

OSU Student University Technology Services Fee Committee

October 3, 2005

224 Student Union

Meeting Minutes

Present: Timm Bliss, David Bosserman, Jerry Bowen, Karalyn Eyster, Becca Farr, Courtney Hentges, Darlene Hightower, Tom Jordan, Alex Kolpakov, Jim Lish, Nicholas Materer, Kevin Murphy, Don Turton (alternate for Douglas Needham), Anne Prestamo, Jeff Price, Luke Simmering, Marlene Strathe

Absent: Gina Causin, Angel Kymes, Ryan Royse, Mitch Zaloudek

The meeting of the OSU Student University Technology Services Fee Committee was called to order by Chair Karalyn Eyster at 5:05 p.m.

1. Approval of Minutes. A copy of the 4/26/05 minutes was included in the handouts for the meeting. No changes were noted. **Minutes from the April 26, 2005 meeting were approved as submitted by a motion, second and a show of hands.**
2. Review FY05 and FY06 Budgets. Darlene Hightower identified the handouts that would be discussed: A balance sheet and summary for FY05 and for FY06 and updated major project lists for FY05 and for FY06.

Darlene summarized the status of the major projects for FY05:

Multimedia for General University Classrooms project has been completed.

Classroom Rotation for Kerr Drummond is mostly complete, several replacement printers still need to be purchased and installed in this lab. Additional funding is also available to put additional printers in this lab. A request from the SGA was that more printers were needed in the lab areas. We are planning to put one or two new printers in this lab. The total budget of \$119,500 will not be exceeded.

Spyware/Malware project has been completed. The final payment (\$9,105.50) was not made before the report was printed, but this project is complete. It came in much lower than the estimate because they opted for a solution that is a snap-in for our McAfee Virus Scan. Therefore, it came through much less expensive.

Server Rotation and Testing Environment project is complete. We had submitted a detailed list of what had been purchased by IT for FY05 for reimbursement. That transaction has occurred.

Residential Life Printing and Print Metering project is getting underway. We expect to start that project this month.

Intrusion Prevention project is purchased and in process of being deployed. Tipping Point is the product selected.

Anti-SPAM project is complete. The product has been purchased and installed.

Summary of project status for FY06 major projects:

Multimedia for General University Classrooms project has been completed.

Computer Lab Rotation for Bennett Hall project is in process. The PC's have been installed and again we are planning to install additional printers. The budgeted \$117,500 will not be exceeded.

Server Rotation and Testing Environment project is in the planning stage. We are prioritizing the server purchases. If additional funding is needed, a request will be submitted for master lease funding.

Assistive Technology project is underway. Caption software needs to be purchased. This is used for Blackboard and WebCT classes. Also, software is being evaluated which would ensure that our web pages are compliant.

Disk Storage and Enhanced Backup Capabilities project is underway. IT is requesting master lease funding and expects the funding in December. We will be asking for the transfer from UTSF to complete that expense.

Virtual Labs project is underway. This project is expected to be complete by the end of this fiscal year.

Darlene reported that we have received \$1,485,577 in revenue as of the end of August. We should not have any issues in receiving the \$2.7 million that we had originally budgeted.

A question was asked regarding the division of funding for Intrusion Detection. How were the amounts derived? Darlene reported that an exact formula was not used. If FTE or usage was used, the UTSF would be paying more than it should. A question was raised regarding the difference in network services amounts from FY05 to FY06. Darlene explained that we started off FY05 with the concept that IT owned the Tech Fee

Account. Several months into the year, after we had incurred some expenses, we decided to reconvene this committee. The committee agreed last year to pay all the networking expenses that IT had incurred. For FY06, the committee agreed to pay for \$400,000. The question of availability of tablet PC's in multi-media classrooms was discussed. Dr. Bosserman stated that if this is a need for the future, then Marshall Allen's group should be involved to start planning for next summer's activity and possibly acquiring some and deciding where they should go. This would be a normal classroom upgrade. The question of the Library acquiring tablet PC's was raised. Anne Prestamo indicated that this is being discussed.

3. Requests for Funding -- Darlene Hightower reported that a several years ago, the Student Tech Fee Committee was requested to fund Ghost software (an imaging software package for the desktop). Two years ago, IT decided to move away from Ghost, and in doing so, some of the colleges were left in a lurch with regards to funding. A request for funding has been received from the College of Ag for approximately \$2,400 to fund a desktop imaging solution for the college. This would be used for their open access labs. Discussion was held. It felt that that this type of purchase should be kept at the College level and not receive funding from the general tech fee account. **A motion was made, seconded and approved by voice vote to request the College of Ag fund the desktop imaging solution from the college's tech fee money.**

Darlene presented the second request for funding, which is to put the balance of the funding for FY06 on reserve to purchase a course management system. ITLE (formerly ETS) is heading up the initiative to select a course management system. It is hoped that a system can be selected that meets the needs of our Blackboard and WebCT users. We need to get out of the business of supporting two systems. Several options are being researched. Darlene believes that the purchase will be less than \$200,000. Dr. Bosserman stated that when the Higher Learning Commission was here, they were not happy that OSU runs so many different systems to do the same thing. This may not be a report finding, but it may be a discussion item. We need to get on one system for course management. Which system will be selected is just beginning to be researched. It was mentioned that Vet Med is currently using Moodle. It was suggested that faculty be made aware that this is forthcoming so that they can be planning for this and not put forth effort to start a new system (either Blackboard or WebCT) this next spring. Darlene stated that ITLE is heading up the initiative and that she was sure everyone at the table and others across campus would have an opportunity to input. The committee strongly suggested that an open forum be held and that input be solicited from across the campus. **A motion was made, seconded and approved by voice vote to approve reserving the remaining funds in FY06 for the course management system project.**

4. Miscellaneous -- The question was raised as to whether the level of communication and information was sufficient for the committee. A UTSF webpage is accessible from the Information Technology home page. Budgets and project lists will be posted and updated on this webpage. Minutes and member lists will be posted as well.

More information was requested on the Assistive Technology project for FY06. Has anything been done on video captioning and voice recognition? Darlene reported that a meeting was held with Scott Fern regarding the video captioning. More information is being gathered for his office to make a decision. The grant for funding that was being pursued did not go through.

The status of Virtual Labs was requested. The project is just beginning. We are going to need to prioritize the software packages. Input from SGA and the student population will be sought as additional licensing will be needed.

It was suggested that nameplates be prepared for committee members so that members, alternates and visitors would know those present.

Meeting adjourned at 5:45 pm.

Minutes submitted by: Joyce Hise

Handouts

- FY2005 Budget Summary and Detail
- FY2006 Budget Summary and Detail
- FY2005 Major Project List Status
- FY2006 Major Project List Status

Minutes approved by the UTSF Committee on February 27, 2006