Plan Budget Spreadsheet

Project Number	Expenditure Category	Proposer	New or Continuing	Full-Time	PS Cost Part Time	Fringe	PS Totals	OTPS Cost	TF Allocation
1	D	Staff	C	$ 72,667	$ -	$ 37,060	$ 109,727	$ -	$ 109,727
2	D	Staff	C	$ 60,394	$ -	$ 30,801	$ 92,195	$ -	$ 92,195
3	D	Staff	C	$ 53,450	$ -	$ 27,260	$ 80,710	$ -	$ 80,710
4	D	Faculty	C	$ 110,641	$ -	$ 56,427	$ 167,068	$ -	$ 167,068
5	D	Faculty	C	$ 100,329	$ -	$ 51,168	$ 151,497	$ -	$ 151,497
6	D	Staff	C	$ 60,394	$ -	$ 30,801	$ 92,195	$ -	$ 92,195
7	G	Staff	C	$ -	$ 199,207	$ 27,889	$ 227,096	$ -	$ 227,096
8	G	Staff	C	$ -	$ 69,228	$ 9,692	$ 78,920	$ -	$ 78,920
9	G	Staff	C	$ -	$ 163,154	$ 22,842	$ 185,996	$ -	$ 185,996
10	G	Staff	C	$ -	$ 34,840	$ 4,878	$ 39,718	$ -	$ 39,718
11	G	Faculty	C	$ -	$ 13,039	$ 1,825	$ 14,864	$ -	$ 14,864
12	D	Staff	C	$ -	$ 119,048	$ 16,667	$ 135,715	$ -	$ 135,715
13	D	Staff	C	$ -	$ 63,739	$ 8,923	$ 72,662	$ -	$ 72,662
14	G	Faculty	C	$ -	$ 16,338	$ 2,287	$ 18,625	$ -	$ 18,625
15	G	Staff	C	$ -	$ 7,983	$ 1,118	$ 9,101	$ -	$ 9,101
16	G	Staff	C	$ -	$ 16,373	$ 2,292	$ 18,665	$ -	$ 18,665
17	G	Faculty	C	$ -	$ 47,540	$ 6,656	$ 54,196	$ -	$ 54,196
18	D	Faculty	C	$ -	$ 13,633	$ 1,909	$ 15,541.62	$ -	$ 15,542
19	G	Faculty	C	$ -	$ 51,115	$ 7,156	$ 58,270.59	$ -	$ 58,271
20	G	Faculty	C	$ -	$ 26,442	$ 3,702	$ 30,144.40	$ -	$ 30,144
21	G	Staff	C	$ -	$ 22,375	$ 3,133	$ 25,507.61	$ -	$ 25,508
22	G	Faculty	C	$ -	$ 19,558	$ 2,738	$ 22,296.62	$ -	$ 22,297
23	G	Staff	C	$ -	$ 36,614	$ 5,126	$ 41,740.34	$ -	$ 41,740
24	K	Staff	C	$ -	$ -	$ -	$ -	$ 789,936	$ 789,936
25	A	Faculty	C	$ -	$ -	$ -	$ -	$ 1,000	$ 1,000
26	J	Staff	C	$ -	$ -	$ -	$ -	$ 1,090	$ 1,090
27	E	Staff	C	$ -	$ -	$ -	$ -	$ 249,200	$ 249,200
28	H	Staff	C	$ -	$ -	$ -	$ -	$ 320,000	$ 320,000
29	C	Staff	C	$ -	$ -	$ -	$ -	$ 2,400	$ 2,400
30	I	Staff	C	$ -	$ -	$ -	$ -	$ 2,000	$ 2,000
31	K	Staff	C	$ -	$ -	$ -	$ -	$ 6,000	$ 6,000
32	H	Staff	C	$ -	$ -	$ -	$ -	$ 30,000	$ 30,000
33	H	Staff	C	$ -	$ -	$ -	$ -	$ 30,000	$ 30,000

