I. Welcome and Introduction.
The meeting was chaired and called to order by Robert Kuhn at approximately 3:00 p.m.

II. Old Business.

A. Approval of the January 23, 2013 Minutes (Robert Kuhn)
Trey Schwartzenburg motioned to approve the minutes; John Woodard seconded the motion. The minutes were unanimously approved.

B. ITS Proposal Update (Mike Smith)
The committee revisited the public-access lab contraction scenarios, which consisted of a conservative, moderate, or aggressive approach. Details of each scenario, including their respective savings, were included in a handout from Mike Smith. After some discussion of each scenario, Thomas Rodgers motioned to approve Scenario 3 (aggressive contraction); Trey Schwartzenburg seconded the motion, and it was unanimously approved. This scenario consisted of closing the Union and Middleton 241 labs, along with canceling the Middleton 141 life cycle replacement. This will result in savings of approximately $322,294 in FY 14-15 and $159,744 recurring in following years. The committee stated that it would prefer that the Union lab be left as a study area for students, although Bob Kuhn advised that the committee cannot authorize the use of that space. Thomas Rodgers requested that a wireless printing station be installed in the Union, similar to the one in the Business Education Complex Rotunda. Details of this project proposal will be added to the meeting agenda in March and Mike Smith will provide more information.

Mike Smith briefly disclosed the list of institutional software purchased by the university, as requested by Thomas Rodgers during the January 23 meeting. No action was taken on this information.

Mike Smith also gave the total cost of wireless on campus, as requested by Neal Stoltzfus. The summary of direct costs, not including personnel or core network infrastructure costs, is a little over $2.5 million.

After multiple discussions, including topics detailed in later sections of these minutes, the committee discussed and voted on each component of the ITS proposal individually:

Component 1 (Recurring Maintenance) – Thomas Rodgers motioned to reduce the Marketing/Communications budget from $40,000 to its previous year budget of $5,000. After some discussion and concern from other committee members, Thomas amended his motion to reduce the Marketing/Communications budget to $20,000. Trey Schwartzenburg seconded the motion and it was unanimously approved. Alex Grashoff then motioned to
approve the updated Component 1. Andrew David seconded the motion, and it was unanimously approved. The total budget for Component 1 after reductions for Marketing/Communications and after considering lab closure savings is $1,416,616.

Component 2 (Life Cycle Upgrades) – Thomas Rodgers motioned to approve Component 2 for $276,600. Andrew David seconded the motion, and it was unanimously approved.

Component 3 (Campus Software) – Andrew David motioned to approve Component 3 for $983,000. Neal Stoltzfus seconded the motion, and it was unanimously approved.

Component 4 (New Ongoing Initiatives) – There are no new initiatives at this time.

Component 5 (Classroom Supplies, Service, & Support) – Andrew David motioned to approve Component 5 for $305,375. Thomas Rodgers seconded the motion, and it was unanimously approved.

Component 6 (Retrofitted Classrooms) – Andrew David motioned to approve Component 6 for $183,050. Thomas Rodgers seconded the motion, and it was unanimously approved.

Component 7 (Portable and Reserve Equipment) – Thomas Rodgers motioned to approve Component 7 for $58,000. Brian Nichols seconded the motion, and it was unanimously approved.

Component 8 (Institutional Support) – Alex Grashoff motioned to defer Component 8, which requests $1,000,000 of STF funds to help with institutional shortfalls during tough economic times. Andrew David seconded the motion, and it was unanimously approved. At this time, the $1M is set aside and not allocated to any projects. If the $1M is not requested to be used in the operating budget by the chancellor, the committee will open up discussions as to how the funds should be expended (discipline specific, wireless upgrades, or other projects at the committee’s discretion).

C. Computer-Based Testing Proposal
David O’Brien from the Office of Assessment and Evaluation (OAE) spoke on behalf of the computer-based testing labs in Himes Hall. Based on the STF approval in 2010 of replacing computers for the lab on a four year life-cycle, OAE is requesting to replace 112 computers in FY 15 for approximately $142,100. Andrew David motioned to approve the proposal. Jackson Voss seconded the motion, and it was unanimously approved.

D. Discipline Specific Proposal
Thomas Rodgers motioned to defer this proposal to the next meeting on March 20th. Andrew David seconded the motion, and it was unanimously approved.

III. New Business

A. SMARTTHINKING Proposal
Melissa Brocato gave some information about SMARTTHINKING Online Tutoring. The Center for Academic Success requested $20,000 for FY 14-15 funds to help run this program. Thomas Rodgers motioned to approve the request. Andrew David seconded the motion, and it was unanimously approved.

B. Wireless Improvement and Surplus Funds
Mike Smith gave an overview of the cost estimates to expand wireless network capacity across campus. The committee expressed its desire to contribute to the improvement of wireless on campus as much as possible. Thomas Rodgers requested the number of classroom seats in each building. Brian Antie, Registrar’s office, will work on fulfilling this request for the next meeting on March 20th.

Student Tech Fee projects regularly return large amounts of unexpended funds each year. The committee emphasized how beneficial it would be for the STF committee to be able to expend these surplus funds in the same fiscal year the funds are being returned. Therefore, a larger percentage of STF funds could be put to use within one fiscal year, instead of having a time lapse between receiving the funds and allocating them to new projects the following fiscal year.

Thomas Rodgers motioned that ITS be able to use up to $450,000 in surplus funds from completed projects to improve wireless network capabilities across the university. Wireless improvement projects will be prioritized by
the number of classroom seats in each building. This motion will take effect in the current fiscal year and carry forward to FY 15, or until the wireless expansion project is complete. Brian Nichols seconded the motion, and it was unanimously approved.

At the meeting, a total of $4,384,741 was allocated to FY 15 projects. This number includes $1M in institutional support that was deferred. The committee realizes that the approved total for all FY 15 project expenditures exceeds the total anticipated revenues ($3,912,986) by $309,655. This was allowed under the assumption that surplus funds from FY 14 would cover the approved proposal expenditures for FY 15. Covering the shortfall for the FY 15 approved projects will take precedent over contributing to wireless capabilities across campus.

IV. Next Meeting Date
The next meeting is scheduled for Thursday, March 20 at 3:00 pm in the Academic Affairs Conference Room.

V. Adjourned
Jackson Voss motioned for the meeting to adjourn; Andrew David seconded. The motion was unanimously approved. The meeting adjourned at approximately 4:30 p.m.

Reminders: Please forward all agenda items and handouts to Jane Cassidy or John Duplantis a minimum of one week 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, Robert Kuhn, Chairman
Minutes recorded by Brian McNamara