Central Student Technology Committee (CSTC)
Meeting: Thursday – April 18, 2011
Location: ITC 106

Attendees: Maggie Morrison, Jesse Ballard, Steve Boss, Tami Browning, Cody Connor, Michael Doherty, Ken Driese, Melissa Hunter, Cheryl Hilman, Patrick McDowell, John Nutter, Dee Pridgen, Bret Sorensen, Casey Wood

1. **FY12 – 18 budget forecast**

   Included in the meeting packet is a budget forecast of known expenses from FY 2012 through FY 2018. Maggie explained that this forecast is provided so the committee members have a good understanding of the long term commitments and what years a surplus of funds will be available.

   A question was raised regarding the $391,432 and whether it was a constant amount each year. Maggie explained that for the most part the amount is constant. In years past they amount has increased based on higher enrollment and it was also reduced because of budget cuts across the university.

2. **LA Staffing for FY 2012**

   Cheryl moved to approve staffing at $57,640
   Patrick McDowell seconded the motion

   John Nutter asked if the usage in BS 37 was still heavy. Jesse indicated BS 37 usage statistics still indicate heavy usage, and it is a lab that is constantly evaluated.

   Approved: all
   Opposed: none
   Abstain: none

3. **CSTC Maintenance and Supplies for FY 2012**

   Jesse explained that print and maintenance costs were increased last year from $16,000 to $17,000, but he did not anticipate needing to increase it again this year.

   John Nutter moved to approve $17,000 for FY 2012 printing and maintenance
   Ken Driese seconded the motion

   Approved: all
   Opposed: none
   Abstain: none

4. **Library study room proposals**

Maggie explained that in the last meeting the topic of Coe study rooms was raised. At that meeting the committee asked Jesse and Steve to develop a study room standard. The study room standard was presented in the text of the agenda.

Discussion took place on how many study rooms to fund this year and going forward.

Steve was asked to prioritize what rooms he felt would be used the most if technology was installed in them. Steve listed 215 and 217 as the highest priority and then indicated 263 and 363 would be second tier priority.

Warrie asked if funding study rooms was sustainable through future replacements. Jesse indicated that the current budget could absorb the additional study rooms and needed replacements.

Discussion took place regarding 339 and 340 and if there was a need to purchase large screen LCDs for use in the rooms. Consensus of the committee was to leave the rooms as they are currently configured.

Mellissa Hunter moved to fund the study rooms 215, 217 and 263 with the standard group study configuration
Warrie Means seconded the motion

Discussion took place regarding whether three or four study rooms should be funded.

Dee Pridgen moved to make a friendly amendment to change the motion from funding the three specific rooms to providing funding for four study rooms and allow the library staff to determine what locations to place the equipment in.

Ken Driese seconded
Melissa Hunter and Warrie Means accepted the friendly amendment.

Amended motion was to fund 4 rooms at $2635 per room and allow the Library to prioritize which rooms are funded.

Approved: all
Opposed: none
Abstain: none

5. **EndNote purchase update**

Maggie indicated that since the last CSTC the Library has learned that a bibliography software program, RefWorks, will be available to the campus free of charge as part of a large database service that the Libraries contracted.

Melissa Hunter moved to repeal the EndNote funding
Warrie Means seconded

Discussion took place regarding the use of RefWorks vs. EndNote.

Approved: all but two
Opposed: Bret Sorensen
Abstain: Tami Browning

6. Repeal of Student fees to fund instructional technology

Maggie explained that in 2010 the CSTC approved a temporary modification to the operating guidelines that allowed college fee committees to fund instructional technology after all student technology needs were addressed. The approval at the time was contingent on the expectation that the topic would be revisited in a year to determine if the change should continue.

If the committee repeals the change the operating guidelines would be modified back to their original wording:

Current: 'First and foremost, the funds generated by the student computer fee will be used to support student computer facilities for the University of Wyoming's student body. If funds remain after all suitable student computer facility requests are supported, funds may be allocated to support classroom instructional technology at the discretion of the college technology fee committees."

Change: "First and foremost, one hundred percent of the funds generated by the student computer fee will be used to support student computer facilities for the University of Wyoming's student body."

Warrie provided an example of how the AG College used this funding in the past. Greater discussion took place regarding the purpose of the fee.

Melissa Hunter moved to repeal the language
Ken Driese seconded the motion

Approved: All but three
Opposed: Warrie Means
Abstain: Cheryl Hilman and Patrick McDowell

7. Projected budgets

Colleg of Agriculture Budget report

Warrie Means explained he evaluated the AG budget over the years and even with adding a new lab their budget is still sustainable.

Approved: all but one
Opposed: none
Abstain: Cheryl Hilman

College of Arts &Sciences Budget report

Ken explained that the rollover amount was reduced by $13,000 ($118,330) because of an accounting error. Next year the committee will be looking at funding two new labs, which is why there is a large roll-over amount shown going into FY13.

Maggie asked about the open availability of the Visual Arts 229 room. Ken explained that the A&S committee is funding staffing to allow open access. The A&S committee actually tripled the amount of staff funding that was originally requested.

Approved: all but one
Opposed: None
Abstain: Cheryl Hilman

College of Business Budget report

There is a large surplus of funds for the College of Business student computing fees and the committee voiced their concern. Mike is going to be forming a COB committee to examine the student computing needs within the college.

Approved: all but one
Opposed: None
Abstain: Cheryl Hilman

College of Health Sciences Budget report

The CSTC recommended the forming a committee to look at the rollover amount and see if there are other technologies that could be funded. Maggie indicated that she and Jesse would work with Melissa to help form a committee and share information and documentation that has been used in the past by other committees.

Approved: all
Opposed: None
Abstain: Cheryl Hilman

College of Law Budget report

Dee provided a quick explanation of the planned expenditures.

Approved: all but one
Opposed: None
Abstain: Cheryl Hilman

Student Affairs Budget report

John explained that next year is mostly the replacement of computers in a standard rotation.

Approved: all
Opposed: none
Abstain: none

University Disability Support Services Budget report

No questions were raised.

Approved: all
Opposed: none
Abstain: none

Undeclared Budget report

No questions were raised.

Approved: all but one
Opposed: none
Abstain: Cheryl Hilman

Maggie adjourned the meeting at 4:50 pm

Central Student Technology Committee

Agenda – April 18, 2011

1. CSTC Budget forecast FY12 – FY18

2. LA Staffing for FY 2012 Lab
   - Provides staffing for BS 37 and the 11pm – 7:00am staffing in Coe for 24 hour access
   - 7205 hours @ $8 average = $57,640

3. CSTC Maintenance and Supplies for FY 2012
   - $17,000 covers paper, toner and maintenance needs

4. Library Study room proposals
   - Total of 9 rooms available for consideration: 104, 106, 108, 110, 215, 217, 263, 363 and 463
   - Standard build configuration recommended - $2635 per room:
     - Computer – No monitor: $1000
     - 42 or 46" Display: $1000
     - Wall Mount: $90
     - Mount Install: $150
     - HD Web Camera: $75
     - Wireless Keyboard/Mouse: $75
     - Speakers: $50
     - Port Activation: $195

   - Rooms 108 and 110 have computers, but they are 5 years old
   - The CSTC supports equipment in 339 and 340 but they only have computers and 22" LCDs

5. EndNote purchase update

6. Discuss the repeal of the instructional technology language added to the Operating Guidelines last year

7. Mid-year reports from Committees

8. Committee Budget proposals

   - Agriculture
   - Arts and Sciences
   - Business
   - Health Sciences
   - Law
   - Student Affairs
   - University Disability Support Services (UDSS)
   - Undeclared