

APPROVED 1/27/17

OSU Student University Technology
Services Fee Committee

March 28, 2016 9:30 am
Room 417 Student Union
Meeting Minutes

Present: Mary Bryans, Jillian Caldwell, Rebecca Damron, Chad Depperschmidt, Brian Elbing, Darlene Hightower, Joyce Hise, Ciera Houlton, Robin Leech, Steve Marek, Nicholas Materer, David Meyer, Maria Moccia-Wolff, William Mynatt, Jason Nichols, Mark Ottinger, Emma Steele, Daniel Wang, Denise Weaver

Absent: Heidi Hoart, Robert Streeter

The Chair David Meyer called the meeting of the OSU Student University Technology Services Fee Committee to order at 9:34 a.m. Members of the committee introduced themselves.

1. Approval of Agenda. **A motion to approve the agenda was made. The motion was seconded and approved by a voice vote.**
2. Approval of Minutes. **A motion to approve the 11/19/2014 minutes as presented was made. The motion was seconded and approved by a voice vote.**
3. FY 16 Budget Status Update. Maria Moccia-Wolff reviewed the FY16 Budget and Project status handout. This document shows the status of the FY16 projects. For FY16, the committee approved projects for approximately \$3 million. All projects are on track with the exception of one project that was cancelled. We are on track to receive the amount of fee waiver that we anticipated. By the end of the year, that should leave us with the required reserve of about \$246,000. Darlene reported that project 16-007 (Video Streaming) was cancelled because they started doing the video streaming differently. The Real Audio is still up and running, but with the new Desire2Learn, they are going to be able to imbed the video in the Desire2Learn course.
4. Software Utilization and Print Reports. Charles McCann reviewed a handout showing information gathered from general computer labs. These reports show trends in printing, applications used and lab utilization. Most of the software listed is the software funded by the Tech Fee, and are on the maintenance renewal list. One of the things we have been looking at over time is the overall usage of the general computer labs. Math Science 108 is included even though the Tech Fee does not fund it, but it is a general use lab open 24x7. One piece of information from these reports show that students are using labs, but typically in shorter sessions.
5. FY17 Proposed Budget/Maintenance Spreadsheet. Darlene Hightower reviewed the proposed FY17 budget. The Budget Office and IRIM provide the anticipated FY17 revenue figures. The carryforward estimated is the cushion that we keep for emergency services. The figures in red

are the annual expenses; such as salaries, supplies, materials, ongoing maintenance, network services, miscellaneous expenses and memberships. If we keep back another 8%, we have today to spend \$816,000. The next handout shows the software that the committee has approved maintenance on. We feel confident that everything we are licensing is being used in the computer labs. Unfortunately, you do not buy software once; there are ongoing maintenance fees.

6. Review of Process for Consideration/Approval of Requests. Darlene Hightower reviewed that the committee is to review project-funding requests and approve projects that benefit the campus as a whole. Each college has their own tech fee. We have funded things from colleges, but most of the time we like to see that it is benefitting three or more colleges, so that we reach the largest number of students with this funding.

7. Presentation of New Requests for Funding/Questions

17-001 Upgrade Internet Infrastructure – Sally Schuh, Dept. of Art, presented the proposal to upgrade the wireless infrastructure in the Bartlett Center. She also wrote a proposal to the Arts and Sciences Tech Fee Committee to support this project, and they will be funding \$19,300 of this total amount. What they agreed to do was to upgrade the old ports, so this proposal is to add the recommended 23 ports and upgrade those new ports both wirelessly and with Ethernet. Therefore, the new requested amount from the University Tech Fee is \$33,697. The Colleges that are impacted are Arts and Sciences, Human Sciences, and Horticulture and Landscape Architecture.

17-002 Materials and Maintenance for Technology Center VRC – Sally Schuh, Dept. of Art, discussed this project. The Visual Resource Center is unique in that it is not exclusively a computer lab. It provides access to computers, a large format printer, new 3D printers and a new laser cutter. There have been no increases to maintenance fees or money spent on replacement parts or servicing since the large format printer was put in place in 2010. The increase in inks has gone up approximately 10% per year. A proposal to the College Tech Fee will be presented in the next cycle. On average, we are losing an average of \$2750 per year. That, with additional expenses, would equal a loss of about \$5,141. This request is to cover this gap. This request is recurring for five years.

17-003 Digital Signage – Karissa Lowe presented the information for the project. The Department of Wellness is requesting funding to implement digital signage for the Colvin Center and the Seretean Wellness Center. The signage will advertise upcoming programs, events and announcements, using pictures and videos. Currently we are using posters and fliers for this purpose, and the students are not taking the fliers. This funding would provide five TV's, five digital signage computers, five mounts, and pay for labor and materials.

17-004 Wi-Fi Expansion – Karissa Lowe from the Wellness Department explained this project. This project would allow the Wellness Center to provide Wi-Fi at the outdoor pool. We

would need to upgrade one of the access points and add an additional access point. This would provide students with the ability to utilize their phones while using the pool facilities.

