

APPROVED 3/15/07

**OSU Student University Technology
Services Fee Committee**

October 25, 2006

211 Student Union

Meeting Minutes

Present: Brecca Farr, Babu Fathepure, Denise Fields, Darlene Hightower, Joyce Hise, Will Jones, Tom Jordan, Jim Lish, Nicholas Materer, Maria Moccia-Wolff, Kevin Murphy, Douglas Needham, Anne Prestamo, Lindsey Rogers, Susan Stansberry (alternate for John Curry), Marlene Strathe

Absent: David Bosserman, Nick Mosier, Amanda Shoup, Jillianne Zweiacker

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

1. Approval of Agenda. **Agenda was approved by a motion, second and a voice vote.**

2. Approval of Minutes. A copy of the 4/27/06 minutes was included in the handouts for the meeting. Matt Beier's last name should be filled in on Page 3, Agenda Item F. **A motion was made and seconded to approve the 4/27/06 minutes with said correction. Motion was approved by a voice vote.**

3. Math Placement Equipment and Software Request (Project 07-0015) – Darlene Hightower reported that a request was received during the summer to implement a Math Placement Lab (see handout labeled Agenda Item #2). Several committee members were contacted and it was decided to implement the project so that it could be used at the start of the fall semester. It is requested that the committee consider and approve this request for funds. Co-Chair Materer commented that he reviewed the request over the summer and felt it was a reasonable expenditure for students and there was a need to implement in time for the fall semester. **A motion was made and seconded to approve \$15,200 for the Math Placement Equipment and Software request. Motion was approved by voice vote.**

4. Project Status Reports
 - A. John Wilson reported on three projects (07-0001, 07-0006, 07-0007). Lab vests were purchased for all student lab monitors with the OSU IT logo so they could be easily identified by lab users. The remodel of the Bennett Lab was completed, which included replacing the flooring with new tile. The remodel of the Student Union Lab

was completed, which included rearranging the lab to accommodate eight additional computers.

B. Kevin Sesock reported on two projects (07-0002, 07-0003). New equipment was purchased for 315 Student Union Assistive Technology Lab. Computers are in place and working. New assistive technology hardware has been ordered and is on the way which will provide alternative devices for input, etc. Staff are working on specifications for a new production-level scanner for scanning of textbooks and other course materials for students. This will be a high-speed scanner. Unfortunately, that cost will be greater than anticipated. The other project, however, will come in under budget and so the two costs will offset each other. The two projects combined are expected to come in under budget. A purchase request has been submitted for the braille. The only purchase left is the scanner.

C. David Stoddart reported on the Res Life Computer Lab Project (07-0004). The computers have been delivered and software is being installed. The lab should be running in about 2 weeks.

D. Tina Meier reported on three projects, one from FY05, one from FY 06 and one from 07 (07-0005). The 05 Project, Print Metering, is in progress. Three printers were installed in Res Life; one in Stout Hall, one in the North Monroe Community Center, and one in the Kamm-Peterson-Friend common area. In the meeting packet is a summary of the number of pages that have been printed. IT has worked with Residential Life to publicize this service. Flyers have been posted and articles in newsletters have appeared. There has been discussion about the possibility of expanding this service to other areas. A question was raised as to whether there are plans to move forward with a charge to students who print beyond the threshold. No plans are in place at this time. The capability is there in case it is needed to monitor the use and prevent waste. The service could be expanded and the cost would be based on a per printer basis. The second project is the Virtual Lab Project from FY06. This project will enable the software available in the IT Labs to be available remotely, such as the res life areas, Greek housing, homes, etc. SAS and Mathematica are currently being tested. Other products are being lined up for testing. Regarding Project 07-0005, Hardware Rotation for Exchange, we continue to work on the architecture.

E. Marshall Allen reported on the multimedia projects (07-0008, 07-0009, 07-0010). This past summer we installed or upgraded technology in 44 rooms. Projects were completed before school started in the fall.

F. Darlene Hightower reported on the Oracle Software Update License & Support Project (07-0011). This is to pay for the support and master lease maintenance to cover the Oracle products that were already installed. The 60/40 split that was approved by the committee is being used.

G. Michael White reported on the Campus-wide Wireless Expansion & Salary Project (07-0012). Last Spring we went through a project list to arrive at a plan for implementing wireless. Priorities were determined by this committee at that time. A technician was hired in September. In the Classroom Building, Physical Science and Gundersen, we have the new routers in place and anticipate having them fully operational in the next 30 to 45 days. We have finished Morrill, all of the Classroom Building facilities (except for the offices in the basement), seven big classrooms in Physical Sciences and the Gundersen facilities. We have completed the site surveys for the Project 2 items on the original list. This included the Res Life common areas and the lounges. It is anticipated that by mid-spring we can bring that area on-line. As it stands right now, we are about \$40,000 over budget. We had a large infrastructure cost that was not included in the previous estimate. As far as progress for the fiscal year, we anticipate that two more projects, at most, will be able to be completed. Michael reported that he anticipates coming to ask for funding for next fiscal year. But he expects to leave money on the table from this fiscal year's approved budget because of lack of time to get all the projects completed.

H. Darlene Hightower reported on the Creative Suite Project (07-0013). Ten copies were purchased per lab, for a total of thirty copies installed.

