Central Student Technology Committee (CSTC)
Meeting: Wednesday – March 21, 2012
Location: ITC 106

Attendees: Maggie Deming, Jesse Ballard, Steve Boss, Tami Browning, Cheryl Hilman, Marissa Chamberlain, Cody Connor, Michael Doherty, Ken Driese, Kaitlynn Glover, Melissa Hunter, Brett Kahler, Warrie Means, John Nutter, Kimberli Ogg, Aaron Schuster, Yuhong Li, Bret Sorensen, Casey Wood

1. **Introductions**

2. **FY 2013 Student Staffing**

   Student staffing for FY 2013 is split between Lab Assistant staffing and Service Center staffing.   Maggie asked if the committee would like to split the approval of the items or perform the approval as a single item.

   Cheryl Hilman - moved to approve $51,988 for student staffing for FY 2013
   Warrie Means- seconded the motion

   Approved: all
   Opposed: none
   Abstain: none

3. **FY 2013 Printing and Maintenance**

   The $17,000 recommended covers the cost of paper, toner and general maintenance in the labs that the CSTC controls. This cost is the same as last year and continues to cover the needs of the labs.

   John Nutter - moved to approve $17,000 for maintenance for FY 2013
   Ken Driese- seconded the motion

   Approved: all
   Opposed: none
   Abstain: none

4. **Media Site Server Infrastructure**

   Maggie explained what Media Site is and where it is used across campus. The service continues to grow and be used by students and faculty. Maggie explained that the original Media Site infrastructure was purchased in 2007 and the cost at that time was around $85,000. There are 4 servers that are needed for the upgrade: SQL, Web, Transcoding, and Media servers.

Discussion took place regarding whether the committee should make a 5 year commitment to this product vs. examining other solutions.

The CSTC has two options; one is to fund the infrastructure without mobility capabilities, which is a cost of $39,604. If the CSTC wants to include mobility capabilities the cost increases to $42,605, which reflects the increase in needed disk space.

Jesse explained that mobility capabilities would allow students to review the materials on their mobile devices via an app provided by the vendor. Currently the vendor has apps for the iOS devices and has just issued a press release that an Android app will be released soon.

Melissa Hunter moved to approve $42,605 to cover the Media Site server infrastructure with mobile capabilities
Warrie Means- seconded the motion

The committee requested that IT form an evaluation committee within the next 18 months to look at alternate products and make a recommendation in 2015.

Casey Wood brought up the concern of accessibility and captioning the materials that are recorded.

Approved: all
Opposed: none
Abstain: Bret Sorensen

5. **Multimedia Production station upgrades**

Jesse explained that the usage of the Multimedia production stations continues to grow and what students are doing are increasing in complexity. The full systems are up for replacement in the summer of 2013, but small upgrades this year will help increase their performance. Jesse recommends upgrading the RAM from 8 GB to 16GB, upgrading Finale Cut Pro from version 6 to version10 and placing a high quality microphone on the ITC production station.

Warrie Means moved to fund $980 for the multimedia production station upgrades
Brett Sorensen seconded the motion

Approved: all
Opposed: none
Abstain: none

6. Additional Multimedia equipment

The utilization of the Digital Video cameras and tripods has increased over the past year. The usage comes in waves. Sometimes all 4 existing cameras are available, while other times all 4 are checked out and several people are on the waiting list. Jesse proposed purchasing two new Cannon Vixia HF M40 digital cameras. In addition to the cameras he recommends 32GB flash memory for increased capacity, standard camera bags and two new tripods.

Melissa Hunter moved to approve $1,400 for the additional multimedia equipment
Cody Connor seconded the motion

Approved: all
Opposed: none
Abstain: none

Maggie reminded the chairs of the college committees that the budget expenditure reports and expenditure projection reports are due to her at least 3 days prior to the next CSTC meeting. The next CSTC meeting will likely be held on April 16th or 18th.

Yuhong Li brought up the possible need to equip an area with high quality digital web cameras to allow students to perform video conference interviews. Jesse explained that standard HD web cameras were installed in the Coe study rooms as well as Skype.

Maggie adjourned the meeting at 2:50 pm

Central Student Technology Committee

Agenda – March 21, 2012

1. Introductions

2. FY 2013 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)
        - Reflects the shift in the 24 hour lab from BS 37 to Coe
        - 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

   - Note – total student staffing reduced by $5,653 compared to FY12 ($57,640)
     i. Evaluated usage in BS 37 and plan to alter schedules for FY13

3. FY 2013 Printing and Maintenance
   - $17,000 – covers paper, toner and maintenance needs

4. Media Site server infrastructure
   - Original equipment purchased in 2007 ($85,000)
   - Infrastructure includes 4 servers, storage and backups
     i. SQL, Web, Transcoding and Media Servers
   - Costs are for a 5 yr. life cycle – revisit in Spring 2017
     i. No Mobility capabilities: $39,604
     ii. Mobile capabilities: $42,605

5. Multimedia production station upgrades - $980
   - Memory Increases from 8GB to 16 GB = 2 @ $140 = $280
   - Upgrade Finale Cut from version 6 to 10
     i. 2 @ $300 = $600
   - Microphone for voice-over work (only in ITC) - $100

6. Additional Multimedia equipment - $1,400
   - Video Cameras – 2 @ $560 = $ 1120
   - 32 GB Flash Memory – 2 @ $35 = $70
   - Camera Bags – 2 @ $35 = $70
   - Tripods 2 @ $ $70 = $140