

## OSU Student University Technology Services Fee Committee

March 27, 2006

211 Student Union

Meeting Minutes

**Present:** Timm Bliss, David Bosserman, Jerry Bowen, Karalyn Eyster, Becca Farr, Darlene Hightower, Tom Jordan, Angel Kymes, Nicholas Materer, Kevin Murphy, Douglas Needham, Robin Leech (alternate for Anne Prestamo), Ryan Royse, Marlene Strathe

**Absent:** Gina Causin, Courtney Hentges, Alex Kolpakov, Jim Lish, Jeff Price, Luke Simmering, Mitch Zaloudek

The meeting of the OSU Student University Technology Services Fee Committee was called to order by Chair Karalyn Eyster at 5:00 p.m.

1. Approval of Minutes. A copy of the 2/27/06 minutes was included in the handouts for the meeting. One correction was brought forward from Item #2. In the sentence, "The Task Force also pooled faculty and students..." *Pooled* should be *polled*.

**Minutes from the February 27, 2006 meeting were approved as corrected by a motion, second and a voice vote.**

2. FY05 & FY06 Budget Status. Darlene Hightower noted for the committee's information that Internal Audits is looking at the UTSF and the reporting formats that we have been using. They did not like the idea of stopping FY05 and moving everything forward to FY06, because on the form for FY06 it would show some of the encumbrances being paid. This causes more of these being over budget than what they actually were. IT is working with Internal Audits on a standardized form. In FY05, the balance available is approximately \$140,000. There is one project, Print Metering, which is still open for FY05. For FY06, we still have quite a bit to expend. Several purchases have been encumbered but have not yet been paid. They will be posted to this report when they are paid. Things are looking good for FY05 and FY06.

3. FY07 Budget Outlook – Darlene Hightower reviewed the proposed budget for FY07. Some administrative increases are requested. For salaries, there is a request to increase the pay rate for UTSF student lab techs. Currently most of these students are earning \$5.15 to \$5.30 per hour. A \$.50 increase is requested for these student workers, \$7,224, plus a buffer of approximately \$6,200. The total amount requested for student salaries is \$90,000. **A motion was made, seconded and approved by voice vote to budget \$90,000 for UTSF student staff salaries.**

The next report outlines the full-time support staff funded by the UTSF. Currently, we know who is being paid from the UTSF, but the method used to determine this was devised several years ago and is no longer valid. A change is proposed in the methodology for allocating a portion of the full-time support salaries to be paid by UTSF. Salaries were pooled for the technical support staff in the server administration area (14), the network administrators (7), technical support that is responsible for keeping the desktops up and running in the lab areas (1), and an assistive technology position (1). Currently, to keep those positions funded, it runs approximately \$956,000 plus cell phone additives. If we switch to a method of UTSF paying 25% of these positions' total salary, the total is approximately \$330,000. UTSF is currently paying \$313,000 under the old methods. To change the methodology to where it is easier to understand and calculate every year, we are requesting an additional \$16,888. To allow for a 3% merit increase during FY07 would require an increase of \$20,692. The total amount requested from UTSF for FY07 funding for full-time support is \$334,057.94. **A motion was made, seconded and approved by voice vote to approve the change in funding methodology for full-time support staff, and to approve \$334,057.94 for the UTSF portion of salaries for full-time support staff for FY07.**

The next item to be reviewed for the FY07 Budget is the Software Maintenance Renewal Summary. Darlene reviewed the spreadsheet. The total for the renewals is \$558,741.10. These are the same software packages that we had last year, except for some in assistive technology, where a different vendor may have been used. This renewal summary includes WebCT and BlackBoard since we are going to keep those for one more year. Last year we budgeted \$658,000, but that also included some projects. The question was raised regarding a previous inquiry about the Adobe Premier Suite. The vendor was contacted and the determination was that it could not be put on the servers, but we can sell at a great discount through the bookstore. Discussion was held regarding the software package and the likelihood that it is a package that is used by many students across many disciplines. *Action Item – Darlene Hightower indicated she would investigate the possibility of installing it in the labs and bring the issue back to the April meeting.* **A motion was made, seconded and approved by voice vote to approve \$558,741.10 for software maintenance renewals for FY07.** *Action item -- It was suggested that a rubric be provided for the network expenses similar to the salary rubric.*

