

OSU Student University Technology  
Services Fee Committee

April 14, 2014  
Room 280 Student Union  
Meeting Minutes

**Present:** Mary Bryans, Rebecca Damron, Corey Hadley, Darlene Hightower, Joyce Hise, Heidi Hoart, Angel Kymes, Robin Leech, Kaitlin Loyd, Andy Martin, Nicholas Materer, Nicole McAfee, Maria Moccia-Wolff, Jason Nichols, Michael Petrin, Dan Shoup, Victoria Thomas, Denise Weaver

**Absent:** Fiona Carmody, Kaan Kalkan, Laura Lippert, Chris Ross

The meeting of the OSU Student University Technology Services Fee Committee was called to order by the co-chair, Nicholas Materer, at 2:05 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. **A motion was made to approve the 11/20/2013 minutes as presented. The motion was seconded and approved by a voice vote.**
3. FY 14 Budget Status Update. Maria Moccia-Wolff reviewed the FY14 Budget and Project status handout. This document shows the status of the FY14 projects. The majority of the projects are complete. One project is still in progress, Project 14-015, and it is reported to be almost complete. We do still have the ongoing items such as payroll, phone bills, and maintenance items, which will continue to be paid through the end of the fiscal year.
4. Printer Summary & Software Utilization Reports. Darlene Hightower reported that IT monitors the printing in the IT-managed computer labs. We can determine from this report which are the most heavily used printer locations. Darlene asked for this report to be included because we keep getting the question why do we still have computer labs, with personal devices being more prolific. We still have students that visit the IT-managed computer labs on a regular basis. The next report is in regard to the remote printer stations that students can print to and then go to the station and release the print job. Those continue to be well utilized. A report is also included to show software utilization, from 7/1/2013 to 3/23/2014. This shows the number of downloads from the software distribution site. These downloads are for students from the Stillwater campus only. The next report is a breakdown by IT-managed computer labs showing the number of hits that a particular software package received during a log-in. Also, a report shows a summary by fall and spring by product.

5. FY15 Proposed Budget/Maintenance Spreadsheet. Darlene Hightower reviewed the proposed budget for FY15. The anticipated revenue numbers come from Institutional Research based on their estimation of enrollment. We will start out with about \$3 million, plus an estimated \$155,000 of carry forward. The carry forward includes the reserve that we set back each year. The anticipated expenses are shown and are standing expenses from year to year. They total approximately \$2 million. We were asked to reserve 8% this year instead of 5%. This leaves \$886,361 for project funding. A separate sheet in your packet lists the current maintenance renewals. It lists all the software this committee has approved from year to year. The HiSoftware and Nanopac are for assistive technology. The last item, OSU Library, is a result of discontinuing the SU Computer Lab and transferring those funds to the computer facilities in the Library. TextHelp was approved last year and is for assistive technology. These costs are based on FTE and not number of seats.

6. Review of Process for Consideration/Approval of Requests. Darlene Hightower reviewed the process of considering projects for UTSF Funding. The charge of this committee is to look at the projects to see which of them reach the student body and help with instructional efforts on a broad basis. Historically if a the request is for a software package, the requestor should partner with at least two other colleges that are interested in doing the same thing and then request 25% of the expenditure.

7. Presentation of New Requests for Funding/Questions

15-001 Matlab Mapping Toolbox 2015 – Tyson Ochsner submitted the request, but was unable to attend the meeting. Darlene introduced the project. This is a repeat request in that it was approved in FY14 for one year. More information was requested at that time regarding how many students used this toolbox across campus. The request stated several departments that could benefit from the product, but specific information on usage was not provided.

15-002 Network Distribution Router Rotation – Mike Kerntke explained that this request is to update the second half of the network. Last year we replaced the first half of the network distribution routers. This equipment connects various buildings to the network itself. Each router will connect up to 20 to 30 buildings. The routers control the network traffic from the buildings to the network itself. This equipment usually lasts six to seven years. Some of the equipment that is being replaced is ten to eleven years old. If the project is not funded, the issue would be capacity. The current, older equipment is not able to handle the amount of the traffic coming in. We could probably buy another year on some of these, but the risk of shutting services down is likely.

