

APPROVED 10/25/06

**OSU Student University Technology
Services Fee Committee**

April 27, 2006
204 Whitehurst
Meeting Minutes

Present: Timm Bliss, David Bosserman, Jerry Bowen, Karalyn Eyster, Becca Farr, Darlene Hightower, Tom Jordan, Nicholas Materer, Kevin Murphy, Douglas Needham, Anne Prestamo, Jeff Price, Will Jones (Alternate for Mitch Zaloudek)

Absent: Gina Causin, Courtney Hentges, Alex Kolpakov, Angel Kymes, Jim Lish, Ryan Royse, Luke Simmering, Marlene Strathe

The meeting of the OSU Student University Technology Services Fee Committee was called to order by Chair Karalyn Eyster at 5:07 p.m.

1. Approval of Minutes. A copy of the 3/27/06 minutes was included in the handouts for the meeting. **Minutes from the March 27, 2006 meeting were approved by a motion, second and a voice vote.**
2. Discuss Course Management System Costs – Negotiations are still ongoing with the vendor. As it stands, if all the branch campuses share the costs, our portion will be approximately \$365,000. Campuses that are involved at this point are: Stillwater, Tulsa, CHS, Okmulgee, Langston, OKC, and Center for Veterinary Health Sciences. The software cost is \$4.65 per FTE. With all those campuses we have approximately 30,000 FTE, so we are looking at approximately \$140,000 for software. The first year expense is the equipment (SQL CAL licensing that we have to get). That is about \$160,000 of the initial cost. We are planning to license it by processor. Worst case scenario, Darlene would like to reserve \$450,000 for the new Course Management System. **A motion was made and seconded to approve \$450,000 for the new Course Management System. Motion approved by voice vote.**
3. Continue with Review of FY07 Funding Requests – In the meeting handouts is a review of the FY07 budget, which was approved by the committee at the last meeting, and a listing of the projects approved so far. We have expended approximately \$2.26 million out of the budget. The projected revenue is \$2.7 million. We have approximately \$450,000 left to spend. Additional revenue of \$73,000 was generated above the budgeted amount. An FY 05 carry forward of \$513,000 is available. Of that carry forward, we

need to reserve \$66,000 to complete FY 05 projects. Currently there is \$972,000 to budget. After removing the \$450,000 reserved for the CMS, we have roughly \$500,000. There will be additional money from FY 06 also, once all the projects have been completed and the account balances closed out. There are several remaining project funding requests to be discussed tonight.

- A. Wireless Expansion – Michael White presented information regarding a Wireless Expansion Plan for the Stillwater campus. In the meeting handouts a project list and a map of the affected areas were provided. Focus areas discussed in the last meeting were common areas, where students study/congregate, and areas that do not have access to funding otherwise. Another full-time technician is needed to actually perform the work (\$48,000 annually). Project #1 involves an update of the Classroom Building (\$25,000). Project #2 covers Residence Hall Lounges (\$85,000). Project #3 involves the Communal Areas in the Suites (\$60,000). Project #4 is to provide outdoor coverage in the core part of campus (\$75,000). Project #5 provides lobby coverage in the NRC Atrium, the Business Building 1st floor, Campus Recreation, Seretean Center, Bartlett Center, Student Health Center (\$45,000). Project #6 would provide coverage in General University classrooms (\$80,000); three locations (Physical Science, Morrill and Classroom) are used in 70% of 2000-level and below of classroom scheduling. Project #7 would provide coverage in dining facilities (\$60,000). Project #8 would provide funding for other areas on campus, i.e. providing funding for installation and miscellaneous materials on an as requested basis (\$375,000). The committee discussed the wireless project list and priority of implementation. It was agreed to reprioritize Project #6 to Project #1A. Request tabled until later in the meeting.
- B. Campus Design Software – Additional discussion was held regarding this request. An email was sent to the committee providing additional information regarding this funding request. The \$4,000 request is broken down as follows: \$2430 software costs and \$1570 for a computer to host this software. Questions raised were: Is the intention to put this software on one computer? How much will the students be using this software? What other means does this program have to fund technology requests? Is it possible to install this software on one machine in a computer lab so that it would be accessible to all? It was recommended that if this request is funded, that it would be one-time funding and that other sources would need to be identified for subsequent renewals. Request tabled until later in the meeting.
- C. Apple Software – Rita Peaster presented additional information regarding a request for Apple Software Licensing. As requested at the last meeting, she requested a new quote for a bundle which includes iLife, OS X, and QuickTime Pro. Annual cost for this bundle was quoted at \$88,698.13 for 1760 users. Rita addressed questions from the last meeting. The number of student users would need to be adjusted annually. The AMP piece of the licensing is comparable to

