STFC MINUTES  
Wednesday, April 11, 2007  
Pence Union Building, 3:20 p.m.

Student Members Present:
Evan Buelt – ASEWU Technology Advancement – STFC Chair  
Justin Fry – Student at Large  
James Riddle – Student at Large  
Brandon Kassap – Student Representative Pub Lab

Non-Student Members Present:  
Stu Steiner – Faculty Representative  
Dave Dean – Information Resources  
Chin Kuo – Business and Finance

Ex-Officio Members Present:  
Matt Brown – Student Technology Fee Consultant  
Burke Fitzpatrick – Student Technology Fee Consultant

1. Evan called meeting to order at 3:20 p.m.  
2. Committee reviewed minutes from 4-4-07  
   a. Brandon moved to approve minutes  
   b. Justin Seconded  
   c. Motion passed unanimously

3. RVPT Laptop  
   a. Evan said Doris had sent a memo about the WSU not supporting the RVPT Laptop Checkout Expansion. Evan said STF could not support proposal since it was a joint proposal with the WSU Techfee.  
      i. Evan asked if WSU doesn’t support the proposal, could STF fund it completely?  
      ii. Chin said it would be 100% use only for EWU students and WSU Library did not like the idea of providing a service to only one group.  
      iii. Committee discussed proposal and decided to table it.

4. General Lab Proposals  
   a. Burke explained stats that Stu had requested, comparing % dollars requested and % students who use. Update on stats and how they were collected, what they represent which was logins to machines, not duration of use. Stats reflected Fall 06 and Winter 07 usage.  
   b. Evan asked about less unique users for Departmental labs, which was a lot lower than General Access labs. Matt B. talked about departmental labs being more specialized or in locations for specific groups so the lower unique users were consistent.  
   c. Matt B. passed out updated budget sheet, based on CFO estimates of accounts. $1.1 million with status, before financial aid, carry over etc, about 750,000 to allocate of which $406,000 allocated at previous meeting. Also, trickledown can cut costs.
d. Burke passed out trickledown charts to track how new computers would displace STF inventory in the various labs. Evan asked for estimate on how much trickledown would cut costs. Matt B. said they would have to allocate as they went, some of the proposals may require specific hardware.

5. 3:37 Stu Steiner arrived

6. Evan asked if group wanted to move to Departmental Labs or finish GACL proposals
   a. Matt B. said one of the things to finish with GACL is checkout. How much does the committee want to allocate to checkout, current proposals are for 1/3 STF budget.
   b. Evan asked about stats for laptops, if they were accurate
   c. Matt B. said yes, Burke said they also do not reflect OPAC use
   d. Evan asked what committee thought about PUB laptops

7. Evan asked what committee thought about PUB laptops
   a. Justin asked for clarification about JFK versus PUB laptops
   b. Matt B. gave a brief summary of the JFK proposals, that they were at capacity at around 160 laptops and the PUB proposal was one solution to expanding the program.
   c. Stu asked if there had been an issue with different laptop checkout systems when the committee looked at proposals Winter quarter. Dave confirmed that that was an issue. Matt B. said that JFK had said that if Carl’s system worked better they would move to that system instead.
   d. Evan asked, what is more important: funding JFK checkout or funding PUB
   e. James said PUB is more central, so if everything was there it would be good unless they need to do research. Brandon and Justin pointed out that research can be done from any computer because most of the materials are online. Brandon said one thing to look at was noise level, JFK was quieter. Matt B. said JFK also has a proven track record running the system.
   f. Stu said they would still have JFK laptops
   g. Dave asked if the number was right, it costs $140k to maintain JFK laptops
   h. Committee read proposal #5. Matt B. said proposal also has projectors, 8 at $32k
   i. Evan said $70k for laptops. Matt B. said replacement of 1/5 of laptop checkout would cost 70k a year.
   j. Justin said not including PUB laptops
   k. Dave said also not including RVPT laptops
   l. Matt B. said it was a question of what STF wanted to do more of. If committee started funding more checkout than for the next couple of years a large portion of the budget would be allocated to laptops.
   m. Dave asked what would JFK say if STF did not fund laptops but did fund office computers? Matt B. said 30 laptops are being surplus so not funding laptops would also reduce the pool from 150 to 120. Stu asked for stats on usage. Committee discussed sheets brought up. Matt B. and Evan talked about popularity of service and lack of laptops during finals.
   n. Dave said he would like to see the checkout software, what if they cut Carl’s laptops to 20. A smaller pilot to shave some of the costs
   o. Chin said they needed to create a cap for total number of laptops. Dave agreed and asked where do you stop funding it? Number of units or percentage of budget
p. Stu asked why not force students to buy laptop before they come to school? Chin said a lot of students work full time and study part time and do not have money.

