Minutes of Meeting: January 26, 2007

Voting Members Present: Chuck Wilson (acting chairman), Brian Voss, Chris Odinet, Heath Hattaway, Josh King, Ashley Martin, Niels Paulson-Thorp, Alan Williams (proxy for Stephen Wright) and Bogdan Oporowski (proxy for Neal Stoltzfus).

Guests: Bob Kuhn, Joe Hutchinson, Pam Nicolle, Stacey Morales, Melody Childs, Melissa Brocato, Robert Doolos, Lynn Evans and Barbara McManus.

Materials distributed:
Minutes from October 26, 2006 meeting
Student Technology Fee Uncommitted Funds for FY 2007-2008 as of January 26, 2007
Center for Excellence in Learning and Teaching FY 2007-2008 Proposal
Information Technology Services FY 2007-2008 Proposal
Apples to Apples Comparison and ITS Proposal Overview

I. Welcome and Introduction.
The meeting was called to order by Chuck Wilson at approximately 3:07 p.m.

II. Old Business.

A. Approval of the October 26, 2006 Minutes (Chuck Wilson)
Joe Hutchinson asked the minutes from October 26, 2006 be revised “because the backup equipment is inoperable” from the second sentence in section A, New Business, and replacing it with the following: “because of pending projector failure and the inability to seamlessly swap to temporary backup equipment without significant interruptions of classes”. Heath Hattaway motioned the minutes be approved; Brian Voss seconded the motion. The minutes were unanimously approved with the stated revision.

B. Update on Financial Status (Bob Kuhn)
Bob Kuhn provided an update on the current financial status of the Student Technology Fee (STF) funding. As of January 26, 2007, approximately $3,865,000 has been collected in STF dollars rather than the projected $4.1 million. The decrease in the STF dollars collected is due to the decline in student enrollment during the Fall 2006 and Spring 2007 semesters. The decrease in STF funds leaves the Committee with an approximate balance of $144 in uncommitted funds for FY 2006-07 after total revenues of approximately $4,861,919 ($3,865,000 in estimated fees plus $996,919 in excess revenues over expenditures for FY 2005-06) and current expenditures of $4,861,775.

The University is also projecting a decrease in enrollment for the academic year 2007-08, therefore, the projected fee income for FY 2007-08 is estimated to be $3.8 million. This is the approximate amount which the STF Committee will have to distribute for STF projects in FY 2007-08.

III. New Business.

A. Information Technology Services FY 2007-2008 Proposal (Melody Childs)
Information Technology Services (ITS) and Student Government announced and invited the STF Committee to a grand opening ceremony of the Middleton Library Information Commons on Tuesday, February 14, 2007, at 8:00 a.m.

Melody Childs presented the ITS FY 2007-2008 proposal to the Committee. The ITS request totaled $3,049,771, an increase of $197,461 over FY 2006-2007’s budget. The proposal consisted of the following three annual components: $1,352,700 in recurring maintenance, $657,750 in life cycle funding, and $747,321 in campus software. Melody provided the Committee with an “Apples to Apples Comparison and ITS Proposal Overview” which detailed some of the differences in these three components from last years budget (see Appendix 1).
The fourth component for FY 2007-08 ongoing costs related to new initiatives was based on requests from students and faculty to add new software to the suite of software currently available in the public access labs. The current request is to add Amira, IDL, Crystal_Maker, AVS, HyperChem, Studio Max and Camtasia for a total of $32,500. At the request of the Committee, Melody will provide a description of each of these software packages via email for further review.

The last component of the ITS proposal consisted of the following five new initiatives: Middleton Information Commons/Library Enhancements for $145,000; Information Kiosks for $8,500; VLAB Upgrades for $60,000; Improving Communications of IT Services to Students for $31,000; and Software Orientation CD Production Costs for $15,000.

The Middleton Information Commons/Library Enhancement seeks to increase the existing amount of hardware and software for adaptive technologies available in the Information Commons. In addition, the proposal would fund additional seating in Middleton 141 near the Help Desk to serve as a social/mobility area and as a waiting area for the Help Desk. Lastly, the proposal calls to place STF dollars on hold in anticipation of a growing need for 30 Macintosh computers and associated infrastructure and furniture, for the Information Commons.

The Information Kiosks initiative seeks additional kiosks for new locations which have been requested from various colleges and departments on campus.

The VLAB upgrade seeks to add additional application servers to the Virtual Lab environment, and the needed data/electrical and licensing infrastructure required to add the servers. Currently, enough capacity is in place to support the number of overall concurrent sessions that may be established, but ITS predicts that the growth in usage of the Virtual Lab over the next year will exceed current capacity to provide robust access to applications. ITS expressed this project would be something which, if funded, could be put into place during the upcoming spring break.

