

Central Student Technology Committee (CSTC)

Meeting: Friday, December 02, 2022

Location: Zoom

Attendees: Jesse Ballard, Dalal Bima, Stephen Boss, Lori Dockter, Brandon Gellis, Gisele Girones, Edward Havugimana, Melissa Hunter, Jenn Koza, Jeff Miller, Pat Moran, Sally Quade, Bret Sorensen, Spencer Travis

1. Introductions

Everyone present introduced themselves.

2. FY23 Budget Review

Line items were reviewed by Jesse

Increases were noted as compared to last year's budget:

 Poll Everywhere saw a \$2000 increase

 WebCheckout and LabStats saw a \$1000 increase

 SPSS saw a 3% increase

Clarification on specific line items:

 LA Staffing covers IT 101, BS 37, COE 202 and COE 301. LAs currently make \$8/hour and we may want to look at increasing that rate.

 The CSTC funds the lab portion of the SPSS site license, which equates to a third of the total cost

 The CSTC funded computers are on a three year replacement cycle. After three years we have the ability to rotate those computers into less funded areas to keep them functional. These areas receive machines that are slightly newer and still have two years of use left.

3. Carry-forward Estimate - \$30K

4. Reduction in Computer Lab Usage

IT has seen a substantial reduction in computer lab usage across campus. BS 37 is a good example of a lab that has seen a significant decrease in usage. BS 37 has 29 computers and currently has only seen a peak usage of eight concurrent users. Labs that offer dual monitors and specific licensed software are more consistent. The most highly utilized open labs are in Coe and they are mostly used for printing and access to specific software. Lab usage numbers will be monitored through Fall finals and into Spring before any decisions on removing machines or reallocating space are made.

One reason behind the decrease in lab machine usage is the number of students with a laptop or access to check out a laptop from the Service Center. CARES funding increased the Service Center's checkout pool significantly and are checking 700-800 devices out each semester. In the past, devices were returned each semester, but now students have the option to keep their device and renew their checkout as long as their enrollment can be verified.

To support more laptop usage in the labs computers may be replaced with docking stations with dual monitors and more group focused working areas, similar to the lower level of Coe. While

there is no current data for the lower level of Coe usage due to unresolved power issues from the August flooding, it is a good example of a group work environment/lab.

With this functional transition the committee's funding responsibility will also change. Instead of purchasing the same number of new PCs every year, approval for new laptop purchases to renew the checkout devices or replace docking stations will be in the budget.

Computer classrooms do offer a controlled environment where instructors can be guaranteed that all users are seeing the same thing and larger computer classrooms are being heavily used. There is investigation into having a small set of laptops available in larger classrooms, for those who may need one for the day, which allows software to be used in a larger classroom.

While the need for Zoom seems to be lessening on campus, study rooms do see a high usage of Zoom.

5. Call for Proposals

The committee is estimated to have about \$30,000 to carry forward. This amount may increase depending on the planned lab replacements and a more exact number will be available in Jan/Feb timeframe.

The committee's previous call for proposals had a significantly larger amount of funding and in the past we've seen more proposals when the funding amount is large and fewer when the amount is less.

Since the committee is allowed to roll over money this could be a good opportunity to hold back some funds to think about covering laptop replacement costs. The check-out laptops will be four years old in 2024. While the committee can roll money year to year, it is good practice to not roll too much. At this point it would be too early to start holding those funds. Once we start replacing laptops there will be a more accurate idea of number of devices needed and cost.

Checkout devices that are returned damaged are repaired and the cost is charged back to the student.

This funding can be used for other campus needs, like software. An Adobe site license was discussed, but the cost is currently unattainable. Campus currently spends \$80,000 on Adobe licenses and a site license would be \$300,000. No other campus wide software was discussed.

Proposed Timeline:

December 14, 2022 – Call for proposals released

January 27, 2023 – Proposals Due

February 17, 2023 – Announcements of proposal funding

Melissa Hunter moved to approve at least \$30,000 for the call for proposals and the proposed timeline

Stephen Boss seconded the motion.

Approved: Dalal Bima, Stephen Boss, Lori Dockter, Brandon Gellis, Gisele Girones, Edward Havugimana, Melissa Hunter, Jenn Koza, Jeff Miller, Pat Moran, Spencer Travis

Opposed: none

Abstain: Bret Sorensen

Jesse will release the Call for Proposals to the committee and deans to share with campus, including student groups. Any questions can be directed straight to Jesse. There will be at least \$30,000 to award for proposals, but just because we have the funding doesn't mean we need to spend it. The focus and goal for the proposals is to get technology into the hand of students.

The committee's next meeting will be in February to look at proposals