4. Discuss & Approve FY07 Project Requests – (detailed requests for funding were provided to committee members prior to the meeting)
  - A. Multimedia Needs for Classrooms – Marlene Strathe presented the request for funds for general university multimedia needs, with a total of \$497,849. The four elements of the proposal were outlined. All of these elements are committed to classrooms that are used by the general university population. The question was raised regarding the connection between this request for work in PS 141 and the separate request for multimedia funds (\$50,000) from the College of Arts & Sciences for PS 141. Norma Earp attended the meeting to answer questions

regarding the A&S request. Before discussion on the multimedia request, the question was raised regarding how much is available to spend. An amount of \$400,000 for classroom support is already budgeted. We actually have \$861,000 to spend without the carryover amount from FY06. We may have carryover funds after the CMS project is funded. Our new requests today total approximately \$1.1 million so we do not have enough to fund all the projects before us. Regarding the multimedia request, the question was raised as to how the classrooms were chosen that are to be upgraded. Dr. Strathe commented that her priority was to maximize the exposure to as many students as possible. Therefore, the largest classrooms were looked at first, then the most heavily used. Darlene Hightower explained that since \$400,000 has already been allocated for multimedia, we are actually just looking at an additional \$98,000 for this request. Another multimedia request from HES was submitted in the amount of \$90,000. Brecca Farr and Shiretta Ownbey were present to talk about this request. This request covers three general university classrooms in HES which have no multimedia equipment available. Classroom size is approximately 40 to 50 students. **A motion was made, seconded and approved by voice vote to approve the \$497,849 request for multimedia needs for general university classrooms.**

- B. Wireless Requests – OSU student Laura Nielsen was present to talk about a student survey on wireless internet. Laura outlined the results of the survey (provided in committee member handouts). Michael White indicated that wireless expansion on this campus has been project-by-project thus far. Included in this request for funding is salary money for an additional employee to perform the work on wireless. Other areas have separate requests before the committee for funds for wireless, i.e. UHS (\$6,235), Colvin Center (\$2,000), and Noble Center (\$40,000). Steve Rogers (UHS) and Kent Bunker (Colvin) were in attendance to discuss the requests for wireless for their areas. Their requests focused on wireless service for students visiting and using their facilities. It was the consensus of the committee to include these buildings in the overall plan for wireless. It was proposed that a campus-wide plan be devised for the committee to review at the next meeting. It was requested that Michael White also look at how faculty could utilize the wireless technology in the classroom. What might we be able to do with a classroom of students as opposed to just creating some wireless hot spots across campus? What is the academic thrust that can be addressed? The question was raised how important it was to get the large amount funded up front or if it can be efficiently staged, or phased in. It was also suggested that we investigate if, in areas that receive separate tech fee funds, those funds were tapped also. **A motion was made, seconded and approved by voice vote to postpone the wireless requests for funding until the April meeting, allowing Michael White to formulate a campus-wide plan for wireless implementation.**

- C. Apple Software Request (\$79,200) – This request of \$79,200 in funding was outlined by Rita Peaster and supported by students Justin Gill, Clint James and Jeff Clark. This software agreement is similar to the Microsoft Campus Agreement, but for Mac users. A new quote may be needed, which may result in a possible increase from \$45 per student to \$55 per student, but that would be a worst case scenario. This would bring the total dollar amount to \$98,000. The committee asked questions regarding the specific software offered in the bundle, i.e. iLife, iWork, QuickTime Pro. The estimated number of students that may wish to utilize this software is 1760. The question of a dramatic increase in users was presented and what effect would that have on the licensing cost. That is unknown at this time. It was proposed that this item be tabled in order to provide time to investigate the latest quote and the effect of an increased user community. The committee would like to see different scenarios using varying software bundles. Verification was requested whether the AMP covers hardware and/or software. **The motion was made, seconded and approved by voice vote to postpone this item until the April 10 meeting, when more information is available.**
- D. Computers for FRC Community Lab (\$13,475.70) -- David Stoddart was present to support the request for replacement computers for the Family Resource Center Community Lab. This lab is open 24/7 and open to all residents who live on campus. The computers in this lab are approximately 4 to 5 years old and are in need of replacement. **The motion was made, seconded and approved by voice vote to approve the request for \$13,475.70 for FRC Lab Computer Replacement.**
- E. Assistive Technology Requests (\$19,000) – Kevin Sesock presented to the committee two requests on behalf of Student Disability Services – a Braille Embosser Replacement (\$10,000) and a Hardware Upgrade (\$9,000). The current embosser is approximately 10 years old. It does work and could be used as a loaner if a new embosser is approved for funding. The hardware upgrade is requested for equipment in Student Union 315--two computers, a scanner and alternative input devices. A question was raised regarding an estimated number of students that might be served by this request. Number of students served by the Student Disability Services Office is approximately 550. Clarification was asked about how the computers are used and detail on the cost of the computers. The estimate was prepared by proposing top-of-the-line computers so that they would last 4 to 5 years. Space is also an issue, so the ultra slim models were requested. The computers are used primarily for on-site, one-on-one training of students; also for support services so that the computer can be used to test; and they are used by students who need to use the software and need assistance. **The motion was made, seconded and approved by voice vote to approve the request for \$9,000 for Assistive Tech Hardware Upgrade and \$10,000 for Assistive Tech Braille Embosser Replacement.**

