OSU Student University Technology
Services Fee Committee

April 13, 2017 1:30 pm
Room 126 ITLE
Meeting Minutes

Present: Jack Barry, Mary Bryans, Chad Depperschmidt, Andy Dzialowski, Brecca Farr, Darlene Hightower, Joyce Hise, David Howey (substitute for Maria Moccia-Wolff), Samuel Jeyasingh, Carol Jones, Hannah Jones, Robin Leech, Zeel Maheshwari (substitute for Gaddam Manikantam), Steve Marek, Jason Nichols, Ryan Petzold, Denise Weaver, Luci Wilson, Chaoyue Zhao (substitute for Brian Elbing)

Absent: James Bothwell, Madeline Hall

Carol Jones, Chair, called the meeting of the OSU Student University Technology Services Fee Committee to order at 1:30 p.m.

1.   Approval of Agenda. **A motion was made to approve the agenda. The motion was seconded and approved**.

2.   Approval of Minutes. **A motion was made to approve the 1/27/17 minutes as presented. The motion was seconded and approved.**

3.   FY 17 Budget Status Update. David Howey reviewed the FY17 budget and project status handout. He explained that most of the revenue has been expended on FY17 approved projects or is encumbered. Projects completed are 16-010, 17-003, 17-004 and 17-015. The other projects are in progress. It looks like we will have $246,929 that will be part of the carry-forward for next year.

4.   FY 18 Proposed Budget and Maintenance Spreadsheet. Darlene Hightower reviewed the handout for the FY18 proposed budget and annual maintenance costs. We are estimating a revenue of $3.1 million with a carryforward of $246,929. The numbers in red are expenses that have been approved by the committee as operating expenses and some capital investments in networking equipment. The total expenses is $2.3 million. The 8% reserve is what we usually keep back each year as a cushion. We started with 10%, but lowered it to 8% several years ago. We have $782,429 to allocate for projects. The second page lists the software that has been approved by the committee. The software is used by students and is installed in the computer labs. It totals $1.2 million. It was asked how much we expended on projects last year. It was close to $800,000. How much of a gap are we looking at regarding project-funding requests for FY18? We will not be able to fund about $583,000.

5.   Review of Process for Consideration/Approval of Requests. Darlene Hightower reviewed the process for approving project funding. Those that submitted requests for funding were

invited to talk about the project and answer questions from the committee. They will be released from the meeting after the projects have been introduced. The committee is asked to review project-funding requests and approve projects that benefit the campus as a whole. The project needs to reach as many students as possible.

7. Presentation of New Requests for Funding/Questions

18-001 Live Scan Electronic Fingerprinting--OSUPD – Anthony Gillilan presented the proposal to fund an electronic fingerprinting system. Currently, they offer a free service for anyone to come in and have fingerprints done. It may be for a teaching license, application for a background check, or international students in the flight-training program that need to have fingerprints done. We are the only local police department that does not have electronic fingerprinting, but we are also the only one that does not charge a fee. The PD budget is not able to fund this service, but they could pay the maintenance going forward if the initial charge was approved to be paid by this fee. How many persons come in to have fingerprinting done? It was estimated to be $10 to $15 per month. They will be tracking this going forward. Another benefit is that with the current system, it takes about 30 minutes for one person. The electronic system would cut that time down about one-half.

18-008 General University Classroom Upgrade & Maintenance – Jeremy McCully outlined the project for classroom technology support services, updates and upgrades to general university classroom. This is our 3rd year of a 5-year plan to get all classrooms up to current HD standards. Some of these are 6 to 8, some 10, years old. This request will affect 22 classrooms, updating with new projectors, rewiring, new cable, and new document cameras. This year, we cut the number of classrooms, because they are the larger classrooms and it will take more equipment to upgrade. We will be installing some new screens, and replacing the classroom computers. Approximately $150,000 of this request is for classroom computers. Of the 22 classrooms, is there a priority list, in case not all of the requested funding is approved? Yes, they have a priority list. They feel the computer update is the most needed update. Our plan for next year would be to tackle the Classroom Building as a whole. After that, there might be 25 to 30 rooms left to upgrade. If the funding is not there, they may need to stretch it out another year.

18-009 S.U. Computer Support – Mitch Gilcrease provided the background of this request. During the renovation of the Union, the students expressed a desire to close the computer lab in the basement and to replace it with the ability to have access to kiosks/computers and to use their own technology. The committee decided to fund that idea rather than a computer lab. That equipment is now 6 years old and is in need of upgrading. We are back to ask for funding to update that technology. Over 18 thousand students a day go through the Union. The kiosks are used heavily and the students like them. Chris Conway is available to answer questions on the technology. Also about 500 student organizations utilize the kiosks and checkout laptops. We would like to replace the kiosks with iMacs. Would like to update the iMacs they currently have. About 300 students a day use the kiosks. S.U. has replaced keyboards and repaired iMacs. Infrastructure is in place.

18-002   Network Backbone Upgrade – Mike Kerntke reviewed this request to increase the connectivity between the Data Center and the outside world and the different components within the Data Center. This would give us capacity to move a lot more data much quicker. This would be the final year of upgrading the Data Center.

18-003   UCS Upgrade – Mike Kerntke outlined that this request is to upgrade the infrastructure that we utilize to install software that manages, maintains and configures the university network. All of our devices are configured through this software, we manage, we see the error logs come through this software, and we get our notices for device outages. This is the second phase of a three-year project.

