Central Student Technology Committee (CSTC)
Meeting: Friday, October 16, 2015
Location: Union 002

Attendees: Maggie Morrison, Jesse Ballard, Brian Schueler, Tami Browning, Michael Doherty, Paul Drake, Ken Driese, William Duncan, Chris Ellbogen, Tom Foulke, Cheryl Hilman, Melissa Hunter, Madeline Mackie, Jeff Miller, Jonathan Weishaar, Casey Wood, Jay Youngblood, Peggy McCrackin, and Mark Roller

1. **Introductions and purpose of the CSTC**

   An overview of the CSTC's mission and responsibility was provided the the CSTC Chair.

2. **Resale account and call for proposals**

   Information Technology is currently being audited and the amount of funds in the CSTC resale account and the lack of any expenses from the account in the past 10 years has raised concerns from the central accounting office. The growth of the account has occurred since student fees were implemented in 1997 and the committee has sold computers that cycle out of the student computer labs. The committee has held these funds in reserve to help cover cost over-runs and provide a buffer as they work to spend their primary account to 0 at the end of each fiscal year.

   The resale account has a balance of $342,000 as of October 16th, 2015. It is proposed that the committee use $80,000 a year of the resale account for the next 5 years to purchase computers that are due for scheduled replacement by the Central Student Fee Committee. Expending $80K a year from the resale account will free up funds in the CSTC primary account that could then be used for new student technology projects across campus. It is proposed that the committee issue a call for proposals to the campus community to help the CSTC identify new student technology projects. For FY 2016 it is recommended that the committee provide up to $120,000 for the call for proposals.

   Melissa Hunter move to approve using the resale account for the purchase of $80K worth of computer replacements each year for the next 5yrs and releasing a call for proposal in FY 2016 up to $120,000.
   Brian Schueler seconded the motion

   Discussion took place on what type of items could be funded with the Call for Proposals. Examples and ideas shared by various members of the committee included: a 'Maker Space' for students, Digital Signage in student areas, updated furniture in student computer labs, technology to be used by students beyond the multimedia equipment currently in the check-out pool (projectors, building monitoring, etc), network upgrades (wired and wireless), and software for use by students.

   Discussion took place regarding how proposals were to be submitted to the CSTC. The process will be for the CSTC to release the call to the individual college committees. The individual college committees are responsible for advertising the call to their colleges. Proposals would then be submitted back to the individual college committees. Those committees would then review the proposals and submit them to the CSTC after providing priority rankings. The CSTC as a whole would then review the proposals and approve what projects are funded. College committees would be responsible for making sure that proposals submitted to the CSTC are not

being used to replace items traditionally funded by departments or college committees. In addition to the College Committees, the CSTC will accept proposals from the Libraries and ASUW.

Discussion took place regarding the dates listed in the proposal. The committee agreed upon the following dates. Release the call by the end of October 2015. Proposals will be due to the chair of the CSTC committee (Maggie Morrison) at 5:00pm by Wednesday February 3rd, 2016. CSTC to announce what proposals are funded no later than March 15th, 2016. Funds approved by the committee must be expended or encumbered no later than June 15th, 2016.

Approved: all
Opposed: none
Abstain: None

3. **Mathematic Site License - $16,000**

The Mathematica Site Licenses was originally funded by the CSTC starting in 2012. The original funding was part of a larger 3yr contract with a consortium of the community colleges across the state and the cost was $11,000 a year for UW's portion. The original contract expires at the end of October and a new one is being drafted by the consortium. Current pricing has UW's share increasing from $11,000 to $16,000 a year. The cost increase is due to two community colleges dropping out of the agreement.

Melissa Hunter move to approve $16,000 /yr to renew Mathematica
Edward Havugimana - seconded the motion

Discussion took place on the cost increase and the amount the other community colleges would pay, and what the CSTC will do if the other colleges drop out.

