Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: November 15, 2004

Voting Members Present: Bob Kuhn (proxy), William Beyer, Jim Fernandez (proxy), Neal Stoltzfus, Brad Golson, Jason Wesley, Spencer Sissell, Will Hennegan, Heath Hattaway, Justin Shrospire and Theresa LoBianco

Guests: John Borne, Robert Doolos, Michael Colyar, Tammy Adams, Cynthia Hadden and Skip Hughes

Materials distributed:
Minutes from September 27, 2004 meeting
Proposal for STF support of the Wharton Research Data Service (WRDS)
Draft of FY 2005 – 2006 Discipline-Specific Call for Proposals
Computing Services Request for FY 05-06 Funds
Computing Services Lab Utilization and Software Usage Statistics
Outblaze Email “For Fee” Services

I. Welcome and Introduction.
The meeting was called to order by Bob Kuhn at approximately 2:00 p.m.

(Today Bob Kuhn was proxy and acting chairperson for Jerry Baudin, and Jim Fernandez was proxy for Chuck Wilson.)

II. Old Business:

A. Approval of the September 27, 2004 Minutes (Bob Kuhn)
Jason Wesley motioned for the approval of the minutes; Spencer Sissell seconded the motion. The minutes were unanimously approved.

B. STF Website Updates (Neal Stoltzfus)
Bob Kuhn asked if there were any updates to the STF website that Neal Stoltzfus would like to bring up to the committee. Neal noted that the STF website now has a new look.

C. Proposal for STF Support of the Wharton Research Data Service (WRDS) (Dr. Skip Hughes)
Skip Hughes, from the College of Business Administration, presented the college’s proposal for one-time funding of $50,000 to acquire the Wharton Research Data Service (WRDS) (see handout). Currently WRDS is being used by students and to date a total of 86 data queries have been successfully done. The WRDS subscription and the licensing fees for access to the relevant electronic databases is approximately $100,000 annually. Attempts have been made by the college to find funding and leveraging opportunities. A pledge of $50,000 has been made by one of the College’s alumni which has been used for partial funding of the first annual subscription. The College is seeking one time funding from the STF of $50,000 for the remainder of the first annual subscription to WRDS. The College will be sending a FY 05-06 discipline-specific proposal to the committee by February 1, 2005 seeking another $50,000 to go towards the next annual subscription. Brad Golson asked if additional on going funding would be needed to pay for the subscription. Dr. Hughes said that the College will need a stream of money, which they hope to come from private donors, to pay for the annual subscription but that the request for STF monies would only be this one time funding and a separate request to come before the committee later for FY 05-06. As Dr. Hughes noted WRDS is critical to the recruitment and retention of faculty. Bob Kuhn pointed out to Dr. Hughes and the committee that any approval of funding today would not guarantee funding in FY 05-06. Also Bob informed the committee that due to increased enrollment in the 2004 – 2005 academic year it is currently estimated that STF will have an additional $80,000 to $90,000 in funds collected that could be dispersed this fiscal year, which is over and above the $576,800 awarded to Computing Services for wireless campus expansion.
at the September 27, 2004 meeting. Jason Wesley made a motion to approve the use of $50,000 by the College of Business for the annual subscription of WRDS; Spencer Sissell seconded the motion and it was unanimously approved.

III. New Business:

A. Overview of the FY 05-06 Request from Computing Services *(John Borne/Mike Colyar) handout*

John Borne, from Computing Services (CS), began Computing Services request for FY 05-06 funding with a summary budget comparing FY 04-05 to FY 05-06. The total requested FY 05-06 Computing Services budget was $2,052,806 for recurring and new projects, a total increase of $322,672 over FY 04-05 budget. For the first time since the beginning of STF, furniture life cycle upgrades of $72,000 will be proposed for next year. The 7 year life cycle for furniture was established by the STF committee. The proposed upgrades are for the CEBA lab high usage area and the Coates front desk. Brad Golson requested that CS consult the students when determining what furniture to replace since students are in the labs daily and may see areas that need improvement. The following is a summary of the FY 05-06 Recurring Project Proposed Budget:

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<table>
<thead>
<tr>
<th>2005 – 2006 Recurring Projects</th>
<th>Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>MMC Life Cycle Upgrades</td>
<td>$58,500</td>
</tr>
<tr>
<td>Lab Life Cycle Upgrades</td>
<td>$431,450</td>
</tr>
<tr>
<td>Furniture Life Cycle Upgrades</td>
<td>$72,000</td>
</tr>
<tr>
<td>Mobile Checkout Life Cycle Upgrades</td>
<td>$35,700</td>
</tr>
<tr>
<td>Recurring Maintenance</td>
<td>$987,070</td>
</tr>
<tr>
<td><strong>Recurring Projects Total</strong></td>
<td><strong>$1,584,720</strong></td>
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</tbody>
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Lastly, CS will request another $468,086 in New Projects for FY 05-06 that will include the following:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>New MMC Classrooms</td>
<td>$13,200</td>
</tr>
<tr>
<td>Union Info Desk</td>
<td>$19,500</td>
</tr>
<tr>
<td>Internet/Printer Kiosks</td>
<td>$75,750</td>
</tr>
<tr>
<td>Virtual Access Lab</td>
<td>$144,000</td>
</tr>
<tr>
<td>MMT Lab</td>
<td>$47,410</td>
</tr>
<tr>
<td>Classroom of the Future</td>
<td>$168,226</td>
</tr>
<tr>
<td><strong>New Projects Total</strong></td>
<td><strong>$468,086</strong></td>
</tr>
</tbody>
</table>
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In reviewing the new proposals the committee requested that CS add the expected life cycle to each of the new projects and also to address how these new projects will effect staffing (student workers) issues. Also, detailed information was requested on the recurring costs – how much was spent in the past, on what items, and what will the funds be used for in FY 05-06?

The STF committee will review the proposals from CS and bring back any questions for CS to the next meeting.

B. Outblaze Email “For Fee” Services *(Cynthia Hadden) handout*

Cynthia Hadden, from Computing Services, reported on the upgrades to student email funded by STF in Spring 2003. Three new “for fee” services of web mail will be rolled out in the next few weeks, they include: storage upgrade ($10 per year), web hosting upgrade ($10 per year) and continuation package ($30 per year). The basic offering of web mail is funded by the STF; new services can be added to the existing web mail services for nominal annual fees. These services were presented to the committee and accepted, however, no vote was required of the committee since no additional funding was needed.

C. FY 2005 – 2006 Discipline-Specific Call for Proposals

Bob Kuhn brought to the attention of the committee a draft of the email that will be broadcast across campus in the upcoming weeks calling for FY 2005 – 2006 Discipline-Specific proposals. No action was required of the committee.
D. Discuss STF Committee Meeting Times for Spring Semester 2005
Bob Kuhn asked all committee members to consult their spring 2005 schedules to determine the best time to meet. It was suggested the best times were Monday through Thursday in the afternoon. The committee will decide at the next regularly scheduled meeting a day and time for the spring 2005 meetings.

IV. Next Meeting Date.

STF meetings are scheduled for Mondays at 2:00 p.m. in the Academic Affairs conference room.

There will be no STF meeting on Monday, November 22, 2004; the last meeting of the fall semester will be held on Monday, November 29, 2004 from 2:00 – 3:30 pm in 135-F Thomas Boyd Hall.

V. Adjourned.

Jim Fernandez motioned for the meeting to adjourn; William Beyer seconded; the motion was unanimously approved. The meeting adjourned at 3:29 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