18-004   UHS Site Redundancy – Mike Kerntke said that they have identified a couple of critical elements on the network that we would like to provide some redundancy. This will allow us to provide firewalling services and some switching equipment so that we can have a back-up DNS and DHCP system. The DHS and DHCP system is required for every computer to attach to the network and obtain an address so that it can communicate across the network and with the outside world. Without DHS and DHCP, the network is inoperable. Currently, we have a backup, but it is not hardened, which means there are no firewalls or protection for the system.

18-005   AG West Proxim Equipment – Mike Kerntke reviewed this project, which is to replacement equipment that is out of service and nearing end of support later this fall. This equipment sits on the water tower to the west of campus near the Animal Science Arena that has point-to-point links to provide networking capability to buildings far enough west that do not have fiber to them today. This allows us to put a device on the buildings on the west side of campus that allows them to communicate back to campus. A number of these devices are being replaced this summer through a different project because the City of Stillwater is building a new water tower and blocking many of the devices that we currently have in place. This will allow us to get the remainder of the equipment that will be end-of-life this fall replaced and continue servicing the northwestern part of the Ag area of campus. Is this a cost share? IT is covering part of the cost. It does not only cover Ag buildings, there are other buildings being serviced.

18-006   Res Life Wireless – Mike Kerntke reported that this is the third year of a 4 year project to bring wireless to all student housing on campus. The total cost of what we anticipate doing this summer is $634,000. Residential Life is funding $434,000 of the project. We are asking for $200,000. This is a cost share helping get Res Life up to speed on wireless. Jon Hunt added that this would impact about 1,000 kids in Parker/Wentz/Iba, our three oldest legacy halls. The difference in having wireless in residence halls has been great with the kids.

18-007   General Campus Wireless – Mike Kerntke said that this is a project to begin to replace the early Wi-Fi access points in classrooms and buildings on campus. We have about 1200 units throughout the campus on the interior of the buildings. This is a request to replace roughly half of those units. They are becoming end of service. End of support will be in 18 months. We would like, over a two year period, to get all of these replaced so that we do not have units that are out of support. Some of this gear is six years old. Have we reached out to the college tech

fee committees for assistance with funding? They do some of their own parts of buildings.
These have been general-purpose classrooms and areas that students tend to congregate. The
Alumni Center is listed -- do they provide funding? No, they do not. The agreement is that they
get access to our services in the Alumni Center building.

If you were to prioritize these in order of importance, what would that list be? Ag West has to be
done this year because the equipment goes obsolete; Network Backbone is high on the list;
General University Wireless -- we will phase in as best we can with funding available. Darlene
mentioned that we did apply some funds to this wireless project (18-007) so the requested
amount can be adjusted to $452,480.

7.   Discussion/Approval of FY18 Project Requests

Motion was made to approve Projects 18-005 ($70,144) and 18-002 ($44,822). Motion was
seconded. Discussion held. Concern expressed for approving funding for two lower cost
projects before dealing with the high dollar projects first. It was noted that it would be nice if
DASNR would contribute to Project 18-005. Darlene mentioned that she has asked via email for
them to contribute, but has not heard back. **Motion was approved, with one opposed**.

Motion was made to approve initial funding of $150,000 for Project 18-008, and to possibly fund
more once other projects are decided on. Motion was seconded. **Motion was approved.**

Motion was made to approve Project 18-001 ($10,450). Motion was seconded. Discussion was
held. One option would be for the department to charge a small fee for the service instead of
providing a free service. Students would then have to pay a fee for this service. It was noted that
this request is a small amount, so possibly go ahead, approve, and support the Police
Department. **Motion was approved.**

Discussion was held on Project 18-009. The Student Union is a flagship to students and visitors
on campus. It would be a good idea to keep it polished and looking fancy. How was the
equipment originally funded? UTSF funded print stations in the Union, then when it was
decided the computer lab would not go back in the Union, UTSF started funding an ongoing
expense to the Library to move the computer lab there. We moved approximately 30 computers
to the Library. It there a student fee that supports the Union? There is a student fee that is used
to pay the bond. As far as laptop check out, there are other locations for that service. Motion
was made to fund $20,000 of Project 18-009. **Motion seconded and approved.**

Motion was made to approve Project 18-006.   Discussion was held regarding approving 18-003,
18-004 and 18-006 together. Then a decision can be made regarding the balance left. **Motion
withdrew.**

Motion was made to approve Projects 18-003 ($40,762), 18-004 ($53,326) and 18-006
($200,000). Motion seconded. **Motion approved**.

Motion was made to approve an additional $100,000 for Project 18-008. Motion seconded.
What will that do to the General Campus Wireless project? Darlene said it would extend the
amount of time to complete the work. May come back to the Committee with an increased need
next year. It is easier to justify bad wireless reception as opposed to classroom equipment not
working. Since we have already approved $150,000 for Classroom Updates, it may make better
sense to put the balance toward General Campus Wireless. Students commented that they rely
heavily on wireless access. **Motion denied.**

Discussion was held whether to approve an additional $50,000 to 18-008. It was noted that if we
delay updating wireless, the costs go up to keep up with the latest technology.

Motion was made to approve the remainder of funding available ($192,925) for Project 18-007.
Motion seconded. **Motion approved.**

A motion to adjourn the meeting was made, seconded and approved by a show of hands.

Meeting adjourned at 2:40 p.m.

Minutes submitted by: Joyce Hise

Approved by the UTSF Committee 2/16/2018