

APPROVED 11/26/2012

OSU Student University Technology
Services Fee Committee

April 4, 2012
216B Library
Meeting Minutes

Present: Nik Dalal, Chad Depperschmidt, Gerard Dumancas, Caitlin Harris, Darlene Hightower, Joyce Hise, Heidi Hoart, Emily Hooser, Marc Krein, Jared Krittenbrink, Robin Leech, Nicholas Materer, Maria Moccia-Wolff, Don Turton, Denise Weaver

Absent: Satish Bukkapatnam, Andrea Cerar, Kelsey Hembree, Colby Howser, Sanjay Kapil, Lizzie Madden, Ry Marcatillio-McCracken, Sarah Ward, Joe Weaver

The meeting of the OSU Student University Technology Services Fee Committee was called to order by the co-chair, Nicholas Materer, at 9:05 a.m.

1. Approval of Agenda. **A motion was made to approve the agenda. The motion was seconded and approved by a voice vote.**
2. Approval of Minutes. The 11/9/2011 minutes were included in the handouts for the meeting. **A motion was made and seconded to approve the 11/9/2011 minutes as presented. Motion was approved by a voice vote.**
3. FY12 Budget Status Update. Maria Moccia-Wolff reviewed the FY12 Budget Status as of February 29, 2012. This lists all the projects that were approved last year. All are either completed or are nearing completion. We have our required reserve of \$278,000 plus some extra. We are going to end the year with a little higher balance due to a higher enrollment than was anticipated, which raised the revenue more than estimated.
4. FY13 Proposed Budget/Maintenance Spreadsheet. Darlene Hightower reviewed the proposed budget for FY13. We get our anticipated revenue numbers from Institutional Research based on their estimation on our estimated enrollment. We believe we will start out with a little over \$3 million, plus an estimated \$415,000 for carryforward. If you look back at the sheet Maria discussed, \$300,000 of that is for a cushion. We are going to lower that for FY13. The expense items (in red) are the same as the previous year with the exception of the Maintenance figure. A separate sheet in your packet lists the current maintenance renewals. We budget an increase of 3%. Some may not increase at all, some may increase more than 3%. We are requesting a 5% reserve instead of 10%. Any funding that is not used is included in the next year's budget as carryforward. The committee is asked to approve the ongoing expenses (in red) for FY13.

**A motion was made to approve the FY13 ongoing expenses as presented.
The motion was seconded and approved by a voice vote.**

5. Review of Process for Consideration/Approval of Requests. Darlene Hightower reviewed the process of considering projects for UTSF Funding. The requests need to benefit a large portion of the student body. For software licensing, the rule of thumb has been that if at least three colleges are interested in using the software, then it will be considered. If only one or two colleges have a need, the funding should come from college tech fee funds.

6. Presentation of New Requests for Funding/Questions

13-001 Wireless LAN Controller Module Upgrade – Mike Kerntke presented this request. This unit acts as the controller for the wireless access points around campus. These units typically have a four to five year life span. Our unit is four years old. It is time to upgrade to the newer version, which gives us greater flexibility. We get dual pathing, which allows us to have failover. It gives us increased capability in the management of the wireless signal. The outdoor units will not interfere with the indoor units. We have bleed over from outdoor to indoor currently, so it affects the performance of the wireless across campus. This will allow us to segregate the indoor and the outdoor separately.

13-002 National Instruments LabView – George Douglas indicated that they have received requests from several colleges (Arts & Sciences, Education, Engineering) to use their license for LabView. They cannot share their license as it is paid for with their college tech fee. A modification needs to be made in the amount requested. The request can be amended to request \$20,599, which is the amount for an instructional license. There would be a maintenance fee annually after that, the amount is unknown.

13-003 General University Classroom Technology Upgrade – This project was presented by Jeremy McCully from ITLE. The request is divided into three sections. The first is to request funding to replace, update and bring up to current standards technology equipment in general university classrooms. The second is for HD upgrades for eight large capacity classrooms. The third section is to purchase 10 smartboards for use throughout campus. The specific classrooms for the HD upgrades have not been identified yet. Eng South 317, Classroom 313, Classroom North 101/102, Physical Science 141, Ag Hall 101 are possibilities. The smartboards will be placed in the high demand general university classrooms, locations will be determined later.

