

APPROVED 4/9/07

OSU Student University Technology  
Services Fee Committee

March 15, 2007

224 Student Union

Meeting Minutes

**Present:** Carey Bachman (alternate for Nick Mosier), David Bosserman, John Curry, Brecca Farr, Babu Fathepure, Gail Gates (alternate for Marlene Strathe), Darlene Hightower, Joyce Hise, Tom Jordan, Robin Leech (alternate for Anne Prestamo), Nicholas Materer, Maria Moccia-Wolff, Kevin Murphy, Douglas Needham, Lindsey Rogers

**Absent:** Denise Fields, Jim Lish, Michael Schultz, 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 10/25/06 minutes was included in the handouts for the meeting. **A motion was made and seconded to approve the 10/25/06 minutes. Motion was approved by a voice vote.**
3. Explanation of FY08 Project Requests/Questions. Project Requestors were given the opportunity to explain and answer questions regarding their FY08 funding requests.
  - A. Project Req #08-0008 (\$82,000). Joel Harper/John Polonchek presented this item for the Spears School of Business. The request is to purchase notebook computers available for check out for the trading room and other SSB classrooms. Another proposal for \$20,000 has been submitted to the College's Tech Fee for additional laptops for the trading floor. Expanded life span would be three years. Total number of computers for both requests is 75.
  - B. Project Req #08-0016 (\$190,000). Michael White presented this item which is for a data center upgrade. The data center is one area in which we have experienced considerable constraints over the past few years. More servers continue to be installed. We need to expand capacity to continue to provide more services. This project would allow approximately 300 more network connections to that room. Impact to the students would be through enrollment, D2L, virtual labs, computer labs, email, accessing grades, etc.
  - C. Project Req #08-0017 (\$585,000). Michael White presented this item which is for replacement of 7 year old routers. 80% of what is in these devices has been

- replaced or repaired in some way. We need to move to more contemporary equipment. These older routers do not support wireless technology so we have to bring all wireless all the way to the primary core and not keeping it local.
- D. Project Req #08-0018 (\$475,000). Michael White presented this item which is to rotate out 25% of our switches. This is actually a \$75,000 increase in the amount previously approved, which is \$400,000.

Discussion was held on projects #08-0014, #08-0016 and #08-0017. Darlene stated that a master lease purchase may be a viable option to fund these three purchases. The annual payments would be approximately \$317,000 per year. If these three needed to be prioritized, the distribution upgrade would be priority #1.

- E. Project Req #08-0001 (\$136,225). Wade Price and David Campbell presented this item which is to support the V-Brick system. The funding for this request would allow more classrooms to be able to use V-Brick. This technology is made available to professors on an as-requested basis. The system is used by Extension classes--estimate 50/50 use on-campus versus off-campus. Outreach classes do not pay into the UTSF. Regarding compatibility with the on-line classroom, it was stated that they are hoping to get better integration.
- F. Project Req #08-0002 (\$19,000). Wade Price presented this item which is to purchase clickers for general education use. A committee is currently working to make a decision on the type of clicker they want to purchase. The funding request was based on 300 clickers for ITLE and the receivers. It is unsure at this point if software licensing is needed. Until the committee makes their decisions, it is undecided what the funding would specifically be used for.
- G. Project Req #08-0003 (\$267,800). Jeremy McCully presented this project which is to upgrade 15 additional classrooms that have no technology, update 5 rooms with updated equipment, and update 2 rooms with basic equipment needs. Room sizes range from 20 to 100 seats. Usage of the rooms was considered in the development of the list. With the completion of this list, we will have most of the classrooms updated with some type of multi-media.
- H. Project Req #08-0004 (\$9,000). Kevin Sesock outlined this request which is to purchase software for a Digital Accessible Information System (DAISY). This is a new electronic textbook format that is being used by most of the electronic textbook publishers. This request includes the first year of the associated software maintenance agreement. There would be a need for continued funding for this product through the purchase of annual software maintenance.
- I. Project Req #08-0005 (\$11,018). Jon Hunt outlined this project request which is to support computer labs in Kerr/Drummond and Bennett by funding the utilities associated with the labs. Residential Life has been funding utilities for these two computer labs. They would like the UTSF to pay for utilities for these two labs. The labs are used by all students, not just students who live in residential life facilities.