15-003 Data Center Switching Top of Rack – Mike Kerntke stated that this technology allows us to reclaim some space in the Data Center and provide additional capacity in and out of the Data Center. With this technology we can run a single line to a rack of servers as opposed to having to run lines for each of the servers from the

switching equipment. This also allows us to run 10 gig pipes into and out of the Data Center as the new ERP and other systems come on campus.

15-004 Data Center Network Router Rotation/Consolidation – Mike Kerntke explained that this project is to purchase two routers, and it will allow us to shrink our layers of routers from three to two. The current routers (which are approx. 10 years old) are becoming unreliable, and since we are decreasing the number of routers, it will shrink our maintenance costs. A general question was asked about the requests that are asking for a 50/50 cost share with the IT Department budget. If these projects are not approved, the total funding will have to come from the IT Department budget and will result in the projects being reprioritized to see what can be funded and which ones will have to wait.

15-005 Border Router Rotation – Mike Kerntke explained that these are routers that sit on the border that allow us to connect with Onenet for our internet service. Again, this equipment is aged and needs to be replaced.

15-006 Construction Lab Wireless Upgrade – Mike Kerntke stated that this was requested by Engineering for a lab that they maintain. This is a 50% funding request shared by Engineering that would increase the Wi-Fi capacity in the lab. Heather Yates from Engineering is planning to come to the meeting after another commitment to answer any questions.

15-007 General University Classroom Maintenance – Jeremy McCully explained that this project is two parts. The first part is to purchase or upgrade projectors and document cameras for general university multimedia classrooms. It would also include some electrical work for projectors and also screen replacements. It would affect about 50 classrooms. The second part is for multimedia recording systems. This would equip approximately 10 classrooms, providing faculty the ability to pre-tape lectures, make an archive of lectures and work through classroom scenarios.

15-008 Adobe Enterprise Licensing – Darlene stated that this project request is a result of a change in the licensing of Adobe software. Adobe has changed to a subscription service, which is now only good for one year. Adobe is working with higher education in Oklahoma on a site license for all the institutions in Oklahoma. If OU and OSU participate, it will drive the cost down on a site license. This request is for a recurring charge. This will provide licensing for any OSU-owned device. Right now as it stands, when we rebuild our images for the computer labs, the Adobe Reader that is free, we will not be able to push that image to the computer labs. The students will have to download each time they want to use it. We are requesting one half of the funding from Tech Fee and IT will pay the other half for the Stillwater campus. The other campuses will share in the cost as well. Currently each department has their own license; there is no managed licensing across campus.

15-009 Residential Wireless – This project was outlined by Mike Kerntke. It is to fund one quarter of the first year cost to roll out wireless to student housing areas on campus. Also the request is for one-half of the salary for one support person, and that will be a recurring cost. One change in the request as presented, the funding breakdown is as follows: Section 13 should be \$383,310; Residential Life should be \$316,619; and the Tech Fee amount stays at \$233,310. This implementation will include Married Student Housing. There is an infrastructure cost that has to occur no matter which group they start with. Then housing areas will be prioritized as to need. Matt Brown spoke about the project. Some Wi-Fi is currently available in community spaces, but the need has increased dramatically over last couple of years. The students have approved a rate increase for next year and some of that money will help with this implementation as well.

15-011 Enhancing Student Learning Through Classroom Redesign – Shane Robinson presented this request. One of the things being initiated across campus is more student-centered instruction. We have tried to change the structure of some of the classrooms. Many of the current classrooms are in the stadium seating arrangement; the chairs are bolted to the floor; there is only so much you can do to get students actively engaged. A grant was written to Steelcase and we were able to outfit six classrooms with cutting edge technology. The request today brings forward three rooms that are heavily used by students: Morrill 208, Ag 202, and Willard 107. We are asking that we be able to remove all the stadium seating and replace it with furniture and technology that would allow them to interact with one another and work in teams and groups. Some of the equipment that will be utilized is: Media Scapes, Verb Tables, portable whiteboards and level changing chairs. The seating capacity for the rooms will stay the same as it is now.

