OSU Student University Technology
Services Fee Committee

April 4, 2013
Room 290 Student Union
Meeting Minutes

Present: Joel Billings, Mary Bryans, Sonia Crochik, Steven DeLoose, Andrew Dunn, Brecca Farr, Trevor Greer, Darlene Hightower, Joyce Hise, Angel Kymes, Abbey Linthicum, Kaitlin Lloyd, Robin Leech, Stephen Marek, Nicholas Materer, Maria Moccia-Wolff, Jason Nichols, Matt Rogers, Keith Teague, Denise Weaver

Absent: Heath Flanagan, Marc Krein, Mason Toole

The meeting of the OSU Student University Technology Services Fee Committee was called to order by the chair, Trevor Greer, at 3:05 p.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 11/26/2012 minutes were included in the handouts for the meeting. It was noted that a name was misspelled in the minutes; 'Ormsby' should be spelled 'Ormsbee." **It was moved to approve the 11/26/2012 minutes as corrected. The motion was seconded and approved by a voice vote.**

3. Follow-up Regarding Subscription to Dreamspark. The question was asked in a previous meeting as to why the campus did not subscribe to Dreamspark. Tina Meier reported that with our Microsoft Campus Agreement this last renewal contained Software Assurance. The Software Assurance provides the entire university with Dreamspark. So we are now locating the Dreamspark subscription code and we will set it up to allow use of Okey credentials for those who would like to use it for academic purposes in the labs. It includes student downloads for academic purposes only. The individual college implementations would no longer be needed. There is no additional cost associated with this. IT will communicate with the campus and will come back in the fall with an update to the UTSF Committee.

4. FY 13 Budget Status Update. Maria Moccia-Wolff reviewed the FY13 Budget and Project status handout. This lists the revenue for the Tech Fee and the ongoing projects and their status. With last year's carry forward, we have a total budget of about $3.3 million. We are going to hold back a portion of that for reserve, and we are right on track to spend the anticipated amount for expenses. On the far right is the status of the projects. Most have been completed. On Project 13-003, that project is mostly installed. We are waiting on final charges to be applied to the account. David Campbell reported

that there is some equipment that still needs to be delivered, the Creston HD equipment. We are waiting on the latest upgrades. The smart board portion is complete. The question was raised about classrooms on campus that do not have multimedia. What is the plan? It is planned that every GU classroom be equipped with multimedia equipment this year. One room in 4-H has asbestos issues, which may delay that multimedia installation. There are also some smaller classrooms that do not have multimedia where space is the issue.

5.   Software Utilization Reports. Darlene Hightower reported that there was a previous request for information regarding utilization of software packages. One of the reports in the meeting packet shows information from our software distribution website. The report is for the spring semester for the Stillwater campus only. At the top are the number of downloads. At the bottom are the numbers for those that have ordered the media off the web. We do not have the numbers available on those that ordered via a help ticket. The next report is a summary by software as to how many times it has been accessed from January 1 to April 2. There are typically more downloads in the fall than in the spring, but it depends on what classes are offered. The last report is the same report sorted by computer lab. It was asked if Office 2013 is going to be offered soon. It was reported that it is expected to be available by download very soon. On the packages that show a very low download, IT will look at those and start purging some of those that are not widely used. It was commented that some of the download numbers seem very low. This may be because it was previously downloaded in the fall or a previous version was downloaded. It was commented that Dreamspark may offer Office as well.

6. FY14 Proposed Budget/Maintenance Spreadsheet. Darlene Hightower reviewed the proposed budget for FY14. We get our anticipated revenue numbers from Institutional Research based on their estimation of enrollment. We believe we will start out with a little over $3 million, plus an estimated $200,000 of carry forward. A lot of the carry forward comes from the 5% reserve. Operating expenses are listed, such as wages, supplies, maintenance, memberships, etc. After subtracting the reserve, we will have a little over $1 million for projects. A separate sheet in your packet lists the current maintenance renewals. It lists all the software this committee has licensed in the past. We budget an increase of 3%. Freedom Scientific is the ADA software. Regarding Dragon Naturally Speaking, it is not available for download. IT will need to check with Clement Abai on the extent of the licensing for Dragon. Discussion was held regarding a process that might be used to decide whether to renew maintenance. It was suggested that upon approving a purchase for licensing of the software that the maintenance be approved for a set number of years. It was proposed that the academic community be polled to see if licenses should be continued. IT will send out a proposed procedure for the committee to review.

7.   Review of Process for Consideration/Approval of Requests. Darlene Hightower reviewed the process of considering projects for UTSF Funding. The funding for this fee comes from the students. This committee is formed from each of the colleges and the

library. The requests need to benefit a large portion of the student body. If a college comes to the committee with a request for funding, they should partner with two other colleges that are interested in doing the same thing and then requesting 25% of the expenditure.

