

From: Rohwedder, CeCe
To: [Stotz, Melissa](#); [McGowen, Micah](#)
Cc: [Brinker, Sharon](#); [Lammers, Kimberly](#)
Subject: TFAC funds available for accessibility projects; process information
Date: Monday, June 4, 2018 12:32:00 PM
Attachments: [TFAC2018AccessibleStudentPrinters.docx](#)
[TFAC2018AccessibleHearingImpaired.docx](#)

Good afternoon, Melissa and Micah,

The funds awarded by TFAC for the attached projects, #1804 and #1805, are now available for you to use.

- “Accessibility for student printers” is TFAC #1804, program code 00511, fund 19594, department 4500; Melissa is the project director. \$8,995.16 was awarded.
- “Accessibility for hearing impaired in classrooms” is TFAC #1805, program code 0512, fund 19594, department 4500; Micah is the project director. \$11,800 was awarded.

When you are ready to purchase items, please ask Sharon Brinker or Kim Lammers, cc’d here, to do so for you. You will need to provide them with the TFAC #, program code, fund number and department number.

Please let me know when each of these projects has been completed; I will then provide you with the completion report form to complete and return to me.

If you have any questions, please let me know.

Thank you,
CeCe

CeCe Rohwedder
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From: Stotz, Melissa
Sent: Wednesday, May 30, 2018 3:55 PM
To: Rohwedder, CeCe <cece.rohwedder@ndsu.edu>

Cc: Blosser, Jason <jason.blosser@ndsu.edu>; McGowen, Micah <micah.mcgowen@ndsu.edu>
Subject: RE: TFAC award for accessibility projects

Hello CeCe,

I officially accept these two awards.

My answers to your questions are provided below in **dark red**:

Melissa Stotz
Learning and Applied Innovation Manager / Information Technology Services
NORTH DAKOTA STATE UNIVERSITY

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From: Rohwedder, CeCe
Sent: Wednesday, May 16, 2018 8:45 AM
To: Stotz, Melissa <melissa.stotz@ndsu.edu>
Subject: RE: TFAC award for accessibility projects
Importance: High

Hi, Melissa,

I thought I'd circle back to this as a reminder of the question of who will serve as the Project Director for each of the two projects.

Melissa Stotz will serve as the Project Director of the Accessibility for Student Printers project
Micah McGowen will serve as Project Director of the Accessibility for Hearing Impaired in Classrooms project

Additional questions are:

1. What is the projected start date and the projected end date of each of the two projects?

Accessibility for Student Printers – June 1, 2018 – December 30, 2018

Accessibility for Hearing Impaired in Classrooms project -- June 1, 2018 – August 30, 2018

2. Please send me a current itemized budget for each of the two projects

Attached are the itemized budgets for each project.

Lastly, we will need an official acceptance of these two awards – via email will work very well.

Completed at the top of this message. 😊

Thank you for your help,
CeCe

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From: Rohwedder, CeCe
Sent: Wednesday, May 9, 2018 12:36 PM
To: Stotz, Melissa <melissa.stotz@ndsu.edu>
Subject: TFAC award for accessibility projects

Good afternoon, Melissa,

Marc approved the 5/2/18 TFAC recommendation to fund the accessibility projects, as per the information below. I am proceeding with the paperwork and arrangements, and I need the name of the individual who will serve as project director. Please let me know, and I will follow up regarding additional specifics of the process.

Thank you,
CeCe

Accessibility needs for student technology

- A. Accessibility for Student Printers (funded at \$8,995.16, starting with the highest-traffic printers as identified by the Learning and Applied Innovations unit of the IT Division
In order to meet ADA requirements for the Go-Print stations, the printers need to be lowered substantially. The existing printer furniture is at standard heights but does not take into account high-capacity paper trays. Each of the 61 printer locations brings with it a different set of circumstances, and a complete analysis of all locations will be occurring soon. If funding is provided, we would start by making accessible the highest traffic locations, and complete as many as we can with the available funding.

Additional Info

- Initial analysis reveals the need to lower 47 of the 61 printers to meet accessibility campus wide.
- Average estimate for each lowered printer is \$700.



- If there is not enough funding to lower all printers, they will be lowered in the order of highest usage. The top 10 locations include:

AG Hill 188	West Dining Center 4
Library 118	Loftsgard 62B
Memorial Union 176	Library 14D
Nursing at Sanford Health 11	Barry 288A
Nursing at Sanford Health 161	Barry 366

- **\$700 x 47 = \$32,900**

B. Accessibility for Hearing Impaired in Classrooms (funded at \$11,800.00)

When hard-of-hearing students attend NDSU, we are able to provide a connection in the classrooms that will allow them to use their hearing aid or cochlear input to hear the audio in the classrooms; however, this requires a wireless microphone to be installed in the classroom. We currently have 90 classrooms that do not have wireless microphones installed. In terms of the need, for example, IT was approached by Disability Services regarding a deaf student attending NDSU in the fall. We should be able to accommodate all of the classrooms for this student by using all of our spare wireless microphones -- however, this leaves no backups for wireless microphones campus-wide, or in the event, a second hard-of-hearing student attends NDSU. We would like to purchase 10 wireless microphones to be available for hard-of-hearing students as needed to meet ADA requirements. Each wireless microphone costs \$700; a total of \$7,000 would meet this need.

Additional Info

- In addition to the 10 wireless microphones originally requested, hard-of-hearing students require assistive listening kits (FM receiver/transmitter). We currently have four

– The four we have are all in use to accommodate one hard-of-hearing student. If we were to learn of an additional hard-of-hearing student, we would not have any of these kits left.

- Each hard-of-hearing student needs the following equipment installed in each classroom for which they are taking classes:
 - Wireless mic - \$700
 - FM receiver/FM transmitter - \$800
- The equipment will be installed, and relocated each semester, as requested by hard-of-hearing students.
- Having 10 wireless microphones and 10 assistive listening kits allows us enough equipment to support two hard-of-hearing students (assuming each student has class in five different classrooms each semester).
- $\$700 \times 10 = \$7,000$ – wireless microphones
- $\$800 \times 6 = \$4,800$ – assistive listening kits (we have 4, adding 6 will give us 10)
- **Total request -- \$11,800**

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