

Proposed Motion: "Approve funds not to exceed \$4,000 from FXXGRR to purchase 3 Microsoft Laptops for the Womxn's Identity Resource Center, Social Issues Resource Center, and Veteran's Community Coordinator"

Sponsor: Erick Yanzon

Person of Contact: Abby Ramos, ROP Director

Guest Speaker: Abby Ramos

#### Background & Context

With the addition of new position to ROP offices and more involvement from Work Studies and Volunteers, we are unable to supply enough computer equipment for employees in the offices. More specifically the Womxn's Identity Resource Center (WIRC) has 4 positions + a Work Study (and will now include more volunteers). Currently in the office, we only have 2 computers. In the Social Issues Resource Center (SIRC) we have 3 positions + a work study and only have 2 computers. Yet because of the room structure, there are not enough ports to add a computer with internet so we believe laptops will solve the issues. We have also seen that there is quite a bit of overlap with office hours, so the need is quite prevalent in our offices. With the veteran's Community Coordinator, the position is located in Old Main without a work station that meets the needs of the position.

#### Summary of proposal

We are proposing to purchase 3 Microsoft laptops for WIRC, SIRC, VCC. 1 will go to each office and remain there. They will only be utilized by office employees.

#### Fiscal Impacts

- One-time expenditure not to exceed \$4,000 from the FXXGRR

The estimate comes from a recommendation from Jeremy McAllister.

#### Rationale

Since our offices are growing, we are not able to provide our employees with the necessary materials for their job responsibilities. It is quite clear we need to find a way to provide the employees with a laptop that has access to the Q drive that they can have when necessary. While there are some available at the info desk, we can run into problems where they are being used by the board or by multiple people. We would also like to have them readily available for the employees when they need.

This is also a temporary fix with the renovation. An alternative would be to add additional ports to the offices, however that would not be cost effective since some the ROP offices are moving and we do not know what that area of the VU will look like.