8.   Presentation of New Requests for Funding/Questions

    14-001   Emergency Messaging – Mike Kerntke presented this request. The RAVE system was adopted last year for sending out text messages, phone messages, voicemail, and any kind of emergency notice to students, faculty and staff. This cost represents the OSU-Stw portion of the cost. The portion for the students based on FTE is $36,783. This is not currently used for severe weather, except for tornado warnings that are imminent to the campus. This vendor was chosen because of its reliability and ability to deliver large numbers of text messages in a quick timeframe. They perform better than anyone else in the country.

    14-002   Read & Write Gold SMA Cost – Clement Abai was not able to attend the meeting. Maria Moccia-Wolff explained that this software had previously been approved, but the ongoing maintenance was not a part of the request. This request is the ongoing maintenance for the software. It was asked if the requested amount of $3,375 is to be shared with other campuses using the software. Since it was not clear from the material submitted, Darlene indicated that IT will check on this.

    14-003   Mapping Toolbox for Matlab – This project was presented by Tyson Ochsner. Matlab is an industry standard in research and engineering for technical computing. OSU has a headcount license for Matlab and sixteen of its toolboxes and modules. One that we do not have is the mapping toolbox. This is one that his students' need. It costs $1600 per year to have this toolbox underneath the existing license. It was asked if his program is the only one using this component. Currently it is because it was not available and he came up with dollars from his research budget to acquire it, therefore it is not available widespread. It is a guessing game as to who may use it. Essentially there are six academic programs that would likely use it: Plant and Soil Sciences, Natural Resource and Ecology Management, Geography, Geology, Biosystems and Ag Engineering, Civil and Environmental Engineering. There are approximately 1100 students in those six programs. He believes if it was available, many of those students would use it. It was asked if he had approached his college's tech fee committee to ask for funding. He had not. It was commented that the college tech fee committee had already met and committed their funding. Tyson feels part of the reason that it should be handled at the university level is that it needs to operate underneath the university license. Further discussion was held regarding the management challenges of licensing the various modules.

    14-004   Kerr/Drummond Computer Lab Rotation – Charles McCann summarized this project, which is to replace the computers in the Kerr/Drummond Lab. They were

purchased in 2008. The maintenance ended last April, so they are on a four year rotation. This lab is funded by the UTSF. The question was asked if we could track the traffic on these machines. K/D is one of the highest used labs. The software utilization reports show a good deal of activity.

14-005   Computer Lab Imaging Hardware Rotation – Tina Meier reported that this request is for the management of the back end servers. We are on a five year rotation for these servers. Two are physical and two virtual servers. The cost is based upon the numbers of seats in each lab.

14-006   Online Classroom Hardware Rotation and Disk Storage – Tina reviewed this request, which is to rotate the front end access servers and to expand disk storage for course content.

14-007   Outdoor Wireless Hardware Rotation – Mike Kerntke explained that Wi-Fi outdoor access has been rolled out for a number of years. This request is to replace some of the older outdoor access points with new technology in order to ensure that we are capable of providing access to the new AC special streams when they are available. We have older access points that need to be replaced for reliability and supportability.

14-008   Server Hardware Rotation for Directory Services – Tina Meier explained that this request is for servers, which support routing of email, logging into wireless, active directory, library, etc.

14-009   Virtual Server Farm Hardware Rotation – Tina Meier reported that many of the services that we are providing are being consolidated into a virtual infrastructure, meaning that we do not have to have one physical box to one physical box. We are able to consolidate. We are rotating the services for the environment. This request is for the student portion of the cost.

14-010   Network Distribution Router Rotation – Mike Kerntke stated that the distribution routers are boxes that are located around campus to ensure that network traffic gets distributed throughout the network and data flows in and out of the campus. The distribution routers have cards in them that limit the speed with which data can flow throughout the campus network. Currently we are seeing a great demand for gigabit access in buildings to even desktops in some buildings, so we are looking at 10 gig links to a number of buildings around campus. Some of the hardware is nine years old so we need to begin rotating this out to provide temporary speeds of at least 10 gigs throughout the distribution part of the campus. That is what this project begins to do.

14-011   Data Center Network Hardware Rotation – Mike Kerntke explained that this request is about speed of data throughout the campus and connecting servers to the network. This directly impacts how fast servers can get data to desktops or off campus and how fast our data center servers can connect to the outside world. This allows newer

technology to be incorporated into the data center fabric and allows the network to connect in a much more contemporary way than what we currently do today.

14-012   Load Balancer Hardware Rotation – Mike Kerntke explained that the load balancer hardware is a way to connect folks across disparate paths. We can balance traffic into the machines, which in effect doubles capacity to different things. Our current load balancing system relies on IPv4. The campus is gearing up and preparing to move to IPv6 because of the shortage of IP addresses throughout the world. This is the next step to move in that direction.

14-013   Domain Name Service – Mike Kerntke stated that as we begin moving services to the cloud, this allows us to route access to those services directly to the provider. It allows us to position servers or services offsite somewhere, and if we lose that service on campus we can automatically route traffic to our alternate site. Therefore, it provides some disaster recovery capabilities.