q. Justin suggested a ratio between amount of students and laptops. That way the % available would stay at a set rate with students. Laptops equivalent to 2% of student population but 34% use them.

r. Stu said regardless of laptop issue, the campus needs standard software. Matt B. said could also pilot software in MARS lab. Stu asked for cost of checkout software. Brandon said $25,000. Stu asked if for all labs or just PUB lab. Brandon thought it was just for PUB. Stu liked common checkout software.

s. Stu moved that the software for PUB checkout is approved but piloted at different kind of places.

t. Justin asked where it would be used? Stu said Eagle Entertainment, MARS, DOC. Committee discussed licensing options and how they would effect costs in the future. Justin asked if everyone is using different systems? Stu talked about different systems compared to millennium. Matt B. said may not want to spend $25k if they do not expand checkout. Stu said if they did not fund it this year, would have to spend it next year. James said they did not know if the system was better. Stu asked if anyone had seen it? Matt B. said he had seen a demo but it was hard to tell from the demo. The improvement might be in statistic collection but at $25k, which is worth 25 computers, would that be worth it?

u. Justin asked if we’re going to do software in PUB then we need software. Stu said if they don’t fund PUB they are capping laptop at 150. Dave said library office stations may free up laptops because it may bring more laptops into circulation. They could fund JFK for current level of laptops and fund office computers which might in theory decrease demand for laptop. And not fund any further checkout outside of JFK.

v. Chin said, push on JFK to see if office stations decreases demand.

w. Evan asked, so next STFC can see if more unique logins for laptops next year?

x. Stu’s motion was not seconded.

y. Matt B. said $88k could be cut from Dept. labs if funded with trickledown

z. Dave asked for clarification. Committee discussed how to fund whole proposals and whether money would be left over for checkout. If everything was funded as is there would only be $30k for laptop expansion which costs over $150k.

aa. Brandon said either way is experimental: can either fund office stations or laptops. It is all experimental because there are no stats for OPACS or how laptops are being used with them.

bb. Stu asked if office stations could be trickledown? Matt B. talked about footprint mentioned during site visit and JFK being unwilling to accept trickledown computers or loading Office on the OPACS.

cc. Brandon thought there would be more utilization of 30 more laptops.

dd. Justin said could they not fund JFK and put laptops in the PUB for a year. James said had to think about effect it would have on JFK. Dave agreed there was some politics. Matt B. said what would happen would be an increase in resources to handle service. Matt B. said it would also be a big one time cost for a pilot.
ee. Stu asked what about funding 10 JFK machines and trying it out for a year. Instead of 20 office machines, pilot the office machines.

ff. Brandon asked if they could put office on 10 PACS?

gg. Committee said it was not going to happen. JFK would not consider loading Office applications on the 70 OPACS. Committee discussed history with OPACS and library’s rejection of idea in the past.

hh. Brandon did not understand why computers did not have standard software installed on them. He thought it was a waste of hardware. Stu said JFK was afraid it would turn into a lab. Their second philosophy is that they do not want to maintain two images of software in JFK. A lot more work to maintain. Stu said they could fund 10 to experiment.

ii. Brandon wondered if students working checkout would direct students to office stations. Justin asked why, if they don’t want to support office, are they putting office machines in JFK? Matt B. said staff of JFK wanted to try a pilot program and see how it worked out.

jj. Dave said it was past 4:15 and they could try to solve the problems that could be solved today. The JFK laptops and OPACS were a bigger issue for another meeting.