I. Darlene Hightower reported that the Course Management System (Desire2 Learn) is here (Project 07-0014). Training classes are ongoing and will start converting classes from BlackBoard and WebCT next week. Software Services is working with Desire2Learn on the ability to download course enrollment. The \$450,000 approved is going to cover the current expenses. There is a Learning Object Repository that we are very interested in purchasing, but no pricing is available at this time. A request for funding may be made in the future for that product.

It is the committee's preference that this process of project updates continues to be presented to the committee.

5. Internal Audit Report. Maria Moccia-Wolff reported on the recent Internal Audit of the UTSF account. A copy of the audit was provided in the meeting handouts. It is a fairly short report. The only suggestion that was made was that we reformat what we publish so that it is easier to tie back to the University's financial system, which is FRS. We responded and said that by the end of the audit we had made those changes. We have continued to fine tune the format.

6. Financial Statements. Maria Moccia-Wolff presented the new format for the financial reporting of the UTSF. This has been shared with Internal Audits and they are pleased with it. There are two major changes in this and the way it has been presented in the past. The first thing is that in the new format, we segregate actual expenses versus formal expenditures versus informal expenditures. Informal expenditures are things that we

know about, things that people plan to buy, but they are not going to be formally encumbered in the FRS or they are just not there yet. We think that items will move from right to left, from the pending items column to the encumbrance column. Then they will be moved to the year-to-date expended as they are paid. One of the things that this does for us is to allow us to tie the numbers that we are reporting easily to the University's financial system. It cuts down on the risk of errors and enhances the auditability of this document. The other change is that previous reports segregated the projects by the fiscal year that they were approved. This format combines them into one document and, again, allows us to tie the sum of these items to what is actually recorded in the University's financial system. The question was raised as to whether there is a close-out date, i.e. is there a date that the approved amount has to be spent by? Not currently, but this may be a consideration of the committee in the future.

7. Network Infrastructure Request. Darlene Hightower reported that we are in need of single mode fiber from the Telecommunications Building to the Math Science Building over to the Student Health Center. Included in the handouts is a Physical Plant Estimate of what it is going to cost to pull that fiber (approximately \$57,000). Michael White is estimating that we have fiber terminations and connectors (about 10) and then we would like to leave some room, about \$5,000, for any overage that we might incur. This request is needed in light of the V-Brick project and other video projects coming out of that building. We are experiencing bandwidth issues. This is not the only place on campus that we need to have single mode fiber installed, but we are looking at major capital expenses when we get into the full-blown project. Funds are available at this time in the UTSF account. **A motion was made and seconded to approve \$72,331 for the Single-Mode Fiber Install from ITLE to SHC request. Motion was approved by voice vote.**

8. Assistive Technology Position Request. Darlene Hightower presented a request for funding for an Assistive Technology part-time position in the amount of \$6,500 annually. The amount is based on \$6.00 per hour for 20 hours per week annually with padding for benefits, etc. Kevin Sesock indicated that as the amount of technology grows that is being deployed, supported and training provided; the need for staff grows as well. This position will be used to deliver materials across campus and help with documentation. **A motion was made and seconded to approve \$6,500 annually for a Part-time Position in Assistive Technology. Motion was approved by voice vote.**

9. Modernization of AGH002 and AGH119 Request. Doug Needham presented a request for funding to purchase technology in AGH002 and AGH119. These two rooms, located in Ag Hall, are university classrooms. AGH 002 is a lecture room and the capacity is 105. It is frequently scheduled with classes, but classes are also frequently moved due to poor accessibility. The greatest accessibility issue is the necessity to use stairs to access the room. It is also not accessible for a cart-based multi-media system. The room is not set up with multi-media and is not ADA accessible. AGH 119 is a general classroom with a capacity of 30. This room is accessible, but there is no technology. This room is heavily used by many departments. A handout was distributed

by Doug which lists the technology proposed for the two rooms. Total request for AGH 002 is \$25,200 and for AGH 119 is \$17,600. A question was asked whether this request was made to the Ag Technology Fee Committee. Doug responded that these are university classrooms, and that the Ag Tech Fee has been used to support the CASNR classrooms. A question was raised as to whether a general request will be made again this next year for multi-media upgrades. Response was that yes there will be a request made in the spring, similar to last year. Doug indicated that this item was initially brought before the College's Tech Fee Committee, but since funds are available from the UTSF, this may be a viable use of the funding. Discussion was held regarding initial conversations of the UTSF committee regarding the College Tech Fee accounts being used first before requests coming to the UTSF. Doug responded that the College has put \$200,000 into the College's classrooms, and that AGH 002 was reviewed by the College committee, AGH 119 was not. Comment was made that the UTSF committee approved HES last year for three classrooms that were university designated. As a part of that proposal, HES demonstrated that they had upgraded college classrooms. This request may be considered a parallel to what we approved in the spring for HES as opposed to college classrooms that the colleges are expected to spend their tech fees on. **A motion was made and seconded to approve the request to purchase technology for these two classrooms in the amounts of \$25,200 and \$17,600. Motion was approved by voice vote.**

Meeting adjourned at 5:50 pm.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on March 15, 2007