13-004 Wireless Expansion for Outdoor Coverage – Mike Kerntke summarized this request, which is to augment the existing outdoor wireless coverage in the central parts of the campus. As classes let out around campus, the wireless access points become entirely

saturated. These access points currently in place are functioning, but are becoming past capacity.

13-005 Wireless Access Point Upgrade – This request was introduced by Mike Kerntke. It will allow us to upgrade access points that do not support end protocol. This will allow us also to do some redundancy and to build pathing with the newer access points. This is basically an update to older technology. Included in this request is funding for access points at the NOC facility. The NOC students also pay the UTSF.

13-006 Wireless Expansion for General Use Classrooms – Mike Kerntke indicated that we have noticed that in some of the larger classrooms and auditoriums there are some issues with saturation and bleeding from other wireless points. We propose adding some directional antennas as well as increase the access point density in some of these facilities. It will also keep the signal from bleeding outdoors or out of the classroom. If the committee approves 13-004, 13-005 and 13-006, it is not mandatory to fund 13-001, but recommended.

13-007 Online Classroom/RealAudio/Storage Equipment – Tina Meier explained that the project would fund the purchase of four servers for the Online Classroom. The file servers are due for their four-year replacement cycle. There have also been requests from departments for increased storage space for media files. We are looking at tiering storage, which means that files that are not used as frequently are tiered down to a cheaper level of storage. The newer types of files are presented on faster storage. This allows us to purchase more storage for a cheaper cost. This storage is for the current needs of the on-line courses.

13-008 Active Directory Domain/Storage Switch Equipment – Tina Meier summarized that this is to replace four Active Directory Domain servers and two storage area network switches. The Active Directory Domain is used for the Okey authentication, On-Line Classroom, RealAudio, proxy services for the Library, Campus Life pieces, on-line voting, and basically any time authentication is used. Regarding the switch replacement, there are two six-year old devices that need to be replaced with newer technology.

13-009 File Server Equipment – Tina Meier explained that this is for another server rotation used for group and home drives for courses and for individual file storage. There are some software packages that do not allow for cloud-based storage that is provided through the students' Google docs or through their sky drive. So we are still required to provide a home drive until the vendors upgrade their technology on their applications.

13-010 Bennett Hall Computer Lab Equipment – Charles McCann reviewed this request, which is to replace 57 desktop computers in the Bennett Lab. They are 4 to 5 years old and are due for replacement. Generally, computers in labs are still being used consistently. The printing option in the labs is popular.

13-011 Off-campus Backup Storage – Tina Meier presented this request, which is to begin looking at replacing our technology that we use for backups. Our current backup system is six years old and it uses tapes that take extended periods of time to do restores. The technology has become available to do disk-to-disk backups that would allow us to replicate the data to another site and have that available as a ‘hot site’ or increase our mean time for restore. What we want to do is begin the phase-in of this technology this next year so that we would have a site to place these backups. In the event of a disaster on the Stillwater campus, we would be able to utilize the backups at these other locations.

13-012 Uninterruptible Power Supplies Rotation – Mike Kerntke explained this request to upgrade and replace some of our older UPS systems that we currently have in our network closets. Each device on the network, whether it is a wireless access point or a camera security system or VOIP telephone, needs power supplied to it from the network switch itself as opposed to plugging it into the wall in the room. So as we are supplying more and more power to these devices over the network cabling, some of these devices are becoming life safety type devices. So we are increasing the amount of time that power can go off on campus and we can still keep these switch rooms up and running with power. The newer devices require the power supply to it so this allows us to provide some insurance that power will be available during the power outages across campus.

7. Discussion/Approval of FY13 Project Requests

Nick Materer indicated that the next step is to discuss and decide which projects will be approved. There are more funds requested than is available. One way to approach this step is to first discuss those items which meet the criteria for use of tech fee funds. Projects such as computer equipment needs in the classrooms directly benefit a wide number of students, such as in projects 13-003 and 13-010.

