

APPROVED 4/4/13

OSU Student University Technology  
Services Fee Committee

November 26, 2012  
290 Student Union  
Meeting Minutes

**Present:** Sonia Crochik, Nik Dalal, Trevor Greer, Darlene Hightower, Joyce Hise, Angel Kymes, Abbey Linthicum, Kaitlin Loyd, Nicholas Materer, Maria Moccia-Wolff, Heather Morgan, Anne Prestamo, Matt Rogers, Keith Teague

**Absent:** Steven DeLoose, Andrew Dunn, Heath Flanagan, Heidi Hoart, Marc Krein, Mason Toole, Don Turton, Denise Weaver, Joe Weaver

The meeting of the OSU Student University Technology Services Fee Committee was called to order by the chair, Trevor Greer, at 3:02 pm.

1. Approval of Agenda. Darlene Hightower requested to add two items. First an item for Dr. Chris Ormsbee to provide an update on the smart boards for the general use classrooms, and an item to provide an update on Microsoft Office utilization and software maintenance renewals. **A motion was made to approve the agenda, including additions. 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 4/04/2012 minutes were included in the handouts for the meeting. An amendment to the minutes to add the result of the email vote for project 13-002 was requested. **A motion was made and seconded to approve the 4/04/2012 minutes with the amendment. Motion was approved by a voice vote.** Keith Teague provided an update on the Labview topic. They have been working with National Instruments to increase the usage of Lab View in the college. They received a proposal from National Instrument to add research and the result would be that ongoing maintenance costs may actually be less. It is not final yet, but he is in open discussion with NI to add research and may include discounts on hardware for students.

3A. Dr. Chris Ormsbee provided an update on the smart board funding of project #13-003. The boards have been ordered -- 8 smart boards and 2 symposiums – and are waiting to be installed. The challenge is to schedule the wiring installation when students are not in the rooms. We are hoping to get them installed in December and be available in the spring. The locations of the boards are provided in the attached document (attachment #1). The long-term goal is to install additional smart boards across campus so that they will be readily available. Faculty training will be available after they are installed.

3B. Darlene Hightower provided an update on the Microsoft Camus Agreement. A handout was included in the meeting folder which outlines the software and the number of downloads. The investment in this for the students continues to be highly utilized. This software is available on the software distribution site. It was asked if the university has considered a subscription to Dreamspark. Students can download full copies of every operating system, server, and developer software for free; not upgrades. Darlene indicated that we will research it.

On the maintenance spreadsheet, there are some software packages that the committee will approve funding for. We will bring utilization reports to the next meeting. We will be able to show how many 'hits' the program has received. It would be good to review these renewals formally every two to three years. If the numbers seem low, we will request a representative from the colleges that use the program come talk to the committee.

4. Budget Update -- Darlene Hightower reviewed the budget status sheet dated October 31 in the meeting folder. It shows the anticipated budget and the approved projects for fiscal year 2013. The \$3,044,465 is the number we get from Institutional Research based on our estimated enrollment and credit hours. We get a small amount of revenue from other sources that we include as well. The carry forward from FY12 equals 10% of the revenue (\$309,537.60). The carry forward percent has been lowered to 5% beginning in FY13. The individual projects were reviewed. It was asked if the wireless expansion project would slow down. The actual expansion will slow down as areas are added. A formal rotation plan for replacing equipment will need to be determined. We have tried to cover the general use classrooms with the funding and also outdoor wireless. The colleges should be responsible for the wireless in their building. But, if you find a place that is general use that is not covered, let OSU IT know so that it can be included in future expansions.

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

Meeting adjourned at 3:38 p.m.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on 4/4/13.