14-014   Network Security Disk Storage/Hardware Rotation – Eric Maynard summarized this two part request. First, we are requesting replacement of two servers which were purchased in 2008 that are part of our security infrastructure. Second, we are asking to purchase hard drives to increase storage for the Snort system so that we can store more information regarding the attacks we see on the network.

14-015   General University Classroom Upgrade & Maintenance – Jeremy McCully outlined this request which is to replace and upgrade multi-media equipment in the classrooms to keep them up to standard and fully functional. Secondly, the request is to add additional smart boards to classrooms. A poll was taken in the departments and the departments were surveyed to determine where to place the smart boards. Comment was made that the initial request last year to purchase smart boards was to be on a trial basis, and then a follow-up would be provided regarding usage. A report is expected to be available in the fall regarding the actual usage. Preliminary information indicates that 193 courses were impacted and 89 faculty/instructors. The report in the fall will be more detailed. Comment was made that training was offered for faculty and many of them are pleased to have the new technology available. Regarding this funding request, the smart board cost is about 30% of the total cost of the request. The request last year was approved on a trial basis, and now another purchase of smart boards is requested without any follow-up from the initial purchase. Discussion was held regarding the pros and cons of particular rooms considered for smart board use, regarding size, etc. It was commented that in one instance the drivers for a smart board had to be uninstalled because they conflicted with adobe connect. The College of Education uses smart boards heavily.

14-016   Data Center UPS Battery Replacement – Darlene Hightower explained that for the Data Center we maintain two battery powered UPS systems. When the power goes out, both of them automatically come on. It keeps everything powered for about 2

to 3 hours. This gives us time to bring the administrators in to start doing graceful shutdowns. It also gives the Physical Plant time to get the portable, diesel generator in place. We replaced the batteries on one last year, the batteries need to be replaced on the second one this year. The request is for a 50/50 cost share.

9.   Discussion/Approval of FY14 Project Requests

The total of the funds requested is less than the total available. Projects may be able to be grouped by type, such as network, labs, etc. A question was raised about how long Kerr/Drummond is going to be around. It was expected to be kept for about two more years. If the building is taken down, there would be an effort to find an alternate location or several locations for the computers.

It was noted that projects 14-004, 14-005, 14-006, 14-008, 14-009 are directly related to student use. **Motion was made to approve Projects 14-004, 14-005, 14-006, 14-008 and 14-009. Motion was seconded and approved by a voice vote.**

It was noted that projects 14-007, 14-010, 14-011, 14-012, 14-013, 14-014, 14-016 are related to the network. Most of these share the cost, ones does not. Project 14-007 is the only one requesting 100% funding by UTSF because the outdoor projects have historically been funded by the Tech Fee. The Tech Fee was initially used to fund the wireless. Two years ago, VP Weaver budgeted about $400,000 from other funds to further the push to get wireless across campus. **Motion was made to approve projects 14-007, 14-010, 14-011, 14-012, 14-013, 14-014 and 14-016. Motion was seconded and approved by a voice vote.**

Project 14-001 for Emergency Messaging was discussed. The question was raised as to whether it is a Student Tech Fee project, or should the funds come from somewhere else. This appears to be more of a safety initiative. The funds requested are on a cost-share basis. This project may be more comparable to fire extinguishers, fire alarms, emergency telephones, etc. across campus. This system does have the capability to text groups of students to send reminders. This will be discussed in the upcoming months. This is the second year for this program, but the first year that the Tech Fee has been asked for funding. It was suggested that the project request be passed to fund for one year and then alternative funding be identified. **Motion was made to approve Project 14-001 with the expectation that before it comes back for future funding that discussions take place to see if alternate funding may be available. Motion was seconded and approved by a show of hands. (Yes-8 No-7)**

Project 14-002 for Read & Write Gold SMA Cost. **Motion to table until the requested FTE breakdown by campus for potential cost-sharing is provided. Motion was seconded. An amendment to the motion was made to allow the information to be provided by email and an email vote held. Motion to amend is seconded and approved by a voice vote. The amended motion to table was approved by voice vote.**

Darlene confirmed that the information needed is to find out if it is licensed for students only or employees also. A spreadsheet will be developed based upon cost per FTE or headcount for all campuses.

Project 14-003 – Mapping Toolbox for Matlab project was discussed. There are probably 60 to 80 different toolboxes for Matlab. This is getting to be a real management issue. We need to get the groups together to see who is using what. Darlene will take on that project and report back to the committee in the fall. It was felt that for this particular year, the request go back to the College Tech Fee Committee. A motion was made to refer this item back to the College Tech Fee Committee with our support and encouragement to support this need for the coming fiscal year, while we collect additional information. After discussion, this motion was withdrawn.

Motion was made that we approve this request on a one-time basis with the intent that we will determine processes over the next fiscal year. Motion seconded and approved by voice vote.

Project 14-015 -- **A motion was made to table Project 14-015 General University Classroom Upgrade & Maintenance project until the April 16 meeting. Motion was seconded and approved by a voice vote.** Chris Ormsbee will be invited to attend this meeting.

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

Meeting adjourned at 5:01 p.m.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on 4/16/2013.