34	C	Staff	C	$ -	$ -	$ -	$ -	$ 75,000	$ 75,000
35	C	Staff	C	$ -	$ -	$ -	$ -	$ 2,340	$ 2,340
36	D	Staff	C	$ -	$ -	$ -	$ -	$ 13,000	$ 13,000
37	A	Staff	C	$ -	$ -	$ -	$ -	$ 7,633	$ 7,633
38	C	Faculty	C	$ -	$ -	$ -	$ -	$ 4,000	$ 4,000
39	F	Faculty	C	$ -	$ -	$ -	$ -	$ 235,000	$ 235,000
40	F	Faculty	C	$ -	$ -	$ -	$ -	$ 5,058	$ 5,058
41	E	Faculty	C	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
42	F	Staff	C	$ -	$ -	$ -	$ -	$ 39,548	$ 39,548
43	C	Staff	C	$ -	$ -	$ -	$ -	$ 1,724	$ 1,724
44	A	Staff	N	$ -	$ -	$ -	$ -	$ 534,000	$ 534,000
45	D	Staff	N	$ -	$ -	$ -	$ -	$ 40,000	$ 40,000
46	A	Staff	N	$ -	$ -	$ -	$ -	$ 45,000	$ 45,000
47	H	Staff	N	$ -	$ -	$ -	$ -	$ 100,200	$ 100,200
48	D	Staff	N	$ -	$ -	$ -	$ -	$ 14,000	$ 14,000
49	D	Staff	N	$ -	$ -	$ -	$ -	$ 8,000	$ 8,000
50	D	Staff	N	$ -	$ -	$ -	$ -	$ 6,750	$ 6,750
51	E	Staff	N	$ -	$ 16,053	$ 2,247	$ 18,300	$ -	$ 18,300
52	J	Staff	N	$ -	$ -	$ -	$ -	$ 33,750	$ 33,750
	52			**$ 457,875**	**$ 936,280**	**$ 364,595**	**$ 1,760,751**	**$ 2,601,629**	**$ 4,362,379**

	Code	Count	%
computer labs	A	4	8%
gy	B	0	0%
computer labs	C	5	10%
ces	D	14	27%
ourseware	E	3	6%
ary	F	3	6%
of computer services	G	14	27%
echnology-assisted learning	H	4	8%
ge-sponsored student activities	I	1	2%
erging technology	J	2	4%
	K	2	4%
		52	**100%**

NEW OR CONTINUING PROJECT? (include count of New or Continuing projects)		
New	9	17%
Continuing	43	83%
	52	**100%**

PROJECT NAME:	CLASSROOM TECHNOLOGY UPGRADES		
DEPARTMENT:	CLASSROOM & LAB SUPPORT SERVICES (CLSS)		
EXPECTED START DATE:	7/1/21	Expected End Date:	6/30/22
PROJECT LEADER:	ZENOBIA PETERSEN		STAFF
PROPOSED BUDGET:	$534,500		

Project Description:

The purpose of this proposal has been expanded to include technology upgrades in teaching and learning spaces on campus. CLSS plans to upgrade as many spaces as possible in the New Building and North Hall. Spaces will be upgraded on a rolling basis, as scheduling permits, throughout the fiscal year. Equipment in the new building classrooms are over 10 years old and are in desperate need of replacement. By upgrading these rooms to the current college standard, all faculty and students will continue to have _ seamless classroom experience. Through this enhancement, CLSS will be better placed to provide the resources needed for studentq and faculty teaching,

PROJECT NAME:	CONVERSATIONAL AI CHABOT	
DEPARTMENT:	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)	
EXPECTED START DATE:	7/1/21	EXPECTED END DATE: 6/30/22
PROJECT LEADER:	JOSEPH LAUB	STAFF
PROPOSED BUDGET:	$40,000	
PROJECT DESCRIPTION:		

DoIT along with a cross-divisional John Jay team seeks to deploy a conversation Artificial Intelligence (AI) system to automate responses to student support queries. It is expected that students will engage the system through various communication channels anytime day or night. This project will provide a number of benefits. First, conversational AI will improve service to students by providing automated and adaptive responses to the most commonly asked questions. Second, the system will relieve the burden on student support groups and allow their efforts to focus on more complex questions and concerns. Finally, the project will provide the college with critical information and data around student needs to better adjust our offerings.

PROJECT NAME:	HYFLEX CLASSROOM PILOT		
DEPARTMENT:	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)		
EXPECTED START DATE:	7/1/21	EXPECTED END DATE:	6/30/22
PROJECT LEADER:	JOSEPH LAUB		STAFF
PROPOSED BUDGET:	$45,000		

PROJECT DESCRIPTION:

A number of faculty have expressed interest in piloting Hyflex learning at John Jay. HyFlex gives faculty members the option to return to the classroom while still supporting students who are learning remotely. A subset of students in Hyflex pilot course(s) may be given the option to engage in one of two modes.
These include:
- Participating in face-to-face synchronous class sessions in-person (in a classroom)
- Participating in face-to-face class sessions via video conference
- Participating in international programs
This project seeks to outfit HyFlex pilot classrooms with needed technology to capture real-time instruction. Examples include microphones; instructor and document cameras; touchpads/smartboards; laptops, etc. CLSS will also set aside specific staff hours to provide faculty in pilot classes additional HyFlex technical support.