17-005 Data Center Network Refresh – Mike Kerntke presented this project. This project will finish out the Data Center Refresh Project. It will replace the copper wiring we have been phasing out. This will free up a lot of space and increase the speed of the communications coming from the data center. The amount requested is for half of the project cost. IT will provide the other half of the funding.

17-006 G.U. Classroom Upgrade and Maintenance – Jeremy McCully explained the project request. This is a repeat of the request from last year. It is to replace and upgrade multimedia equipment in General University classrooms. This funding will affect approximately 30 classrooms, bringing them up to full digital capabilities. With this upgrade, the classroom equipment will be brand new, going from analog to digital. This is year two of a five-year plan.

17-007 Wireless Expansion/Upgrades – Mike Kerntke talked about this project, which is a combination of the various projects to make the wireless experience better for the students. The first part is to update the general classroom wireless APs. A list of the classrooms is on the handout provided. The Library is also included in the project as well as outdoor expansion.

17-008 Residential Life Wireless Deployment – Mike Kerntke explained that this is a continuation of the rollout of Wi-Fi in the student housing areas on campus. We have completed two years and this is the third year of the project. Due to cost increases and newer technologies, the costs have increase for this project. We expect to wrap this project up next year.

17-009 Extend Printing Services – Charles McCann explained that students are spending more time using printing services, and are not spending as much time in the central computer labs. This project will allow workstations and printers to be accessible in areas such as Kerr-Drummond, Bennett Living and Dining Rooms, and allow for several release stations in the University Commons. Residential Life has agreed to assist in the monitoring of the printers. Then there is the question of whether Kerr-Drummond is going to be used for another five years. The printer/equipment can be located in Kerr-Drummond for now and then be moved elsewhere if the building is no longer in use.

8. Discussion/Approval of FY17 Project Requests

17-001 Upgrade Internet Infrastructure

17-002 Materials & Maintenance for Technology Center VRC. Discussion was held regarding the appropriateness of this coming from UTSF funds. Many felt a lab fee should fund this.

17-003 Digital Signage. There was discussion on whether to start funding digital signage across campus. The elimination of flyers, etc. should result in a cost-savings to the department and could offset the cost of the signage.

17-004 Wi-Fi Expansion. This project could be incorporated into any wireless project approved by the committee since it is small amount.

17-005 Data Center Network Refresh. This is a critical project.

17-006 General University Classroom Upgrade & Maintenance. These are all for the general use classrooms. They are in a refresh process and these classrooms are managed by ITLE.

17-007 Wireless Expansion/Upgrades. Darlene reviewed that the way they decide on the locations for the expansion is they monitor the wired and wireless network. The software shows them where we have data collisions because there are too many students on one wireless access point. The wireless access points can bleed from one floor to the next. This project information is based upon how they are reviewing the access points and where we have failures.

It was requested that Darlene prioritize Projects 17-005 through 17-009 in order of importance. Darlene responded that 17-006 (GU Classroom Upgrade/Maintenance) would be first. If the equipment is not working, the students and professors are directly affected. Wireless projects (17-007 & 17-008) would come next, at least a big portion of the amount requested. Then 17-009 (Printing Services) would come next so that we can see how setting up additional printers with kiosks throughout the campus would change our utilization of the computer labs. We can then start to determine if we can reduce the number of computer labs across campus. The Data Center Refresh project (Project 17-005) is also important.

17-008 Residential Life Wireless Deployment. This is an expansion of wireless to the residential life areas. This is year three of four years projected for this project. Residential Life is sharing in the cost. Last year \$176,000 was funded for this project.

Motion was made to fund one-half (\$2,563) of the funding for Project 17-003 (Digital Signage). Motion was seconded, and was approved by a show of hands.

Motion was made to deny funding for Project 17-002 (Materials & Maintenance for Tech Center VRC). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$350,000 for Project 17-006 (GU Classroom Upgrade & Maintenance). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$27,062 for Project 17-005 (Data Center Refresh). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$150,000 for Project 17-007 (Wireless Expansion/Upgrades). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$150,000 for Project 17-008 (Residential Life Wireless Deployment). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$2,000 for Project 17-004 (Wi-Fi Expansion, Dept. of Wellness). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$33,697 for Project 17-001 (Upgrade Internet Infrastructure). Motion was seconded, and was approved by a show of hands.

Motion was made to approve \$71,690 for Project 17-009 (Extending Printing Services). Motion was seconded, and was approved by a show of hands.

This leaves a balance of \$29,394 left for project funding. Motion was made to allocate this funding to the IT Department to fund projects 17-007 and 17-008 as seen fit by the IT Department. Motion was seconded, and was approved by a show of hands.

A motion to adjourn the meeting was made, seconded and approved by a show of hands.

Meeting adjourned at 11:13 a.m.

Minutes submitted by: Joyce Hise

Minutes approved by UTSF Committee 1/27/2017