Improving Communications of IT Services to Students initiative proposes to add resources to its efforts in the area of communications. This initiative is initially proposed for one year after which ITS will report back to the STF Committee on the effectiveness of the project for further review and continuation in future years. The proposal calls for an investment of $31,000 in student wages to provide human-power to augment existing ITS communications and planning functions and proposes additional funding to provide for needed advertisements and materials for distribution. The Chief Information Officer (CIO) has committed to providing resources for materials, promotion/publicity and necessary workspace and IT workstations and tools needed by the student workers.

Lastly, the orientation software initiative proposes to develop an orientation software CD to distribute to incoming freshman at spring testing and freshman orientation sessions. This orientation software should enhance the awareness among incoming students of significant investments of the STF Committee such as Tigerware on-line software. This proposal will also enhance the presence of ITS in the freshman orientation over the currently limited amount of time allotted to ITS during orientation. In many cases students are not even required to attend the ITS/PAWS sessions of orientation. This proposal consists of only the production cost of the CD, ITS will provide the staff/employees to develop the CD. This initiative is initially proposed for one year and ITS will report back to the Committee on its effectiveness.

The Committee took no action on the ITS proposal presented at the meeting. ITS offered to review their request in light of the overall funding situation outlined by Finance & Administration, and perhaps propose some revisions at the next scheduled STF meeting that would reduce the overall size of the ITS proposal without reducing its impact and value.

B. Center for Excellence in Learning and Teaching FY 2007-2008 Proposal (Pam Nicolle)

Pam Nicolle presented the Center for Excellence in Learning and Teaching (CELT) FY 2007-2008 proposal to the Committee. The CELT proposal consisted of the following components: supplies, service, support and security for $230,000; retrofitted classrooms for $273,999; portable and reserve equipment for $74,200; new smart multimedia classrooms for $65,720 and graduate assistants in Center for Faculty Development for $24,000. A few of the noted differences from last years CELT budget include an increase in the number of units on life cycle in retrofitted classrooms. This proposal consists of 47 cyclically retrofitted rooms and 7 symposium only rooms. The symposium room is a new classroom type which includes an interactive pen display. This display allows the presenter to control applications or write with digital ink on slides, websites and moving videos. Some noted differences in the portable and reserve equipment component include no request for emerging technologies funding and CELT will begin replacing old TV sets with new LCD TV’s. The new smart multimedia classrooms component is a new component of this year’s proposal. This would include 4 new smart classrooms based on discussions with the Registrar’s Office and professors across campus.
The Committee took no action on the CELT proposal presented at the meeting and will continue discussion of the proposal at the next scheduled STF meeting.

C. Outline Process for Discussion of Discipline Specific Proposals (Bob Kuhn)
Bob Kuhn requested the Committee think about and prepare to discuss at the next STF meeting about how to proceed with discussion of the discipline specific proposals once they are distributed. Also, the Committee should establish an amount of time to read and score the discipline specific proposals.

Also, Bob Kuhn informed the Committee that proposals presented at today’s meeting from ITS and CELT totaled $3,717,690 which, if approved, would commit all of the $3.8 million available STF funds for FY 2007-2008. Chuck Wilson commented STF Oversight Committee recognized one day it would reach the point where ongoing costs of basic infrastructure and services would totally consume the available funding, and now STF is at that point. Thus, it is time the Committee considers the future, including options of increasing STF funding, calling an end to the discipline specific program, and other solutions, or combinations of solutions.

Brian Voss, Chief Information Officer, stated to the Committee that ITS fully supports the sentiment that its new initiative proposals should be judged in parallel with the individual discipline specific proposal, and thus suggest that consideration of those items be delayed and merged into the discipline specific process. However, Brian expressed concern about key ongoing elements of the IT infrastructure proposed by both ITS and CELT being delayed and considered as equivalent to discipline specific projects. He felt the Committee must tease out the elements within those proposals that are broad and part of the strategic IT fabric of campus, and ensure they are approved, as has been customary, before discipline specific projects are considered.

IV. Next Meeting Date.

The next regularly scheduled meeting will be held on Friday, February 2, 2007 from 3:00 – 4:30 p.m. in 135-F Thomas Boyd Hall, Academic Affairs Conference Room.

V. Adjourned.

Heath Hattaway motioned for the meeting to adjourn; Chris Odinet seconded; the motion was unanimously approved. The meeting adjourned at 4:45 p.m.