PROJECT NAME:	WIRELESS EXPANSION		
DEPARTMENT:	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)		
EXPECTED START DATE:	7/1/21	**EXPECTED END DATE:**	6/30/22
PROJECT LEADER:	O'NEIL HINDS	**STAFF**	
PROPOSED BUDGET:	$100,200		

PROJECT DESCRIPTION:

The John Jay College Department of Information Technology provides campus-wide Wi-Fi coverage to the college community. There is a need for high bandwidth Internet connection as Web 3.0 is interaction-based verse Web 2.0 which is virtually one-way delivery. Pictures, videos and video conferencing application are constantly be used on both a personal and professional level by our students. Bring You Own Devices (BYOD) such smartphone, tablets and laptops are powerful and are able to stream HD quality videos/movies. This place a high demand on our wireless network infrastructure. We have reach another point wherein some of our wireless access are end-of-life and end-of-support. Student are carrying 2 to 3 and sometimes even four Wi-Fi enabled devices. Our new goal to increase the capacity and bandwidth so that our students have the same experience they get on John Jay wired infrastructure. This will empower students to do their assignments/research from anywhere on campus. The new Cisco Wi-Fi 6 generation access point will provide this necessary expansion of the service and increase capacity.

We are requesting funding for Cisco Catalyst 9100 wireless access points. The following justifies the request:

• Each access point will carry about forty devices without latency and bandwidth degradation. Therefore, it is imperative that we increase the access point count to support the demand.

• Secondly, older access points will be drop from the controller if we perform software upgrades to the controllers. In the near future, this could cause the whole system to become vulnerable.

PROJECT NAME:	JOBX AND TIMESHEETX		
DEPARTMENT:	FINANCIAL AID		
EXPECTED START DATE:	7/1/21	EXPECTED END DATE:	6/30/22
PROJECT LEADER:	VINCENT PIZZUTI		**STAFF**
PROPOSED BUDGET:	$14,000		

PROJECT DESCRIPTION:

The purpose of this proposal is to obtain funding to continue licensing two NextGen web-based multifunctional student employment systems (JobX & 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.

In addition to the highlighted points above there are many pros to the continual utilization of these resources implemented for Federal Work-Study students.
- The system makes the federal work study program paperless
- The system houses both on and off campus
- Payroll processing one system, payroll integration
- 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

PROJECT NAME:	DYNAMIC FORMS		
DEPARTMENT:	FINANCIAL AID		
EXPECTED START DATE:	7/1/21	EXPECTED END DATE:	6/30/22
PROJECT LEADER:	VINCENT PIZZUTI		**STAFF**
PROPOSED BUDGET:	$8,000		

PROJECT DESCRIPTION:

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.

The Dynamic Forms product will:

Provide a reduced reliance on the collection of paper documents that are needed in conjunction with awarding students Financial Aid funds.

Allow students to securely submit sensitive information from virtually anywhere they may have internet connection.

Enable the Financial Aid and Jay Express staff to remotely access the submitted Financial Aid files. Room for potential increase capabilities for implementation and use by other college wide departments.

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:

https://www.ngwebsolutions.com/dynamic-forms/

PROJECT NAME:	SCHOLARSHIP MANAGEMENT SOFTWARE		
DEPARTMENT:	FINANCIAL AID		
EXPECTED START DATE:	7/1/21	EXPECTED END DATE:	6/30/22
PROJECT LEADER:	MICHAEL SCADUTO		STAFF
PROPOSED BUDGET:	$6,750		

PROJECT DESCRIPTION:

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 a million dollars annually, benefiting hundreds of students. Our undergraduate and graduate students can now apply to over 80 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. An online application has been a necessity, especially in light of the COVID-19 pandemic and remote work.

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. It will help to streamline the application, award process, and stewardship.

In 2019, 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 2021/22 at a cost of $6,750.00.

https://www.ngwebsolutions.com/scholarship-manager/

PROJECT NAME:	FACULTY FELLOW - ONLINE TEACHING		
DEPARTMENT:	INSTITUTIONAL EFFECTIVENESS		
EXPECTED START DATE:	7/1/21	**EXPECTED END DATE:**	6/30/22
PROJECT LEADER:	ALLISON PEASE		**STAFF**
PROPOSED BUDGET:	$18,300		

PROJECT DESCRIPTION:

This is a one-time request to support a Faculty Fellow in Online Teaching in the 2021-2022 academic year. This professor will work with both the Teaching and Learning Center and the Department of Online Education and Support to offer intermediate and advanced training to faculty for online teaching, as well as biweekly workshops for all John Jay faculty looking to improve student engagement in their online courses, whether synchronous or asynchronous. TLC/DOES piloted a version of this role in Spring 2019 through Summer 2020, supported by one-time Student Tech Fee and TLC funding. Faculty response to the three seminars (48 faculty) was enthusiastic, and the newsletter has grown to 233 subscribers.

