Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: November 29, 2004


Guests: Bob Kuhn, Robert Doolos, John Borne, Mike Colyar, Tammy Adams, Joe Hutchinson, and Scott Mentor

Materials distributed:
Minutes from November 15, 2004 meeting
Computing Services Proposal for Public Access Computing and Classroom FY 05-06
STF Surplus Equipment CELT Internal Equipment Transfers
CELT Proposal for Multimedia Classrooms FY 05-06
CELT Design 103 Project Memo
History of STF Funding Distribution to CELT for Multimedia Classrooms (updated 11-2004)
Multimedia Classrooms on LSU Campus updated 11/29/04
Equipment Purchased with STF Funds and Obtained from Retrofitted MM Classrooms

I. Welcome and Introduction.
The meeting was called to order by Jerry Baudin at approximately 2:07 p.m.

II. Old Business:

A. Approval of the November 15, 2004 Minutes (Jerry Baudin)
A revision was made to the draft minutes of the November 15, 2004 removing Bryan Jones’ name from the list of Voting Members Present at the meeting. Upon that revision Brad Golson motioned for the approval of the minutes; Spencer Sissell seconded the motion. The minutes were unanimously approved.

B. Continuation of FY 05-06 Request from Computing Services (John Borne) handout
Computing Services (CS) brought before the committee a proposal for Public Access Computing (PAC) FY 2005-2006 (see handout attached). This new proposal presented to the committee today replaces the prior proposal presented during the November 15, 2004 meeting.

The new proposal presented by CS includes the following budget summary for Public Access Computing:

<table>
<thead>
<tr>
<th>Public Access Computing FY 05-06</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAC Upgrade Projects</td>
<td>$437,150</td>
</tr>
<tr>
<td>Furniture Life Cycle Upgrades</td>
<td>$126,500</td>
</tr>
<tr>
<td>Recurring Maintenance</td>
<td>$998,070</td>
</tr>
<tr>
<td><strong>Recurring Projects Total</strong></td>
<td><strong>$1,561,720</strong></td>
</tr>
</tbody>
</table>

Further detail on the breakdown of cost to specific rooms and/or labs can be found in the handout.

One concern from the committee is Computing Services’ recommendation to shrink the Gym Armory public access lab from 40 machines to 12 machines due to low utilization of that lab. The STF committee has granted the Math Department use of that lab for 10 hours per week to run the R2R pilot program during the upcoming spring semester. CS stated that their changes would not be made until after the spring semester, but the committee requested John Borne to check with the Math Department on plans for using the lab during the spring semester and in the future.

Jerry Baudin requested three actions of the committee before giving further consideration to the CS proposal. First, he asked the students on the committee to visit the three proposed rooms for furniture upgrades to determine if the furniture is in need of upgrades, those rooms being CEBA 1302, CEBA 2301 and Coates 263 Front Desk. Also, CS is to give exact detail on what items of furniture will be purchased and the price per unit for each of the rooms.
Secondly, it was requested that the Public Access Software sub-committee review the recommendation by CS to remove and add software in the public access labs to get their feedback and report back to the full committee. The software subcommittee includes the following individuals who were named to the subcommittee at the August 30, 2004 STF meeting: John Borne, Stacey Morales, and Will Hennegan.

Third, the committee requested that CS prioritize the projects in their FY 05-06 proposal. CS will bring this and other information requested back to the next committee meeting.

**C. Discuss STF Committee Meeting Times for Spring Semester 2005 (Jerry Baudin)**

It was proposed that the STF committee meetings be moved to Wednesdays at 2:00 pm beginning January 19, 2005. All present were in agreement, Neal Stoltzfus will be contacted to see if this will fit in with his schedule for the spring semester.

**III. New Business:**

**A. CELT Quarterly Surplus A/V Equipment Report (Tammy Adams) handout**

Tammy Adams reported how CELT has spent its STF funding allocation from FY 98-99 to proposed FY 05-06 (see attached handout). The funding for retrofitted classrooms has led to a pool of surplus equipment. Currently, the surplus is distributed through word of mouth to academic departments. CELT asked if the committee has any recommendations on how to increase academic awareness of the surplus equipment so that it may be utilized by academic units. The committee requested that CELT send a list of surplus equipment to department heads similar to the list provided to the committee (see attached) with the addition of a column which would specifically indicate what the equipment could be used for in its present condition. The departments should also be informed that this equipment will not be serviced or warranted by CELT or the STF committee. Tammy reminded the committee that in order to physically transfer the equipment to departments the Office of Property Management would require a letter stating that CELT has the committee’s permission to act in the transfer of STF equipment. The committee agreed to provide such a letter to Property Management.

**B. Overview of the FY 05-06 Request from CELT (Tammy Adams) handout**

Tammy Adams presented the FY 05-06 proposals. In prior years, funding to CELT has been utilized to support STF’s Objective 1.4 which states “to provide state-of-the-art multi-media classrooms in no less than 50% of the general use classrooms on campus...” Currently Objective 1.4 has been accomplished because there are 146 of the 220 general purpose classrooms (66%) that have multi-media capability. CELT is proposing that 5 new classrooms be fitted with multi-media equipment bringing the total of MM classrooms on campus to 69%. These five new classrooms are listed in priority order according to the needs of the Registrar’s Office (see handout). In addition to the 5 new classrooms, CELT requests that 21 general purpose classrooms be retrofitted. The total proposed FY 05-06 CELT request was as follows:

<table>
<thead>
<tr>
<th>Proposed FY 05-06 Projects</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies, Service and Support</td>
<td>$228,000</td>
</tr>
<tr>
<td>Retrofitted Classrooms</td>
<td>$384,315</td>
</tr>
<tr>
<td>Portable and Reserve Equipment</td>
<td>$77,260</td>
</tr>
<tr>
<td>New Classrooms</td>
<td>$104,825</td>
</tr>
<tr>
<td>Classroom Upgrades</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Proposed Project Total</strong></td>
<td><strong>$804,400</strong></td>
</tr>
</tbody>
</table>

The committee requested that CELT, Computing Services and the Registrar’s Office recommend a means to monitor faculty utilization of the current MMC. If faculty is requesting a MMC and not utilizing the technology those faculty members’ future request to use the MMC should not be fulfilled. Also, if there are rooms being underutilized then that will need to be studied to determine if they should be eliminated.

**C. Design 103 Project – Classroom of the Future (Joe Hutchinson)**

Joe Hutchinson brought to the committee’s attention a proposal being developed by CELT and Computing Services in consultation with the Offices of the Registrar and Facility Services for an advanced classroom design. This new classroom design will be presented at the next STF committee meeting on January 15, 2005.
IV. Next Meeting Date.

The next meeting of the STF committee will be held on Wednesday, January 19, 2005 from 2:00 – 3:30 pm at a location to be announced.

V. Adjourned.

Heath Hattaway motioned for the meeting to adjourn; Spencer Sissell seconded; the motion was unanimously approved. The meeting adjourned at 4:04 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