OSU Student University Technology
Services Fee Committee

March 31, 2008
224 Student Union
Meeting Minutes

Present: Tony Balenti, Timm Bliss, David Bosserman, Brecca Farr, Gail Gates, Darlene Hightower, Joyce Hise, Clay Holt, Sanjay Kapil, Nicholas Materer, Maria Moccia-Wolff, Kevin Murphy, Anne Prestamo, Nathan Putman (alternate for Sara Drueckhammer), Liz Roth (alternate for Anna Cruse), Don Turton

Absent: Satish Bukkapathan, Courtney Clark, Ben McLaughlin, Rachel Rumsey

The meeting of the OSU Student University Technology Services Fee Committee was called to order by Tony Balenti at 5:04 pm.

1. Approval of Agenda. A request was made to make a change in the agenda. Mark Weiser asked to be moved up on the agenda as he is not feeling well. **A motion was made to approve the agenda with the change requested. The motion was seconded and approved by a voice vote**.

2. Approval of Minutes. The 11/5/2007 minutes were included in the handouts for the meeting. **A motion was made and seconded to approve the 11/5/2007 minutes as presented. Motion was approved by a voice vote.**

3. Budget Status Update – Maria Moccia-Wolff introduced the proposed budget for FY2009. Darlene Hightower noted that the figure for estimated revenue reflects a 2% reduction. This is due to a projected decrease in credit hours. She mentioned that this year the salaries and wages for full-time IT employees were split out from the student wages. We had a large increase for student wages due to the minimum wage increase. The two figures combined represent an approximate $35,000 increase than what was budgeted last year due to the proposed salary increase plus the minimum wage increase. The maintenance budget increased by approximately $345,000 because of the master lease payments that were approved last year for networking and storage equipment. The master lease payments are on a four-year plan.

4. Presentation of New Requests for Funding/ Questions

   09-0015 – $67,406   Mark Weiser presented the request for partial funding to upgrade General Education Classrooms in the Business Building (9 rooms), Gunderson (2 rooms), and Morrill (1 room). The proposal is for the UTSF to fund 30% of the cost, with the Spears School of Business funding 70%. The question was raised as to why this project was not covered under the request from ITLE/Provost

for General University Technology Upgrades (Project Request 09-0018). It was also asked if the funding could be funded out of the classroom upgrade budget, which is separate from the UTSF funding. **A motion was made and seconded to approve the project contingent upon the Provost not being able to fund it by some other source. Motion was approved by a voice vote.** Dr. Bosserman will discuss other possible funding sources with the Provost.

09-0001 -- $82,095 Darlene Hightower presented the request, which is to add five positions into the matrix for funding IT positions that support student services. The request is to cover 25% of salary and benefits for these positions. **A motion was made and seconded to approve the project. Motion was approved by a voice vote.**

It was discussed how to handle voting on the projects, either as each is presented or after all projects are presented. It was decided to hear all the projects from this point forward and then approve or disapprove after all projects are presented.

09-0002 -- $350,000 Darlene Hightower presented the request to continue the expansion of wireless service. A map of current wireless coverage was included in the meeting handouts. The focus last year was outside coverage east of Monroe Street. The areas that will be focused on this year are outside coverage where the map shows "under construction;" upgrade the Library as we are having an issue during peak times -- there is not enough coverage; equipment rotations; and installation grants.

09-0003 - $35,000 and 09-0004 - $35,000 Stephen Rogers presented the two projects, which are to enable the University Health Center to utilize their new medical office management system by purchasing tablet PC's and acquisition of software to establish the laboratory information system. This technology would eliminate paper handling and offer the ability to electronically access real time information on test results, medication and the ordering of medications. The question was raised as to why the current student health fee would not be used to cover these costs. The response was that the current student health fee covers about 40% of the cost of the operations of the health center. If this funding was approved, it would allow the UHC to keep the costs down for the users rather than having the user bear the full costs of the project.

09-0005 - $41,827 Clement Abai presented this project, which is to purchase new AT software licenses; upgrade existing AT software; renew and purchase AT software maintenance agreements; and maintain the AT software throughout the campus for students for disabilities. Actually, only $27,000 in new funding is needed for this project. The other costs are currently included in the UTSF budget

09-0006 - $95,130   Charles McCann summarized the project to purchase computers and printers for the Kerr/Drummond Computer Lab Rollover: 72 desktops, 3 printers, and 2 Apple computers are needed. The current units were purchased in 2005. We are moving to a four-year basis for replacement of computer lab equipment. We will be purchasing four-year warranties with the new units. The warranties expire on the current units this year.

09-0007 - $48,800   Mark Payton presented the project for the Graduate College to fund a full-time IT specialist for one year to oversee the development of the Automated Plan of Study Project. The Graduate College would seek base-budget funding for continuance of the position. The automated plan of study would facilitate the graduate student degree certification process. The student would be able to submit a plan of study on-line and get approval on-line. The student would be able to perform a real-time degree audit.

09-0008 - $40,600   Craig Satterfield summarized the Admissions Scanning project. The project involves purchasing two high capacity scanners and concomitant software licensing so that these documents may be scanned into the University operated BIS document imaging system. This proposal would allow the Graduate College to scan admission documents, which can then be viewed by academic units as appropriate. Graduate student enrollment represents about ¼ of the total student enrollment. There are roughly 4500 graduate students currently.

