Office of the Controller
Division of Finance and Strategy

# Higher Education Emergency Relief Funding (HEERF) Proposal Recommendation

Please submit this form with any recommendation for Higher Education Emergency Relief Funding (HEERF). Proposals should identify clear goals, objectives, and quantifiable metrics. There are strict federal guidelines on how HEERF funds can be utilized. More information can be found on the U.S. Department of Education HEERF Funding *main page*, along with an extensive FAQ *here*.

**Proposals that are determined to be an allowable use in accordance with the United States Department of Education guidelines will be made available to the college community for comment. Submission of proposals does not guarantee approval or appropriation.**

**Proposal Title:** Virtual Support - Bookstore Kiosks

**Name:** David Rawlinson

**Position Title:** Controller

**Department:** Controller's Office

**Email:** djrawlinson@ccri.edu

**Is this purchase in response to COVID-19?** Yes

**Was this part of your departmental budget prior to COVID-19?** No

**If yes, how much was allocated for this purpose?** N/A

There are **five main categories**, and your proposal must fall under one of the following. Please choose which category your proposal falls under: Additional Technology for Students

**Please explain how your proposal fulfills the purpose of the category you selected, what the current barrier is, why this proposal is needed to address that barrier, and how this proposal furthers the college's goal of creating a more equitable institution.**

The CCRI Knight Bookstore is the only bookstore that has been accessible to students during the pandemic which limits the ability for students to access the support they need from staff without traveling to a campus which might not be their primary location. By purchasing kiosks with Samsung's MagicINFO for all campuses, students will be able to speak with representatives from the bookstore immediately, schedule appointments, purchase books, and review FAQs. This will allow our students who may not have access to reliable transportation equitable access to the supports they need to successful in their college courses.

**Proposal Description (Attach additional documents above as needed):**

In collaboration with CCRI's Workforce Partnerships team, the Bookstore would purchase 3 additional kiosks with the Samsung MagicINFO software configured onto the kiosks. All kiosks, once fully operational, will allow students to access a variety of modules which would include access to the Bookstore's staff, secure purchasing systems, scheduling, FAQ, etc., with the ability to add and adapt for future needs. These kiosks will be strategically placed on all campuses for students to access that allows for social distancing and virtual support from a live representative.

**Please explain how the proposal aligns with one (or more) of the goals outlined in the Strategic Plan.**

X Goal 1: Enhancing Student Success and Completion
X Goal 2: Expanding Partnerships and Programs
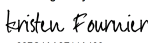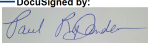X Goal 3: Strengthening Institutional Effectiveness

This proposal is directly connected to the college's strategic plan as this proposal aids in student success and completion which might otherwise be impacted by COVID. Partnership with our Workforce department will ensure products purchased are sustainable and adaptable throughout the college and strengthens the effectiveness of our student support college-wide.

**Please outline quantifiable metrics of this proposal:**

- Purchase additional kiosks and additional licenses as required.
- Develop software in collaboration with the Bookstore, Workforce, and Information Technology
- Collect user metrics through the kiosk software to determine product effectiveness, usage, areas of improvement, etc.
- Potentially expand to other areas of the college for sustainability purposes.

**How will this proposal be sustained after the HEERF funding period?**

College-wide adaptation will ensure these kiosks are regularly maintained and upgraded as needed for student success.

| For Administrative Purposes Only | |
|---|---|
| **Signatures** | **Comments/Justification** |
| *kristen Fournier*  11/4/2021 \| 10:48 AM PDT<br>Grant Director                    Date<br>X  Proposal Complete    Modifications Required | Allowable under Question 21 of the HEERF III (a)(1) Institutional portion FAQ which explains that technology costs associated with COVID-19 and distance education can be utilized with these funds. |
| *Anne Anderson*  11/4/2021 \| 11:48 AM PDT<br>Grants Accounting                Date<br>X  Compliant          Non-Compliant | Additional student support |
| *Paul R Render*  11/5/2021 \| 6:51 AM PDT<br>Assistant Controller              Date<br>X  Compliant          Non-Compliant | None |
| HEERF Committee<br><br>Reviewed        Approved for Funding | |
| _____<br>Committee Chair              Date<br>HEERF Funding    Alternative Funding | |