- J. Project Req #08-0006 (\$21,629). Jon Hunt presented this request which is to request that the UTSF pay for one-half of the associated costs for personnel and supplies to operate the repair shop. The first commitment of the repair shop is to the students who live in residential life facilities. They do help some off-campus requests, primarily the Greek community. They do not go off-campus for house calls. They do make house calls on-campus. The students purchase the hardware/software needed. This request would be an ongoing need of funding.
- K. Project Req #08-0007 (\$13,600). Jovette Dew presented this request which is to request funds for a small computer lab for RISE students. The lab would be open to all students. There are currently 26 students enrolled in the program, but this is the first year and the program expects to expand. A network switch would need to be purchased, which would add approximately \$4,300 to the project cost.
- L. Project Req #08-0009 (\$34,000), #08-0010 (\$36,780), #08-0011 (\$10,420). George Douglas presented the three projects which are for software site licenses. They have received requests from several colleges for access to this software. We already have software site licenses for Maple, Mathematica, SAS and SPSS – need to know how these overlap with the ones that are being requested.
- M. Project Req #08-0012 (\$25,000). George Douglas reviewed this request which is to provide 24 hour security for the four CEAT 24-hour labs. Access is granted to CEAT students, but anyone can get in with a card swipe.

Discussion was held on projects #08-0009, #08-0010, #08-0011 and #08-0012. The question was raised whether assistance had been requested from the Tech Fee Committees from the Colleges' that are interested in these services. The answer was that they had not gone to the Colleges for funding out of their tech fees.

- N. Project Req #08-0013 (\$32,000). George Douglas made the presentation on this project request which is to provide wireless service in Engineering Buildings which are on the outskirts of the campus.
- O. Project Req #08-0014 (\$350,000). Tina Meier outlined the project request to increase the storage capacity. Increased use of Active Directory and Exchange, use of home drive space, use of the virtual lab environment, and the on-line classroom have all added to the need for more storage. We do not currently limit the types of files that may be stored, such as large video/music files. We do not track types of files. There is a current limit per student of 500 mg on home drive and 750 mg on email.
- P. Project Req #08-0015 (\$73,650). Darlene Hightower presented the project to purchase updated equipment for the Student Union Computer Lab. The IT labs are scheduled on a three year rotation plan and the Student Union is up to be rotated this year.
- Q. Project Req #08-0019 (\$20,500). Darlene Hightower presented information on this request which is to purchase the Learning Repository for Desire 2 Learn. This product allows for the sharing of documents at an enhanced level. The cost is based on 5,000 FTE since we are purchasing this initially in a testing

- environment. The FTE is monitored periodically and if the FTE count goes up the price will go up.
- R. Project Req #08-0020 (\$54,839). Tina Meier outlined this request which is to replace production servers. 1) Real Audio Server. Over the past year we have seen the utilization of the Real Audio Server at 95% – 98%. We are requesting replacement of that hardware to increase horsepower to meet the demand. 2) Virtual Production Servers. One of the things we are looking at is that some of the servers are not utilized at a high capacity. Some are utilized at 20% to 30%. We are moving to virtualize several of our servers so we can buy one server that multiple virtual servers can be utilized on the one server. 3) Intrusion Detection System, 4) Syslog Server, and 5) La Brea Server. These servers have to do with our security efforts. We have taken the approach of doing different types of security, trying to layer it across the network. Snort is the intrusion detection system which monitors the traffic. Syslog is used when external entities notify us that we have someone who is violating copyright laws. La Brea entices someone who may be scanning our network; hold their traffic for awhile until they lose interest. Regarding the funding, 100% of the funding is requested from the UTSF for the Real Audio Server because it is purely academic. The others would be funded 50% UTSF/50% IT.
- S. Project Req #08-0021 (\$40,000). Kent Sampson presented this request which is to fund the development of a Student Support Center Website. Students feel there are disparate locations to find information about scholarships, financial aid, leadership roles, multicultural programs, etc. This project would provide one central place on the internet for students to find the various components. The funding that is requested is to develop the database and capture information to go on the website.
- T. Project Req #08-0022 (\$14,500), #08-0023 (\$17,500), #08-0024 (14,500). Ed Miller outlined the three requests which are to upgrade classrooms in Ag Hall (Rooms 009, 275, 320). The CASNR Tech Fee Committee is requesting the addition of three rooms in Ag Hall to the General University Multimedia Upgrade list. Two of these rooms have a capacity of 100, and one is a capacity of 49. These rooms are not highly utilized primarily because they lack multimedia equipment. These rooms generally have more non-Ag use. The CASNR Tech Fee Committee has authorized a little less than \$200,000 to renovate classrooms.
4. FY07 Budget Status Update. Maria Moccia-Wolff presented the budget status for FY2007. The report is included in the meeting handouts. The report is of February 28, 2007. The project that is from FY06 is nearing completion. The hardware rotation is nearing completion. Several other projects will be able to be closed out in the near future.
5. FY08 Operating Budget. Darlene Hightower presented the operating budget for FY08 (included in meeting handouts). The income is being estimated the same as last year. Christie Hawkins was contacted and she did some quick calculations that may