Microsoft's software assurance and provides perpetual licensing. The AMP coverage is for software only. The pricing proposal timelines are flexible. There may be a further price reduction coming up. Rita indicated that this request came about because of requests received in meetings with students regarding other IT initiatives. **A motion was made and seconded to table this request until a new educational discount is available. Motion passed by voice vote.**

- D. **Oracle** – Darlene presented information regarding the Oracle licensing request. This year we embarked upon site licensing for Oracle. The final cost came up to approximately \$1.2 million. We financed it over eight years. The main application that is using it now is the O-Key authentication application, which is used by faculty, staff and students. The student portal will also use this platform. We are purchasing more and more software packages that use the Oracle databases. One that is being installed is CS Gold, which is used across campus. The other one we just purchased is document imaging. This request is for a 60/40 split, 60% from the IT and Vet Med budgets and 40% from the UTSF account. This is financed over eight years. It was commented that this is more of a utility expense and maybe it would be more appropriate to roll it into network expenses as an infrastructure expense. The question was raised whether this price could go up or if this is locked in for eight years. Darlene clarified that at the end of eight years we have purchased it. What we are not locked into is the annual maintenance (\$200,000 currently). **Motion was made and seconded to approve \$141,192 for Oracle Master Lease Payment/Annual Maintenance. Motion passed by voice vote.**
- E. **Creative Suite** – Darlene reviewed the pricing for Creative Suite CS2 pricing for the labs. This package includes Photoshop CS2, Illustrator CS2, Indesign CS2, Golive CS2, Acrobat Pro 7, Version Cue, CS2 Filemanager, and Adobe Bridge File Browser. Several quantities (10, 15, 20, 25 and 30) were presented for consideration. It is proposed that this software be installed in each of the three UTSF funded labs (Kerr/Drummond, Student Union, Bennett). **Motion was made, seconded and passed to approve 10 seats for each of the three UTSF funded labs for a total amount of \$5,090.** Request made for Darlene to check on site-license pricing for Acrobat Pro and Photoshop. Once this pricing is available, a vote can be requested via email.
- F. **Student Success Website Development** – This request for funds was presented by Kent Sampson and Matt Beier. The idea of this website is to bring together verifiable information regarding leadership, service, academic accomplishments, etc. for students. One of the pieces to this is the Campus Link. This is a process that is currently in place to maintain information on all the student organizations. This is a mechanism that tracks student advisors, officers, etc. It is also the way that communications are facilitated with the 400+ student groups. Another element is the Student Development Transcript. This piece has been in place for

- approximately 8 years. This system provides a means for students to verify the information about what he/she has done in leadership, service and academic areas. The costs for this project were estimated at \$40,000. The program would be operated by the Student Union IT Department. Clarification was asked how the project cost was calculated. Kent indicated that the development costs were calculated at \$50/hour for a consultant at 700 hours, which would be \$35,000 for program development; and \$5,000 for miscellaneous. Discussion was held regarding incorporating this service into the upcoming student portal project or providing it through the new Course Management System. **Motion was made, seconded and approved to table this request and review at a subsequent meeting. The committee requests a more detailed proposal, addressing the possibility of incorporating this service into the student portal or the new course management system.**
- G.** Wireless discussion continued. It was decided to move Project #6 on the project list up to Project #1A. A wireless expansion status update should be provided to the Committee periodically during the year. It was clarified that the other wireless requests will be rolled into this campus-wide project. **Motion was made to approve the hiring of the technician and move ahead with the project list in the most effective manner as resources and funding are available up to Project #7. Motion was seconded and approved by voice vote.**
- H.** Further discussion on the Campus Design Software request was held. The committee wants to investigate other funding resources. Verification is also needed as to whether it is a site license or to be installed on a single computer. **Motion was made to table this request until next fall. Motion was seconded and passed by voice vote.**

Meeting adjourned at 7:07 pm.

Minutes submitted by: Joyce Hise