Central Student Technology Committee (CSTC)
Meeting: October 30th, 2015
Location: Union 203

Attendees: Maggie Morrison, Jesse Ballard, Tami Browning, Lane Buchanan, Michael Doherty, Paul Drake, Ken Driese, William Duncan, Chris Ellbogen, Tom Foulke, Edward Havugimana, Cheryl Hilman, Melissa Hunter, Madeline Mackie, Jeff Miller, Bret Sorensen, Jonathan Weishaar, Jay Youngblood, Peggy McCrackin.

1. **Call for proposals**

    Maggie explained that at the same time the CSTC was meeting on 10/16 a notice was being sent out from the administration encouraging fiscal discipline. While the current fiscal changes will not impact the normal operations of the CSTC, such as maintenance and renewals, it does call into question the decision to release a call for proposals. Maggie, under the direction of the IT VP\CIO, asked the committee to reconsider releasing a call for proposal at this time and instead postpone any call until fiscal year 2017.

    A funding proposal report to the institutional auditor will still be provided and indicate the committees plan to use funding for known replacements or larger technology projects, but it will not include specific dates or timelines.

    Discussion took place on what would happen to the money if the CSTC does not release a call for proposals. Several committee members indicated that given the current fiscal climate it is not possible to predict what will occur with any funding source at the University.

    Melissa Hunter moved to delay the call for proposals at least until FY 2017
    Ken Driese seconded the motion

    Approved: all but two
    Opposed: Paul Drake and Chris Ellbogen
    Abstain: None

2. **New printers in Geology Library - $1,305**

    Maggie explained that the current printer in the Geology Library has been experiencing problems and it is the recommendation of the Academic Support Unit to replace the current single printer with two mid-volume printers.

    Melissa Hunter- moved to approve $1,305 for two new printers
    Paul Drake - seconded the motion

    Discussion took place about the need to place two printers in the lab.

    Approved: all but two
    Opposed: Mike Doherty

Abstain: Jay Youngblood

3. **Digital Sign Software maintenance - $2,200**

Several years ago the CSTC funded the placement of Digital Signs in various labs across campus. The request presented to the committee is to cover the software maintenance for the upcoming FY17.

Cheryl Hilman - moved to approve $2,200 for the Digital sign software maintenance
Tami Browning - seconded the motion

Discussion took place on the capabilities of the signs and if there is a need to keep the maintenance current.   Discussion took place on the cost of maintenance now that the University has a campus-wide site license. Jesse indicated that we will be revisiting the charge structure in the coming months but the cost presented to the committee ($2,200) would not increase.

Approved: all
Opposed: none
Abstain: none

4. **Poll Everywhere annual subscription - $6500**

Maggie explained the original use of the product by the Outreach and then expanded to greater use on-campus. Originally the cost was $700 annual, but in the Fall of 2013 the vendor informed us that we were using the product outside the scope of the original agreement. A true site license was purchased in the Spring of 2014 and increased the cost to $6,500 a year.

Discussion took place on the usage of the system and the amount it is used on campus. Firm numbers were not provided but a number of committee members provided anecdotal evidence of high usage.   Maggie indicated she would provide usage statistics to the committee.

Melissa Hunter – moved to approve $6,500 for the Poll Everywhere Annual software subscription
Chris Ellbogen - seconded the motion

Approved: all
Opposed: none
Abstain: none

5. **WebCheckout Service - $5,500**

This summer the Academic Support Unit implemented a new online service that allows students to reserve the multimedia equipment funded by the CSTC online. This new service is a hosted solution and there is an annual cost to keep it running. The academic Support Unit absorbed the upfront initial cost and will continue to fund half of the renewal cost ($5,5000 /yr). The current

subscription runs until July 2016 and the funding allocation approved by the CSTC will cover the service July 2016 – July 2017.

The service is currently being used to checkout multimedia equipment, but the Academic Unit will be looking at expanding it to support the mobile device equipment that college committees' fund. The use of the service will also allow the Academic Support Unit to expand checkouts to more items if needed.

Tom Foulke - moved to approve $5,500 to cover the cost of WebCheckout
Melissa Hunter - Seconded the motion

Discussion took place on the current use of the checkout program and the volume of checkouts.

Approved: all
Opposed: none
Abstain: none

Maggie adjourned the meeting at 2:30PM

Central Student Technology Committee
Agenda – October 30, 2016

1. Call for proposals

2. New printers for Geology Library - $1,305.00
   - Replace a single 5350dn printer with two B3460dn printers
   - Address an issue with larger PDF prints taking a long time to process
   - The current 5350dn printer would be used as spare for other locations

3. Digital Sign software maintenance - $2200

4. Poll Everywhere Annual subscription - $6,500

5. 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

6. My Mediasite – site license - $10,000

7. Mediasite (WyoCast) Recorder Lifecycle replacements for CR 129 and 133 – 2 @ $4495 = $8,990
   - CR 105 was already replaced because of a Digital Upgrade performed in the room
     i. CTS covered the cost as part of the larger CR upgrade performed this summer but future life cycle replacements and on-going support are the responsibility of CSTC.

8. Mediasite (WyoCast) Customer Assurance - $8050
   - CR 105, 129 and 133 – 3 @ $1950 = $5,850
   - Server - $2200

9. Mediasite server – media storage increase – 200 GB - $900
   - Cover increase until end of current contract term of March 2017
   - Would provide a total media storage capacity of 2TB
     i. Currently have 1.2 TBs
     ii. Working with TSS to re-allocate 600GBs from DEV to Production

10. TSS shared position funding for the biennium - FY 2017 and FY 2018
    - Current position is funded at $44,700 for FY 16
    - 4% Increase to $46,488/yr for FY17 and FY18 – total = $92,976 for 2 years

11. ASU shared position funding for the biennium - FY 2017 and FY2018
    - Current position is funded at $25,000 a year for FY16
    - 4% increase to $26,000/yr for FY17 and FY18– total = $52,000 for 2 years