



BETA THETA PI

**Alpha Tau Chapter
Technology Grant Application**

**Conference Room Capability Expansion
Plan**

Version 3.0

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1 Introduction

1.1 Document Overview

The purpose of this document is to give a clear understanding of the goals, benefits, and costs associated with the conference room expansion plan. The plan will provide justification for the use of educational funds for this particular project.

The intended audience of this document is the Alpha Tau chapter at large, the Alpha Tau chapter housing corporation board, and the Beta Theta Pi general fraternity. While the official Beta Theta Pi Foundation Technology Grant Application Form lists a letter describing the educational use of the grant and vendor invoices or estimate proposals as two of the required items for the use of educational funds, we believe this form of document more fully explains our proposed use of funds.

1.2 References and Applicable Documents

In the course of this proposal there are many other documents which may be referenced. This section is intended to provide a better understanding of where to find those documents. Referenced documents include:

- Beta Theta Pi Foundation, Technology Grant Application Form
- Technology Grant Application, Appendix A
 - Pictures of current conference room setup, pgs 1-4
 - Proposed desk drawings, pg 12
 - Estimate from Bob Northrup regarding desks, pg 13
 - Estimate from Bob Northrup regarding mounting, pg 14
 - Estimate from Office Depot for screen and dry erase board, pg 18
 - Estimate from Cables to Go for projector cabling, pg 19
 - Estimate from Newegg.com for projector and mount, pg 20
 - Letter of Support from Dr. James Griesen, pg 21

1.3 Definitions, Abbreviations, and Acronyms

For the sake of brevity, many terms and names are shortened in this document. This section provides a clear reference of all abbreviations used in the document. Terms used in this document include:

- Alpha Tau, local chapter, or the chapter – the Alpha Tau chapter of Beta Theta Pi at the University of Nebraska-Lincoln
- Education fund – the Beta Theta Pi Foundation education fund for the Alpha Tau chapter
- House corporation, house board, local alumni, or alumni – the housing corporation board members for the Alpha Tau chapter

- The Mac – the Apple PowerMac G4 computer owned by Alpha Tau and presently located in the conference room
- CRCEP – conference room capability expansion plan
- BTC – Beta Technology Consortium

2 Scope and Goals Summary

The scope of this project is to greatly increase the capability of the chapter's conference room. The current condition of the conference room is outlined in section three of this document. Essentially, the chapter is looking to make the conference room into a more functional conference room through the addition of a projector and audio/visual system and other miscellaneous furnishings and technical items. Current conditions do not encourage or facilitate presentations, demonstrations, meetings, or generally any of the features that distinguish a conference room.

The goal of the project is to provide a room with all of the equipment and furnishings needed to allow the room to be used for:

- Group meetings for school projects
- Executive and cabinet meetings
- Alumni meetings
- Kai committee meetings
- Presentations to the chapter or alumni
- Campus student organization meetings
- Parents alliance meetings
- Personal studying area
- Conference calls between the GF and Chapter
- Educational consultant meetings

We expect the new conference room to be used by more than the current chapter members. We envision the new room being used by chapter members, student organizations with ties to Beta, students affiliated with Beta or friends of Betas, and Beta alumni. We see the benefits of this new room going well beyond just the chapter members.

3 Current Conditions

The conference room is located in the basement of the chapter house. Currently it contains:

- 4 tables approximately 4' by 4' in size
- 10 plastic and steel frame chairs
- 1 whiteboard approximately 4' by 3'
- 1 rolling black office chair (intended for using the Mac)

- 1 Apple G4 desktop computer

Appendix A includes figures which show the conference room in its current state.

4 Requested Items

This section is intended to outline a list of items requested by Alpha Tau, each item's associated cost, detailed descriptions of each item, and a total cost for the project.

4.1 Furnishings

Furnishings requested for the new conference room are:

- **1 whiteboard 48" by 120", \$411.99**
- **1 projection screen 70" by 70", \$119.99**
- **1 built-in desk for the Mac, \$1,084.75**

The subtotal for all furnishings is \$1,616.73.

4.2 Equipment

Equipment requested for the new conference room includes:

- **1 Epson PowerLite 821p LCD Projector, \$1,956.99**
- **1 Universal ceiling projector mount, \$112.99**
- **Miscellaneous low-voltage cabling for the audio/video system, \$350.00**
- **Installation services by Bob Northrup, \$629.22**

The subtotal for all equipment is \$ 3,049.20.

4.3 Additional Costs and Total

Additional costs to the project would include any charges for electrical wiring and for the custom desk to be built and installed by Bob Northrup. Also, delivery charges for the furniture will apply.

In total, the project is expected to cost \$ 4,665.93. Since all numbers are currently estimates, and additional unexpected things may happen in the project, we request \$4,800.00 from the education fund. This amount will be kept separate from other funds, and any excess money not used in the project will be returned to the education fund for future use.

5 Organization Plan

The idea for this project was conceived over the course of many meetings of the Beta Technology Consortium. The BTC was founded in the fall of 2003 to be a group of individuals led by the chapter technology chair to help recommend technology improvement plans in the house, and to help in the development and maintenance of the chapter website. The BTC is firmly behind this plan for the conference room.

The project is being headed by the chapter technology chair, Mark Antonson. Greg Walklin, the former chapter president, has also been responsible for helping Mark bring this project forward

through administrative support and editing of this document. Additionally, the BTC has given much input to this project.

6 Project Plan

The plan for this project is as follows:

- Rough-draft of project proposal without details completed February 12th, 2005
- Met with Bob Northrup to discuss project February 23rd, 2005
- Met with Dr. James Griesen to discuss project and request letter of support completed March 4th, 2005
- Letter of support from Dr. Griesen received March 28th, 2005
- Met with the housing corporation to discuss project and gain preliminary approval May 30th, 2005
- Met with Bob Northrup December 20th, 2005
- Project proposal finished with all item estimates and project costs September 26th, 2006
- Met with the housing corporation to approve final project plan and receive formal resolution September 29th, 2006
- Submit completed application to the Beta Theta Pi Foundation by March 1st, 2007
- Work to be completed spring/summer 2007