project a decrease in hours. If we do experience a decrease in credit hours, it should not affect this budget any more than \$40,000 to \$46,000. Therefore, the revenue for FY08 should be adequate. We have a carry forward of over \$700,000. Salary and benefits were projected using last year's numbers plus the technician approved last year for wireless implementation, plus the student approved for assistive technology, plus a 3% increase. Supplies and materials were increased by a small amount. Software maintenance has increased. (A separate sheet detailing software maintenance was included in the meeting handouts.) WebCT and Blackboard will not be renewed. Several of these renewals (i.e. Nanopac) are from Kevin Sesock. He estimated a 15% increase. The rest that are carried over from FY07 were budgeted with an increase of 10%. Several new software maintenance items were added; such as SAS for virtual labs, print metering software, the Oracle Database (which is the master lease payment approved last year), the Course Management System (we are paying \$4.65 per FTE, and there is a \$9600 charge for annual support), SPSS for virtual labs, and several new software maintenance items were added from Assistive Tech which stemmed from projects approved last year (Magic, Duxbury Systems Braille, Cannon DR-7080, Avoke). The increase in software maintenance resulted mainly from ongoing maintenance from approved projects last year. For Network Services, an increase of \$75,000 is requested. Miscellaneous expenses stayed the same. The membership budget item was increased to keep up with any unexpected increases. The membership expense is for ICPSR. It is a service that provides data sets and several colleges use the service. Reserve is still set at 10%, which leaves a balance of \$1.5 million.

#### 6. Approval of FY08 Project Requests

- A. Projects #08-0014, #08-0016, #08-0017. Darlene presented the option of using Master Lease to fund these and thereby spread out the annual cost of these three projects over four years to \$317,000. These projects support our infrastructure. Even though some of the network use could be classified as administrative as opposed to academic, the administrative function is used to support students as well. Discussion was held regarding the possibility of these needs recurring year after year and the question "are we just delaying the inevitable?" Routers will continue to need to be replaced, more storage will be needed. The four year time period was used in order to allow this equipment to be paid for before new equipment would be needed again. Regarding storage, it is difficult to project what the needs will be if new buildings and services come on-line. Concern was expressed over what percent of storage was used for audio/video files. Technology-wise the restriction could be done. Research should be done to see how the increased storage needs could be limited.

Project #08-0018 was discussed. It was noted that this would be an increase of \$75,000 to the prior-approved amount of \$400,000.

**A motion was made and seconded to approve the request to purchase Projects #08-0014, #08-0016, and # 08-0017 on master lease for a total of**