09-0009 - $8,500   Celeste Campbell presented a request for funding to provide new self-service computers for student use. The Registrar's Office has a Student Technology Center, which currently has two outdated computers that need to be replaced. The project includes equipment/furniture for four new workstations. It was suggested that surplus computers from the lab rollover may be suitable for the Student Technology Center.   This would be a viable solution as the computers only need to run SIS and general internet. Charles McCann will work with Celeste Campbell to develop a revised project for the next UTSF Committee meeting.

09-0010 - $76,648 capital / $112,007 annual   Tina Meier presented the project funding request, which is to replace the anti-spam appliances with newer technology and provide room for growth. We have outgrown the current anti-spam capacity. The current system was estimated to withhold 300,000 spam messages per day. Currently we are close to 3.5 million messages received per day. The amount requested is for the OSU-Stw campus student head count only.

09-0011 - $12,871 one-time / $2,076 annual   Tina Meier outlined this project which is to upgrade lab imaging services. The current software does not support Windows Vista. The costs include the software, a new server with 3 years support, and 1 year annual maintenance on the software. The project cost is for the three UTSF-funded labs only.

09-0012 - $11,874   Tina Meier presented the project funding request, which is to upgrade the online classroom database. The database is doubling in size each semester of use. The amount requested is the OSU-Stw student share only.

09-0013 – $19,008 one-time / $1,828 annual   Tina Meier outlined the funding request, which faculty members from three campuses are requesting. It is to purchase Flash Video Server Technology. The amount requested is the OSU-Stw student share only.

09-0014 - $52,217 recurring   Tina Meier summarized the project request, which is to purchase a new anti-virus product for use on the Exchange servers. The current anti-virus product causes the Exchange server environment to be unstable. The amount requested is for the OSU-Stw student portion only.

09-0016 - $2,400   Bill Womack presented the request, which is for assistance with the one-time set-up cost to support the fax/server OSFA imaging project. The OSFA has agreed to serve as the pilot fax/server project for the University, therefore the set-up will serve as a model for other areas on campus.

09-0017 - $142,000   John Polonchek outlined the request to purchase 80 notebook computers and 4 storage cases for use in the Classroom building. Faculty members teaching in the Classroom building would be able to check out notebook computers to create a "virtual computer lab on demand." The storage carts would charge the batteries when the computers were not in use. The current AV monitor's workstation would serve as the storage location and the AV monitor would check the units in and out. The project is submitted jointly by the Spears School of Business, the College of Arts & Sciences and the College of Education.   Concerns were raised by the committee regarding the infrastructure needs, such as power availability and bandwidth; and the availability of battery power if classes are back-to-back. The Library has experienced issues with their laptop checkout program, such as the battery life shortened because of the constant recharging and the turnover time is a concern. Use of current computer labs in the Business Building, the Classroom Building and Math Sciences was discussed.

09-0018 - $421,300   Jeremy McCully presented the project request, which is to install multi-media equipment in 11 classrooms across campus ($191,180) and upgrade multi-media equipment in excess of 30 classrooms across campus ($230,120). The classrooms were chosen on several criteria, such as scheduling, room size and location. Several small rooms were chosen because requests were being received for small rooms with multi-media technology. In the updating portion, the plan is to reuse as much as the equipment as possible. Items that are easily repaired in-house will be repaired. Standardization is the goal, so as equipment is out-dated, the plan is to replace it with standardized equipment.

5.   Discussion/Approval of FY09 Project Requests

Discussion was held on project requests. The committee felt several requests were in support of administrative costs, which does not meet the purpose of the fee. **A motion was made to <u>not</u> approve Projects 09-0003, 09-0004, 09-0007 and 09-0008. The motion was seconded and approved by a voice vote.**

Discussion was held on Projects 09-0005 and 09-0006. **A motion was made to approve Projects 09-0005 (for $27,000) and 09-0006. The motion was seconded and approved by a voice vote.**

Discussion was held on Project 09-0017. There are many unknowns associated with the project. The storage and support has not been discussed with those providing it. The power capabilities may be an issue. The time it would take to check the units out and in would take away from the class time. Security is a concern. **A motion was made to <u>not</u> approve Project 09-0017. Motion was seconded and approved by a voice vote.** A proposal was made as to whether it is time for OSU to consider requiring students to provide their own laptops.

Discussion was held on Project 09-0018. **The motion was made to approve the upgrade portion only of Project 09-0018 in the amount of $230,120. Motion was seconded and approved by a voice vote.**

Discussion was held on Projects 09-0010, 09-0011, 09-0012, 09-0013 and 09-0014. **Motion was made to approve Projects 09-0010, 09-0011, 09-0012 and 09-0014. Motion was seconded and approved by a voice vote.**

Projects 09-0002, 09-0009, 09-0013 and 09-0016 were tabled until the next meeting.

The next meeting is scheduled for April 14 at 5:00 pm.

<u>A motion was made and seconded to adjourn the meeting. Motion was approved by a voice vote.</u>

Meeting adjourned at 7:25 p.m.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on April 14, 2008.