As we continue to offer courses remotely, it is clear we need more faculty support and development for our 1383 faculty. Last year we provided basic skills in online teaching workshops to 400 John Jay professors, bringing our total number of faculty certified to teach online up to 650. But faculty who have taken basic training are now asking how to incorporate the pedagogies most effective for their disciplines and our student needs into their online courses. Intermediate and advanced opportunities to do these with experienced faculty have proven the best way to advance the teaching and learning experience. In fact, Professor Edward Kennedy, winner of the 2021 Distinguished Teaching Prize, credits his "engaging students online" workshop with the 2019-20 Faculty Fellow with his online teaching success.

PROJECT NAME:	EPORTFOLIOS	
DEPARTMENT:	OFFICE OF UNDERGRADUATE STUDIES	
EXPECTED START DATE:	7/1/21	**EXPECTED END DATE:** 6/30/22
PROJECT LEADER:	SUMAYA VILLANUEVA	**STAFF**
PROPOSED BUDGET:	$33,750	

PROJECT DESCRIPTION:

John Jay College fully transitioned into distance learning and remote work in the middle of Spring 2020 semester due to the COVID-19 pandemic and has remained online throughout 2020-2021 academic year. The ePortfolio team has been supporting faculty and students throughout the entire remote learning and working experience and were particularly adept at helping less digitally prepared members of our community from day one.

With most courses fully online, digital tools such as Digication ePortfolio have proven particularly useful. Over 120 courses have used ePortfolio to document and assess students' learning. The students in these courses created ePortfolios to upload their assignments, reflect on their work, and showcase their achievements. Through creative use of ePortfolio, students expand their digital footprint and can improve their online presence—a crucial skill in the current virtual environment. A recent prime example of the creative use of online tools for personal and collaborative learning in real time, was Prof. Yarbrough's Law & Society capstone course in Spring 2020. The class created a group ePortfolio project titled "Covid-19 at CUNY: A Class Project" that documented the students' experience during the pandemic. This project contained dairy entries of each of the students through the start of the pandemic in March up to their graduation in May. They effectively used all the audio-visual functions of Digication to its full potential to tell their stories. This class ePortfolio currently has recorded 6,000 site visits.

The evidence of ePortfolio effectiveness is prolific, which led the AAC&U to add ePortfolio as a high impact practice in 2016 (https://www.aacu.org/eportfolios). 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, & Leifer, 2005; Chen, 2009; Light, Chen, & Ittelson, 2012). These digital tools support planning for professional and academic goals and the ability to showcase students' achievements and workforce readiness skills.

To support students documenting their learning and achievements via ePortfolio, faculty who have adapted their pedagogy to incorporate this high-impact practice, and track student progress for more than 120 unique John Jay courses, we seek recurring tech fee funds to purchase 4,500 student licenses for the 2021-22 Academic Year.

PROJECT NAME:	STI/UWI/SCIENCE DIRECT	
DEPARTMENT:	DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)	
EXPECTED START DATE:	7/1/21	Expected End Date: 6/30/22
PROJECT LEADER:	JOSEPH LAUB	STAFF
PROPOSED BUDGET:	$789,936	

Project Description:

The STI/UWI/SciDirect is a recurring project that provides an allocation to cover a portion of the technology charges incurred at the university level. In most cases, central procurement provides lower costs for these software and services. John Jay DoIT presents these charges each year to the Student Technology Fee Committee to ensure transparency. This project is being submitted to provide details on the anticipated charges for FY2021-2022. These include:

100% of Strategic Technology Initiative (STI) journal that funds centrally managed student technology projects if it is charged
100% of the Course Management System (Blackboard) and Video Conferencing (Zoom) charges
100% of the SPSS, SAS, Maplesoft and Mathworks charges
100% of the Enterprise Training service charge
100% of the TurnitIn charge
100% of Proquest RefWorks charge
100% of Browsealoud charge
50% of Antispam (Proofpoint) charge
100% of Palo Alto Firewall charge
50% of the Mcafee charge
50% of the Adobe charge
50% of the Microsoft charge
$84,043 of the Science Direct charge

APPENDIX B - JOHN JAY COLLEGE 2021-2022 RECURRING PROJECTS PROPOSERS LIST

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	Staff	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