Project 13-003 - Discussion was held on the smart board portion. How many faculty are using them and are trained in their use? Several indicated that they feel that they will be utilized if they are available. We could ask for a follow-up report next year of how well the smart boards were used. This project will place them in university classrooms, not departmental classrooms. The boards work well in a smaller or medium-sized classroom rather than large classrooms. For some, the lack of training for current users has been an issue. Training would be a key component if smart boards are purchased.

Motion was made to approve Projects 13-003 (\$255,884) and 13-010 (\$43,500), with the caveat for Project 13-003 that a follow-up report be provided next fall on the actual use of the smart boards. Motion was seconded and passed by a voice vote.

Project 13-007 – If we do not do this, it will cause issues for the on-line classrooms. If we do not receive this funding to increase the storage, the colleges will have to

continue to pay for more storage, which is what happens now. The storage is not just for RealAudio, it is also for the courses. Online students pay the tech fee.

Motion was made to approve Project 13-007 (\$40,446). Motion was seconded and passed by a voice vote.

Project 13-009 – This funding is for student home drives. The request is for a cost share with the IT Department, each pay 50% of the total amount.

Motion was made to approve Project 13-009 (\$10,695). Motion was seconded and passed by a voice vote.

Project 13-002 -- The amount requested is in two parts. The campus teaching portion is for \$20,599. The requested amount is amended to \$20,599. There would be a continuing maintenance amount, but that amount is unknown. If the committee approves the initial purchase, then the ongoing maintenance is usually approved as well.

Motion was made to table Project 13-002, pending further information on the recurring maintenance amount, and whether the other areas utilizing it are using the research or teaching portion.

Project 13-008 – This project is important to the students. These servers are aging and need to be replaced.

Motion was made to approve Project 13-008 (\$32,611). Motion was seconded and passed by a voice vote.

Projects 13-001, 13-004, 13-005, and 13-006 – These projects all support wireless services. The full potential of 13-004, 13-005 and 13-006 won't be realized unless 13-001 is approved as well. The costs listed have been negotiated and are the result of a discount. Outdoor coverage is used widely across campus. The outdoor coverage also alleviates some cell phone connection issues as well because some of the data transmission gets picked up by the wireless.

Motion was made to approve Projects 13-001 (\$428,106), 13-004 (\$125,310), 13-005 (\$40,656) and 13-006 (\$44,820). Motion was seconded and passed by a voice vote.

Project 13-011 – With the approval of this project, we will be able to begin to switch off of tape backup. The ones we are trying to cover in the start-up are the on-line classrooms.

Motion was made to approve Project 13-011 (\$100,000). Motion was seconded and passed by a voice vote.

The balance left after projects approved today is \$51,455. Projects 13-002 and 13-012 are tabled until clarification is received from George Douglas on LabView recurring costs and whether the participating departments are utilizing the teaching license. An email vote will be held after this information is received. *

Question was raised regarding tracking the use of the maintenance items. For use in the Tech Fee labs, a program is being developed to show each time a student actually opens one of those programs. We do have utilization data for the MCA. A possible agenda item for the first meeting in the fall would be to review the usage of maintenance items.

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

Meeting adjourned at 10:20 a.m.

Minutes submitted by: Joyce Hise

* Addition to the minutes:

On 4/25/2012, the following information from George Douglas was distributed via email to the committee:

- The cost of the annual maintenance.
 1. The cost of the annual maintenance for the Teaching license will be \$5,149/year.
- Are the requests you receive for the software teaching-related or research-related?
 1. The requests I have received in the past have been University project related which would fall under the Teaching license.

An electronic vote was completed on May 3, 2012. Project 13-002 (National Instruments LabView License) was approved as follows by a vote of 11 'Yes' votes and 4 'No' votes.

The expenditure of \$20,599 for an academic site licensing for National Instruments Lab View software - Stillwater campus and the annual maintenance expense of \$5,149.

Minutes approved by the UTSF Committee on 11/26/2012.