Heather Yates joined the meeting, so Project 15-006 was revisited. The question was asked if it was only for Engineering students. Right now it does not go through University scheduling; however, if the room is requested and we can ensure there is security for the building we can allow other departments to use it. The building is located on McElroy. Currently, the building is using Wi-Fi from other areas and with increased demand, the capacity needs to be upgraded. The iPlan table will be added. An iPlan table is a 55" touchscreen and it can enlarge blueprints, you can touch and add notes, add barcodes to name a few things. It is extremely interactive. The table has a stand and can be wheeled around.

#### 8. Discussion/Approval of FY15 Project Requests

The total of the funds requested is more than the total available. It is possible to partially fund a project, depending on the project. Regarding the routers requested, it was asked if there are pieces that are more critical than others. The projects for router replacement have been listed on the agenda in order of priority. Regarding the General University Classroom project, it is possible to partially-fund the project. A plan could be put into place to upgrade/replace the most critical equipment and wait on the rest.

Project 15-001 (Matlab Mapping Toolbox 2015) – It is unclear if this software is used by several colleges. This request was approved for FY14 for one year and more information was requested regarding usage. The request this year did not include the information regarding usage. **Motion was made to defer this request pending more information from the submitter. Motion was seconded and approved by voice vote.**

Project 15-008 (Adobe Enterprise Licensing) – The committee discussed the usage of Adobe products. This license is for more than just the reader. Some workarounds are available, but not for all the products. Students felt that several colleges get extensive use out of the Adobe products. Comment was made that this is an industry standard, so it is important for the students to have it accessible. The cost is very substantial, but there does not seem to be another alternative at this time. Utilization tracking would be useful for the products. IT can track if a user touches the product upon login for the IT-managed computer labs, but we cannot tell how extensively they are using the products. Reports will be provided for the committee next year. **A motion was made to approve Project 15-008 in the amount of \$79,998. Motion was seconded and approved by a voice vote (Yes-12; No-1).**

Project 15-006 (Construction Lab Wireless Upgrade) – Comment was made that this project would not benefit a great number of the student population, and that it might be preferable to see this money appropriated where it would benefit a larger number of students. It was discussed that this expense is being shared by the College of Engineering. **Motion was made and seconded to approve Project 15-006 in the amount of \$6,500. Motion passed by a show of hands (Yes-8; No-5).**

Project 15-007 (General University Classroom Maintenance) – **Motion was made to approve Project 15-007 for the amount of \$262,844 for the Repair, Replacement and Maintenance of General University Multimedia Classrooms. Motion was seconded and approved by a voice vote.** The second half of the project request was not approved because of lack of funding: Classroom/Instructor Multimedia Recording System (\$134,500).

Project 15-009 (Residential Wireless) – It was felt that this project is very important. For Married Student Housing it is very important since that area currently does not have common areas with wireless accessibility. **Motion was made to approve Project 15-009 in the amount of \$250,262. Motion was seconded and approved by a voice vote.**

Project 15-002 (Network Distribution Router Rotation) -- **Motion was made to approve Project 15-002 in the amount of \$178,250. Motion was seconded and approved by a voice vote.**

Project 15-003 (Data Center Switching Top of Rack) – **Motion was made to approve Project 15-003 in the amount of \$41,000. Motion was seconded and approved by a voice vote.**

Project 15-011(Enhancing Student Learning/Clstrm Redesign) -- **Motion was made to deny Project 15-011 because of lack of funds. Motion was seconded and approved by a voice vote.**

Projects 15-004 (Data Center Network Router Rotation)/15-005 (Border Router Rotation) -- **Motion was made to approve Projects 15-004/15-005 for a total of \$67,507, the amount of remaining funds available. Motion was seconded and approved by a voice vote.**

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

Meeting adjourned at 4:35 p.m.

Minutes submitted by: Joyce Hise

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