Approved: all
Opposed: none
Abstain: None

4. **Computer replacements for Summer 2016 – 3 yr rotation cycle**

It was explained that the CSTC currently has 135 computers designated for replacement in the summer of 2016. The labs scheduled for replacement are:

- AG 328   26
- Coe   22
- AS 228   25
- AG 229   31
- STEM 315   31

Cheryl Hilman- moved to approve $162,000 to replace the 135 computers
Jonathan Weishaar - seconded the motion

Approved: all
Opposed: none
Abstain: none

5. **LabStats maintenance contract - $7000**

   For the past 10 years the CSTC has funded the program LabStats which is used to provide usage statistics on UWStudent computer labs. The program records user logins, provides usage maps and tracks program usage.

   Over the summer Information Technology moved from a local server to a hosted solution. The move to a hosted solution allows the labs to run the most current version of the software and increases the capabilities. The software is now being used to monitor computers outside of the student computer lab system such as laptops, email kiosks, and Outreach machines. With this new capability and an increase in computers on the UWStudent lab system, the number of computers monitored has grown by an additional 500 units. The increase in the number of computers monitored, along with a small increase in the per seat amount associated with a hosted solution increases the cost from $3000 a year to $7000 a year. Information Technology funded the initial cost of moving to a hosted solution.

   Ken Driese - moved to approve $7000 for LabStats maintenance
   Mike Doherty - seconded the motion

   Approved: all
   Opposed: none
   Abstain: none

6. **KeyServer Software Maintenance - $3,750**

   It was explained that KeyServer is used to provide concurrent license service to UWStudent lab nodes. The use of KeyServer allows the installation of core Adobe products on all lab nodes, but restricts usage to a limited number of concurrent users

   Discussion took place on the Adobe Licensing. It was explained that the new licensing model from Adobe may make it cost prohibitive for the CSTC to upgrade Adobe products for use in the labs. Adobe no longer offers concurrent licensing and their subscription-based costs are significantly greater than what the committee has paid in the past.

   Melissa Hunter - moved to approve $3,750 for the KeyServer software Maintenance
   Ken Driese seconded the motion

   Approved: all
   Opposed: none
   Abstain: none

   Meeting Adjourned at 2:30 pm

Central Student Technology Committee
Agenda – October 16, 2016

1. Introductions
2. Mission of the CSTC

3. Resale account and call for proposals
   - IT is undergoing an internal audit and the size of the resale account and the lack of any expenses out of the account has raised concerns – Current at $342,000
   - Proposal using the resale account to pay for $80,000 per year worth of computer replacements over the next 5 years.
   - Will free up money in the CSTC budget to fund calls for proposals
   - Recommend making up to $120,000 available for call for proposals this year FY 2016

4. Mathematica Site License - $16,000
   - Increase of $5000 /yr
   - Participate in consortium with community colleges across the state
     i. Two colleges have dropped out, which increased the price per participating college

5. Computer replacement – 3 year rotation
   - 135 @ $1200 = $162,000
     i. AG 328   26
     ii. AS 228   25
     iii. Coe   22
     iv. AG 229   31
     v. STEM 315   31

6. LabStats software maintenance renewal - $7,000
   - Increase of $4000 a year
   - Moved to a cloud based solution – removes need to pay for local server
     i. IT funded the initial cost to move to the hosted solution
   - Increased the number of license by 300 in Fall and up to 500 by start of Spring
     i. ESIG Labs
     ii. Email kiosks
     iii. Laptops
     iv. Outreach regional centers
     v. New STEM labs

7. KeyServer Software Maintenance - $3,750
   - Increase of $350
   - Increased number of licenses with EN Labs moving to UWStudent Lab system

8. Digital Sign software maintenance - $2200
9. Poll Everywhere Annual subscription - $6,500

10. WebCheckout service - $5,550
    - $11,100 per year total cost
      i. Plan to split 50/50 between IT and CSTC
    - Online reservation and checkout system
    - Currently being used for Multimedia equipment
    - Looking to possibly expand to College Laptop checkout programs

11. My MediaSite – site license - $10,000