

APPROVED 3/28/16

OSU Student University Technology
Services Fee Committee

November 17, 2015
Room 412 Student Union
Meeting Minutes

Present: Mary Bryans, Jillian Caldwell, Rebecca Damron, Chad Depperschmidt, Darlene Hightower, Joyce Hise, Charles Kalmar (substitute for Ciera Houlton), Robin Leech, Steve Marek, Nicholas Materer, David Meyer, Maria Moccia-Wolff, William Mynatt, Jason Nichols, Mark Ottinger, Robert Streeter, Emma Steele, Denise Weaver

Absent: Heidi Hoart, Daniel Wang

The meeting of the OSU Student University Technology Services Fee Committee was called to order by David Meyer at 3:35 pm.

1. Approval of Agenda. **A motion was made to approve the agenda. The motion was seconded and approved by a voice vote.**
2. Introduction of Members. Members introduced themselves and the area they represent.
3. Approval of Minutes. The 4/3/14 minutes were included in the handouts for the meeting. **A motion was made and seconded to approve the 4/3/2014 minutes. Motion was approved by a voice vote.**
4. Budget Update -- Darlene Hightower reviewed the status of the FY16 Budget. The anticipated revenue for FY15 is approximately \$3.2 million, and the carryforward from FY15 was approximately \$105,000. That brought the total budget to about \$3.22 million, a majority of which has been spent toward projects. The anticipated revenue is projected by IRIM based on enrollment projections early in the spring. Next spring when the committee reviews projects and approves funding, the projected amount is what we use for revenue. In the Spring, the project requests are submitted and the requestors will come to the spring meetings to answer questions and describe their request. Throughout the year, the expenditures are tracked and how much is left to be spent. The meetings in the spring to review project requests are usually held in March or April. The last couple of years, there have not been enough funds to approve all requests. What we are looking for are projects that benefit the campus as a whole. A reserve is always kept out for rainy day funds. Maria balances this to the general university ledger--that is what the FBM090 line is on the budget. Each time we meet, the status of the project is updated, either in-progress or complete.
5. Discussion on Technology Focus – Darlene asked the members of the committee to be the eyes and ears for their area’s technology focus. Gather ideas from peers, talk with faculty,

students talk about projects that might be brought forward for consideration. Email those ideas to either Joyce Hise or Darlene Hightower.

6. Status Reports for FY16 Projects in Progress –

Project 16-001 (Wireless Expansion – Dept of Wellness) – Completed.

Project 16-005 (Wireless Refresh) – Completed.

Project 16-007 (Video Streaming) – Video services are set up for central campus. The funding that was requested will be used for storage for the colleges.

Project 16-008 (Residential Wireless) – This is the 2nd year for a 3-year project. About 75% completed.

Project 16-0010 (G.U. Classroom Upgrade and Maintenance) – Replacement of older equipment is complete. HD upgrades are in process. Project will be completed in the Spring semester.

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

Meeting adjourned at 4:15 p.m.

Minutes submitted by: Joyce Hise

Minutes approved by UTSF Committee on 3/28/16.