Central Student Technology Committee (CSTC)
Meeting: Wednesday March 13th, 2013
Location: Union 203

Attendees: Maggie Morrison, Jesse Ballard, Melissa Hunter, Ken Driese, Mike Doherty, Lane Buchanan, Tami Browning, Bret Sorensen, Casey Wood, Chery Hilman, Adam Wales, Trevor Scherlin, Mitchell Nedved, Luke Johnson, Deb Person, Kasey Watson

1. **Introductions**

    Members introduced themselves

2. **Multimedia Production Station replacements**

    The current Multimedia production stations were purchased in the summer of 2009.   Maggie provided an overview of the function of the stations.

    Bret Sorensen moved to approve $7000 for the replacement of the two stations
    Mike Doherty - seconded the motion

    Discussion took place regarding the planned configuration of the computers. Jesse indicated that he is waiting to see if Apple releases a new line of Mac Pro workstations. If they do not release a new line of Mac Pro workstations he will purchase 27" iMacs. The existing workstations will be repurposed to be used as rendering stations.

    Approved: all
    Opposed: none
    Abstain: none

3. **Replacement printers**

    Jesse explained that there are currently 5 computer classrooms that the CSTC supports that have printers that are 5 to 7 years old. Two of the rooms have printers that have completely failed and suspect the other printers to stop working soon. Repair costs to the old printers is almost higher than purchasing new printers.

    Discussion took place on the printers being proposed and if they were robust enough to handle the printing load. Jesse indicated that printing in classrooms is substantially lighter than open labs so he is recommending mid-range printers vs. workgroup printers.   Discussion took place on purchasing a spare printer to have available in case any of the classroom printers go in for repair.

    Ken Driese - moved to approve $2,100 to purchase 6 new printers (one spare)
    Mitchell Nedved - seconded the motion

    Approved: all
    Opposed: none
    Abstain: none

4. **Willett Drive camera security PC and software**

In the summer of 2006 the CSTC created the Willett Drive student computer lab. The access to the lab is via card swipe and two IP cameras provide surveillance. The PC that runs the recording software is over 7 years old and needs to be replaced. The software also needs to be updated so it is Windows 7 compatible.

Discussion took place regarding the cost of the computer and what components would be included. Jesse indicated that the $2000 price would be the not to exceed amount. The total amount would be determined by the cost of the software, which Jesse was still waiting on a quote.

Brett Sorensen - moved to approve $2000 to purchase a new PC and software
Trevor Scherlin - seconded the motion

Approved: all but one
Opposed: none
Abstain: Luke Johnson

5. **ITC 162 Service Center / Group Study room**

ITC 162 is currently used as an over-flow area for the service center. IT has begun to receive requests for group study access. Maggie explained the current use and plans to allow the room to be used as a study area in the evening and weekends and when not needed by the service center.

Discussion took place on the size of the table and display planned for the room. Jesse indicated that the room is over 400 square feet and the collaboration table would only take up half of the available space. Jesse explained that the cost presented was to cover a collaboration table, 46 inch display, lab computer and switching components to allow students to hook in their own laptops.

Trevor Scherlin moved to approve $4500 for the purchase of furniture and equipment to make ITC 162 a technology enabled study room
Mitchell Nedved seconded the motion

Discussion took place regarding the sustainability aspects of the project. A concern was raised regarding the need to provide the technology, vs. just a study location for students.

Approved: all but two
Opposed: Luke Johnson and Mike Doherty
Abstain: none

6. **FY 2014 Student Staffing**

The CSTC has provided staffing for BS 37, the late night shift in Coe library to provide 24 hour coverage and additional staffing in the service center. The requested amount was the same as presented to the committee for FY13.

Cheryl Hilman moved to approve $51,988 for FY14 staffing
Ken Driese seconded the motion

Discussion took place on the usage of the labs in the late night and early morning. Jesse confirmed that usage statistics indicate that both 24 hour lab locations are well utilized in the late evenings and early mornings.

Discussion took place regarding the staffing levels and wage rates of the IT Lab Assistants.

Approved: all
Opposed: none
Abstain: none

7. **College and Department status reports and budget projections**

   Maggie reminded the committee members that status reports and budget projections will need to be reviewed at the next meeting, which will be held at the end of April.

   Maggie adjourned the meeting at 3:30pm

Central Student Technology Committee

Agenda – March 13, 2013

1. Introductions

2. Multimedia production station replacements – 2@ $3500 = $7000
   - Currently one unit in ITC and one unit in Coe
   - Originally purchased in spring of 2009 – will be 4 yrs old summer of 2013.

3. Replacement Printers – 5 @ $350 = $1750
   - All printers currently either 5 to 7 years old
     - AS 228, AG 229, EN 2106, EN 2109 and AG 328
     - Replace with Dell B2360dn printers

4. Willett Drive Security camera recording PC and software- $2000
   - Current PC is 7 years old

5. ITC 162 Service Center / Group Study room
   - Collaboration table and equipment- $2500
   - 46" LED display - $1000
   - Fixed PC - $1000

6. FY 2014 Student Staffing - $51,988
   - LA Staffing
     i. 5210 hrs. @ $8 = $41,680
     ii. Covers all BS 37 staffing
     iii. Covers Coe Library staffing 12 midnight – 8am (provide 24 hr. access)
       - Info Tech covers the other Coe Library staffing costs
   - FY 2013 Service Center staffing
     i. 1085 hrs. @ $9.50 = $10,308
     ii. Covers 7 hours a day M-F during Fall and Spring Semester

7. FY 2014 Printing and Maintenance
   - $18,000 – covers paper, toner and maintenance needs

8. Updated on Wireless project
   - All 14 Access points in CR building were replaced with newer units supporting the n protocol
     i. Showed an increase in throughput, but not noticeable increase in users
     ii. Evaluation after the replacements showed good coverage in 3rd floor and main floor and weaker coverage in the basement and west side
   - 4 new units are being added to the west side. One in each of the rooms: 129, 133, 215 and 219.

9. College and Unit status reports and upcoming budgets