- \$317,000 annually for four years and to approve the additional \$75,000 for Project #08-0018. Motion was approved by voice vote.**
- B. Projects #08-0015, #08-0019, #08-0020. The Committee felt these were important objectives to fund. **A motion was made and seconded to approve Project #08-0015 (Student Union Computer Lab - \$73,650), Project #08-0019 (D2L Learning Repository - \$20,500) and Project #08-0020 (IT Production Server Replacement - \$54,839). Motion was approved by voice vote.**
- C. Projects #08-0003, #08-0022, #08-0023, #08-0024. The Committee agreed these were important initiatives, which directly benefit the students. **A motion was made and seconded to approve Project #08-0003 (GU Classroom Tech Upgrades - \$267,800), Project #08-0022 (009 AGH Renovation - \$14,500), Project #08-0023 (275 AGH Renovation - \$17,500), Project #08-0024 (320 AGH Renovation - \$14,500). Motion was approved by a voice vote.**
- D. Project #08-0004. The committee discussed and agreed this was important to fund. **A motion was made and seconded to approve Project #08-0004 (Assistive Technology DAISY Software - \$9,000). Motion was approved by a voice vote.**
- E. Project #08-0001 (V-Brick - \$136,225). Concerns were voiced regarding this request for funding. The initiative has been to pool everything that the students need for classrooms into the on-line classrooms and this appears to be separate from the on-line classroom. The issue of how much it is used for Extension classes (which do not pay into the UTSF) needs to be clarified. **A motion was made and seconded to table this project pending information on how this product interacts with the On-line Classroom and information on the supported platforms. Provide information on how much this product will be used by Outreach/Extension. Motion was approved by a voice vote.**
- F. Project #08-0008 (Notebook Computers for SSB - \$82,000). The question was raised regarding why the funding was not provided through the College's Tech Fee. The issue of the logistics for maintaining and securing the laptops was discussed. **A motion was made and seconded to deny funding for Project #08-0008. Motion approved by a voice vote.**
- G. Project #08-0021 (Student Support Center Website - \$40,000). Discussion was held regarding this project. It was unclear what the funding was being requested for. It appears the funding will be used to develop the website for Student Services. This seems similar to the Campus Link endeavor and may be to replace Campus Link. Darlene reported that she has talked with Dr. Bird and she has offered IT resources. The problem with using a graduate student to develop a program is that when they leave, the knowledge of the program goes with them.

- Darlene has requested that something viable be developed that can be maintained from year-to-year. The Student Union also has personnel resources that can be utilized. The Union has a history of developing their own software and the funding escalates well beyond what we should have gone out to bid for or the project does not sustain itself. The question of who is going to provide the content and populate this program on an ongoing basis was discussed. The idea is not in question so much as how the money is going to be spent and how they plan to provide ongoing support. **A motion was made and seconded to table this request pending further information about how this project funding will be spent. Information regarding available software vs. in-house development is requested. Concern regarding on-going support if graduate expertise is used to develop. Motion approved by a voice vote.**
- H. Project #08-0009 (MathCAD Site License- \$34,000), #08-0010 (Matlab Site License - \$36,780), #08-0011 (Minitab Site License - \$10,420). The committee expressed interested in data supporting the usage of this software. These products may duplicate other products already supported by the UTSF. Should these requests go to the Colleges' to fund from their tech fees? The committee supports this type of request if the software use can be quantified. **A motion was made and seconded to table this request pending further information identifying the classes from all colleges that use this software. Motion approved by a voice vote**
- I. Project #08-0012 (Security – CEAT Labs - \$25,000) and Project #08-0013 (Wireless Services – Engr - \$32,000). The committee discussed and consensus was that Project #08-0012 should be funded by the College, and Project #08-0013 should be encompassed in the University-wide wireless plan. **A motion was made and seconded to deny funding for Project #08-0012 and Project #08-0013. Motion approved by a voice vote.**
- J. Project #08-0005 (Computer Labs, Utilities - \$11,018) and Project #08-0006 (Computer Repair Shop, Wentz - \$21,629). The committee felt these two expenses should be included in the Residential Life Rates. **A motion was made and seconded to deny funding for Project #08-0005 and Project #08-0006. Motion approved by a voice vote.**
- K. Project #08-0002 (Clickers - \$19,000). This project was discussed and it was determined that the project intent is unclear at this time. A detailed proposal is needed to clarify what the purchase is going to be. How are software costs associated with the product and the cost of any needed routers going to be handled? **A motion was made and seconded to table this project until a decision is made on the technology to be used, and stipulate that funding may be allocated to support the infrastructure instead of the purchase of clickers. Motion approved by a voice vote.**

- L. Project #08-0007 (RISE Computer Lab - \$13,600). The discussion on this project included the need for a plan for maintenance, updating and support. A detailed proposal is needed regarding the infrastructure, location and security plans for the lab. The number of students being served is 26, which is a low number. Is it possible to serve these students by installing software in an existing lab? Is it possible to equip this lab with computers rotated from an existing lab? **A motion was made and seconded to table this project pending more information regarding plans for location, tech support, infrastructure, and software needs. Certification from Physical Plant on availability of power and from Security on ability to be secured. Motion approved by a voice vote.**

- M. A Wireless Report will be presented at the next meeting. Darlene requested that committee members send information regarding what areas should be included in Phase 2. IT will talk with Engineering about including their request.

The Committee is scheduled to meet again on April 9 at 5:00 pm to continue discussion on the outstanding projects.

Meeting adjourned at 7:25 pm.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on April 9, 2007