

APPROVED 11/9/2011

OSU Student University Technology
Services Fee Committee

April 11, 2011
290 Student Union
Meeting Minutes

Members Present: Lynna Ausburn, Clark Bixler, Nik Dalal, Norma Earp, Darlene Hightower, Joyce Hise, Heidi Hoart, Jared Krittenbrink, Robin Leech, Nicholas Materer, Maria Moccia-Wolff, Joseph Simpson, Denise Weaver, Joe Weaver, Laurel Wilson, Stuart Wilson

Members Absent: Satish Bukkapatnam, Colby Howser, Jackie Jobe, Sanjay Kapil, Darshan Siddalinga Swamy, Don Turton, Reagan Wagner, Sarah Ward

The meeting of the OSU Student University Technology Services Fee Committee was called to order by the chair, Clark Bixler, at 2:36 pm.

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 11/17/2010 minutes were included in the handouts for the meeting. **A motion was made and seconded to approve the 11/17/2010 minutes as presented. Motion was approved by a voice vote.**
3. FY11 Budget Update – Maria Moccia-Wolff from Information Technology reviewed the status of the FY11 UTSF budget as of March 31, 2011. As of the end of March, most of the projects are completed or nearing completion. If all of the projects spend the balances that were allocated and there are no unexpected fluctuations in fee revenue, we expect to have a balance of approximately \$400,000 at the end of the fiscal year. Of that, \$261,000 is required reserved.
4. FY12 Proposed Budget / Maintenance Spreadsheet – Darlene Hightower of Information Technology presented the proposed FY12 UTSF Budget. The budgeted revenue is a combination of the estimated fees for FY12 and the FY11 carry forward. The carry forward is mainly the 10% in reserve that we keep back each year for emergencies. The expenses listed are ongoing expenses from year to year. The UTSF pays for a portion of the IT Department salaries, supplies and materials, maintenance, network services, miscellaneous expenses and memberships. The maintenance expense is detailed on a separate sheet in your handout. There are some items on the maintenance list that will drop off, such as the master lease expense, which will be paid off. This is a \$297,000 annual payment that will not be carried over to FY12. Also the ProofPoint (anti-spam) will drop off, since we are moving our students to either Microsoft or Google. The 10% reserve for FY12 is approximately \$278,000. **A motion was made**

and seconded to approve the FY12 UTSF Proposed Budget and Maintenance Spreadsheet as presented. Motion was approved by a voice vote.

5. Review of Process for Consideration / Approval of Requests – Darlene Hightower noted that, historically, the committee considers for approval the projects that benefit the student body as a whole. We, from time to time, have members of the academic community come to the committee to request software to be approved. The standing rule of thumb is if three or more colleges are using the same software, the Committee will approve the purchase if funding is available. This year, we have more projects than money to spend, which is not unusual. The Committee's responsibility is to hear the projects, understand what the project is about, ask questions and decide which projects will be funded and which ones will not. It is possible to approve a portion of the amount requested. Voting members include all Committee members except those from the IT Department.

6. Presentation of New Requests for Funding/Questions

- a. 12-003 – JMP pro for OSU campus-wide academic license (\$5,000). Goutam Chakraborty presented this project. He is a faculty member in the Marketing Department in the College of Business, Data Mining Certificate Program. One of the things that is lacking in the Data Mining program is the software in this request. It is very low cost. It costs \$5,000 for a university-wide license. Students from Industrial Engineering, College of Business, Ag Econ, and HES would use the software – so several departments would be affected by the purchase of this software university-wide. This would impact between 300 to 500 students in the first year implemented. It will be placed on the virtual platform so that access will be widespread. The cost (\$5,000) is for one-year maintenance--it would be an annual recurring cost. It will be available to unlimited users on the Stillwater campus.
- b. 12-001 – Student Clickers Registration Fee (\$55,100). Samantha Krawczyk from ITLE presented this project, which is to provide funding to pay for registration fees associated with the clicker program. The students currently pay for the clickers and for the registration. The registration is \$15 per semester. If the funding is approved, we will be able to qualify for a discount. The funding requested is for two semesters, fall 2011 and spring 2012. There is an average of 2500 students using the software. We can choose to renew or not renew annually. This request is for two semesters only. The price may fluctuate from year to year with a new quote.
- c. 12-002 – Admissions Scanning (\$40,600). Craig Satterfield of the Graduate College presented the project, which is to request funding for two BIS scanners. These scanners are needed to interface with the document imaging system that the university uses. We receive greater than 8,000 graduate applications per year, which represents about 128,000 pieces of paper that is scanned. Currently, we use a system that is a side system for departments to access academic documents for potential students. If funding is approved for the BIS scanners,