- F. Sustainable Campus Design (\$4,000) – Will Focht presented the request for funding for software and hardware that would support the Environmental Science Graduate Program. This program is part of the Graduate College, so they do not have access to College Tech Fees since the program is not a part of any specific college. There are approximately 100 students in the program. Discussion was held regarding if this was an appropriate use of the UTSF funding. The question of volume licensing for this software was presented. **The suggestion was made to request the originator of this request to come back to the April 10<sup>th</sup> meeting to provide more information.**
- G. Messaging Hardware Replacements & Software Renewals (\$115,720) – Tina Meier spoke regarding the request for funds for rotating hardware for the Exchange environment. The Exchange environment is being used by over 16,000 students. Also included in this request is the renewal of the software assurance program. **The motion was made, seconded and approved by voice vote to approve the request for \$115,720 for Messaging Hardware Replacements and Software Renewals.**
- H. UTSF Computer Lab Requests (\$53,595) – John Wilson presented three requests for funding for the three UTSF labs, which are located at Kerr-Drummond, Bennett and Student Union. The UTSF Lab Upgrade request (\$48,600) would allow ten more seats to be added to the S.U. lab. Also general maintenance funding is included such as cleaning the carpet, chairs and light fixtures. The Bennett lab would receive new carpet, the chairs cleaned and the dividers repaired. The UTSF Lab Equipment request (\$4,200) is submitted to enable the addition of scanners in all three UTSF labs, metal storage cabinets for Kerr-Drummond and the SU labs, and printer memory for Kerr-Drummond and the Bennett labs. The Lab Tech Vests request (\$795) was submitted to purchase identifying orange vests for all lab techs in the UTSF labs. This would allow the techs to be easily identifiable to users of the facilities. **The motion was made, seconded and approved by voice vote to approve the three requests for the UTSF Computer Labs: Upgrade Request (\$48,600), Lab Equipment (\$4,200) and Vests (\$795).**
- I. Oracle Master Lease/Annual Maintenance (\$141,192) – Darlene Hightower presented information regarding the request for Oracle Master Lease/Annual Maintenance. It is requested to split the master lease payment and annual maintenance 60/40, which would commit UTSF funding in the amount of \$141,192 annually for the next eight years. **It was suggested that this item be tabled until the next meeting. Additional information needed is how this purchase impacts the students.**

- J. Multimedia Requests from HES (\$90,000) and A&S (\$50,000) – These requests were discussed previously in the meeting and funding decisions were tabled until later in the meeting. Discussion was held regarding the amount available to spend. The carryover amount is in question. The CMS funding should be determined by the next meeting and so therefore the carryover balance should be known by the April 10 meeting. Clarification was requested on the amount needed for the A&S request. A portion of the \$50,000 would be covered under the overall multimedia request by Dr. Strathe. The A&S request would be for an additional \$20,000 instead of \$50,000. **The motion was made, seconded and approved by voice vote to approve the two requests for multimedia from A&S (\$20,000) and HES (\$90,000).**

Meeting adjourned at 7:21 pm.

Minutes submitted by: Joyce Hise