Reminders: Please forward all agenda items and handouts to Bob Kuhn or Michele Perez a minimum of 24 hours prior to the meeting.

Student Representatives: If you are unable to attend the meeting, please send an alternate representative to ensure a quorum.

Respectfully submitted, Jerry Baudin, Chairman
Minutes recorded by Michele Perez
Component 1: Recurring Maintenance

This year, the budget for recurring maintenance is $1,352,700: up $207,400 or approximately 18% from last year. The primary increases in the recurring maintenance budget are due to three factors:

- $72,000 student wages for the Online Support Environment (GROK) as part of recurring maintenance.
- $87,000 increase in student wages for lab support, laptop checkout, kiosks and tech support as previously approved by STFOC
- $62,200 apparent but temporary increase in e-mail and web hosting services acquired from Outblaze.

Some of the increase is offset by lower projected costs for the START program.

On-line Support Environment (GROK):

Initial funding for the pilot of the On-Line Support Environment (GROK) ends June 30, 2007. In this year’s request for funding, ITS proposes that student wages for on-going GROK article development be added to recurring maintenance. The goal for the end of calendar year 2006 was to have 1,000 self-help articles in GROK; today that count is already up to 2,302! More than 10,000 GROK articles are accessed EACH WEEK. Although the pilot phase is not yet over, the use of GROK is rising steadily and is being marketed in a number of ways (via the plasma displays in Middleton for example; and on the proposed new Orientation CD). Continued funding for student wages of $72,000 will help realize the vision of the On-Line Support Environment.

Student wages:

Student wages requested in the 06-07 proposal were $390,000. This amount was reduced by $10,000 for a final total of $380,000. In the interim, several additional initiatives were approved by STFOC:

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Middleton Information Commons proposal</td>
<td>$43,500</td>
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<tr>
<td>Kiosk proposal</td>
<td>4,000</td>
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<tr>
<td>CEBA Laptop checkout proposal (includes lab techs)</td>
<td>5,500</td>
</tr>
<tr>
<td>Macintosh Lab proposal</td>
<td>34,000</td>
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</tbody>
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Total additional student wages approved by STFOC $87,000

Student email/web hosting services:

ITS manages a multitude of software contracts and licenses on behalf of students and on behalf of the campus. Depending on when those contracts were negotiated or purchased, the subscription/license periods fall randomly throughout the calendar year. Since its inception, the Outblaze contract has been a one-year contract running from March - March of the following year. Our current contract expires 3/01/2007.

This past year I asked our business office to begin aligning contracts and licenses to coincide with the Fiscal Year (July 1-June 30). The primary benefit of this alignment is to allow students to make decisions that will not impact their academic progress during the academic year; a secondary benefit is to make license renewal more regular and thus our business practices more accountable. A significant example is student e-mail: should a contract end in the middle of an academic year, the results could be disastrous. Thus, the e-mail contract with Outblaze, if approved by this body, will be renegotiated to end June 30, 2008, instead of Mar. 1, 2008. This would increase next year’s payment to Outblaze, providing 5 quarters of service instead of 4 quarters. Some increase in product cost is also anticipated and is reflected in the request.
**Component 2: Life-Cycle**

As noted in last year’s proposal, FY06-07 was a “low year” in terms of the not-completely-balanced replacement cycle for public access labs and classroom computers which are in the ITS portion of the budget. Last year’s $476,100 investment was a decrease of $87,500 (nearly 16%) from the previous year (FY05-06). The FY07-08 life-cycle replacement budget is up 38% from last year, but when viewed as part of the larger cycle, represents one of the “bubble” years in which more computers and furniture are up for life-cycle replacement. (Computers are currently on a three-year life-cycle replacement; while furniture is on a seven-year cycle).

Additionally, however, for the first time we propose life-cycle replacement of the first of the laptops that were put into service as part of the popular Gear-to-Geaux check-out program. The first laptops in circulation are now three years old. We recommend the purchase of 12 new laptops (and have estimated prices generously to accommodate Mac laptop purchase), thus accounting for $19,800 of the increase.

**Component 3: Campus Software**

The proposal for campus software represents a small decrease (about 1.5%) from the 06-07 request, linked to a projected decrease in cost for the campus Microsoft agreement. The Microsoft agreement is based on student enrollment. Preliminary enrollment figures for Spring 07-08 indicate a significant drop (approximately 3,000 students) in the number of LSU students. Although the proposal also conservatively projects a 10% increase in per-seat costs, it is anticipated that the drop in enrollment will result in a net decrease in cost of the Microsoft agreement.