we could deposit these documents into the university's scanning system. Last year, the VP for Administration and Finance held a special committee that looked at the admissions of international students. One of the items the committee recommended was that the Graduate College look for a way to reduce the amount of paper as well as the ease of use of the admissions process. The scanner would enable departments' access to materials via a website versus using the side system. The cost is approximately \$20,000 for one scanner as well as one site license. There is an additional fee for additional years of the site license, which the Graduate College is willing to pay for. This is a one-time request for funds. There is no recurring funding requested. It was asked if other funding sources were investigated. Other funding sources would require reallocating existing funding in the Graduate College. There are some carryover funds which may be able to be used for a portion of the cost.

- d. Project 12-004 – Computer Lab Upgrades (\$18,300). Charles McCann from IT Technology Support outlined this request, which is to upgrade equipment in UTSF-supported IT Computer Labs and to purchase equipment to support the remote printing stations. Included in the request is to purchase duplexing units to be used on existing printers in the Kerr-Drummond computer lab. It is one of the highest utilized labs on campus. Also requested is to replace 76 chairs in the Kerr-Drummond lab. The current chairs were purchased in 1995 and are breaking more often and need to be replaced. In the Bennett Hall lab, we need to replace two scanners. The current scanners have poor resolution. We would also like to purchase a backup printer to be on hand for use in the remote printing stations around campus. The printers that are currently used in these stations are no longer made. We can purchase one now and be assured we have a replacement if one breaks down. The biggest portion of this request is for chairs, \$200 per chair for a total cost of \$15,200. The chairs are a critical part of the lab and the current chairs are 15 years old.
- e. Project 12-005 – Virtual Server Rotation (\$41,091). Shawn Harpe from IT Server Administration presented this project to replace five physical servers. The warranties for these units will expire in June 2011. The rotation schedule for these servers is every four years. Some of the services that are hosted on these servers are Active Directory, email, D2L, print metering, TS Gateway, document imaging, web services and virtual labs. The funds requested represent one-half of the total cost. The IT Department would fund the other half.
- f. Project 12-006 – Wireless Upgrade Proposal (\$118,110). Mike Kerntke from IT Telecommunications reviewed this project as well as the progress that has been made over the past several months in upgrading wireless. Funds were previously approved to continue to replace the access points that were getting old in the general use classrooms, as well as add some additional general use classrooms to our active rollout. This has been completed as of last Friday. In that project, 212 access points were upgraded in various general purpose classrooms, and 99 access points were added to various general purpose classrooms. Next year, the plan is to upgrade 127 of the access points in buildings around campus, which is the funding for this project.

- g. Project 12-007 – Wireless Expansion Proposal (\$506,046). Mike Kerntke outlined this project which is to expand wireless throughout the campus with 365 access points. This would mean no dead spots in those buildings listed on the project proposal. The buildings are listed in priority based on utilization. If these funds were approved, implementation could be completed in approximately 3 months.
 - h. Project 12-008 – Web Video Conferencing (\$13,239). Byron Hook of IT Server Administration outlined this project to fund a pilot for web video conferencing to interface with the course management system, D2L. This is a joint project between IT and ITLE. Currently, faculty are selecting and using several different types of tools for this service. This pilot would allow faculty to test the various tools for a semester. The information gathered from the pilot would indicate which product would be best for use across campus.
 - i. Project 12-010 – Classroom Technology Rotation & Expansion (\$432,645). Jeremy McCully from ITLE presented this project. The requested funding is for three areas. First, to upgrade and update equipment in classrooms, which would bring it up to current standards and maintain maximum functionality. Second is to provide computer replacements for units which are past the 3 year warranty period. The replacement would also include those which need to be replaced in order to make the change to Windows 7. Third is to purchase new technology for approximately 15 general university classrooms, bringing them up to current multi-media standards.
 - j. Project 12-011 – Disk Storage (\$70,802). Byron Hook outlined this project which is to increase disk storage. Currently IT hosts three storage area networks. Two of them are at full capacity and the third is at about 70% capacity. Dell offers a comparable product to our current EMC infrastructure called Compellent. This system would lower our overall storage costs by providing new technologies. Upfront comparisons of moving from EMC to Compellent storage shows over \$21,000 savings for the starting amount of space. The current SAN will not go away. We will use our older SANs for disk-to-disk backup before going over to tape.
 - k. Project 12-012 – Campus Life / Hardware and Software (\$64,637). Kent Sampson introduced two students who have been serving on the Union renovation committee and will be presenting the project, Bola Jabitta and Kyle Buthod. The idea of the project is to request funds to provide a more robust computer experience for students as they spend time in the Student Union. The concept is very forward-thinking. Instead of a traditional computer lab, the concept is to provide support for student collaboration, to enhance academic and communication options and to provide printing service on-site. The Union renovation project funded all the necessary infrastructure, furniture, etc. This proposal is to fund the necessary hardware and software. The basic idea is to provide collaborative tools, to be able to check email, Facebook, etc. The laptop service is not going to be comparable to the Library's laptop checkout.
7. Discussion/Approval of FY12 Project Requests. The committee has \$815,838 available to allocate.

a. Project 12-002 – The question was raised as to whether other funding can be identified. The Graduate College has one-time funds available. If approved, this may set a precedent and other areas may request to fund scanners with UTSF money. Some of the other project requests have greater campus-wide student benefit. VP Weaver pledged to work with the Graduate College to explore other options for funding. **Motion was made to deny Project 12-002. Motion was seconded and passed by voice vote.**

b. Project 12-008 – The question was raised of the possibility of funding this project by ITLE or the Provost, since this is a pilot program. After discussion, Darlene Hightower stated that the IT Department will fund this project, possibly in conjunction with ITLE. This will free up funding for some of the other project requests. **Motion was made to deny Project 12-008. Motion was seconded and passed by voice vote.**

c. Project 12-007 – Joe Weaver stated that an alternative source of funding is highly likely for the wireless expansion in part or in its entirety. This would free up funding for other project requests. **Motion was made to deny Project 12-007. Motion was seconded and passed by voice vote.**

d. Projects 12-001, 12-003, 12-004, 12-005, 12-006, 12-010, 12-011, 12-012 – It was determined that enough money was available to fund the remainder of the projects and that they meet the criteria of the UTSF funding. **Motion was made to approve Projects 12-001, 12-003, 12-004, 12-005, 12-006, 12-010, 12-011, and 12-012. Motion was seconded and passed by a voice vote.**

Joe Weaver shared with the committee the State CIO legislation that is being considered by the State Legislature. This legislation would centralize all IT functions for all state agencies under one CIO. One of the arguments that we have been presenting is that roughly 40- 45% of our IT infrastructure is paid for by student fees, and students have a say in how that money is spent. We do not want that money turned over to a state CIO. They are talking about a separate board that would approve all purchases. The board would meet quarterly and approve all purchase that are \$5,000 or more. He encouraged all of the committee to express their concerns to the Governor, Senator Jim Halligan, and Rep. Cory Williams about this legislation.

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

Meeting adjourned at 4:10 p.m.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on 11/9/2011