8. Brandon had to leave for a medical appointment.

9. Evan entertained a motion to table JFK proposals
   a. Justin moved
   b. Dave seconded
   c. Motion passed unanimously

10. Evan moved on to Cyber Café
    a. Some talk about Café expansion to 22 stations in RR which was already included in the proposal. Evan updated committee on SUBOC’s decision to replace the arcade games which had taken four years to accomplish. Evan asked what committee thought of expansion, which would replace arcade games. Committee clarified that 22 was expanded number.
    b. Dave asked if Carl still wanted time control software? Matt B. referred to stats on machines, 400 RR students versus 1600 MPR students. Stu asked how it would work, Matt B. said Carl could control it and change session length to whatever he wanted.
    c. Evan asked if 4 games software allowance was too much, yes or no? Committee members agreed that it was not too much. James asked how it worked and Matt B. talked about yearly allowance of games titles. The Café would buy games as they came out during the year, based on requests from students using the facility. James asked if money was returned and Matt B. said it stayed in STF budget if it was not spent.
    d. Stu moved to approve Café proposal in full
    e. Jame seconded
    f. Motion passed unanimously

11. Evan moved on to Digital Art Lab proposal
    a. Chin asked if computers were in second or third year, Matt B. said second year.
    b. Evan asked if problem with proposal was the large format printer. Committee talked about size of printer, complexity of hardware and lack of technical support for printer
which requires two full time staff in MARS lab. Committee did not think Digital Arts Lab had the space or technical support to run printer.

c. Dave asked about Vector Works software which looked like instructional use. Chin asked if it was course specific or general use? Dave said it was course specific, students should not be paying for it.

d. Burke mentioned site visit and response to question that department does not fund their own software. Digital Art Lab was different than Biology lab, where the Biology department does buy and load their own software for course specific content. Dave said the STF software in the Art Lab should be standard to multimedia labs, no different than MARS or PUB. Committee talked about whether Vector Works was for theatre? Burke googled it and it was used for lighting and set design.

e. Justin said pretty much all of this is stuff departments should be buying themselves.

f. Dave said pro tools is standard, scanner is standard. Items 2 and 8 are the general access items. The rest of it is not compliant with STF policy. Dave mentioned the STF guidelines that the committee had created in previous year to draw distinctions between instructional use and general access use. The other items on the proposal were not compliant with general access use.

g. Dave moved that STF fund standard general use multimedia items that would be in any multimedia lab, items 2 and 8 for a total of $549.99 + tax

h. Stu seconded

i. Motion passed unanimously

12. Evan asked if committee wanted to do BIO, it is 4:30. Committee wanted to do one more.

13. Proposal 10, Biology

a. Dave asked if it was trickledown or not

b. Burke said last year it had been a misc. proposal because lab was only reserved for 10 hours of total instruction. It was considered far more general access than any of the other departmental labs since it was almost 98% open to general student use.

c. Matt B. pointed out that 30 GX620s are only 1 year old and still in warranty are being trickledown this year. Proposal could be funded with trickledown equipment.

d. Committee asked how many machines were in Biology Lab?

e. Matt B. read from proposal: 14 windows and 9 Macs are in BIO

f. Stu asked if students on the committee wanted to give them new computers, since they were 98% general access compared to other departmental labs?

g. Students liked the proposal and wanted to support it. Justin said he was a biology student so he might be biased but Evan and James thought they should get new equipment. Committee discussed proposal further, whether BIO was asking for Macs which they were not.

h. Dave moved to fund BIO in full

i. Stu seconded

j. Motion passed unanimously

14. Evan moved on to Proposal 9, Modern Language Learning Center

a. Matt B. said he does have 8 stations 100% general access, the rest of the lab is sometimes used for instruction and then acts as overflow for general access rest of the time. It might be more beneficial to give him same computers he already has.
b. Committee discussed what computers Modern Languages currently has and where similar machines could be trickled down from.

c. Stu moved to trickledown 10 2006 GX620 to MLLC so they are all the same computers in machines.

d. Matt B. said for imaging it would probably be easier to maintain.

e. James seconded

f. Motion passed unanimously

15. Evan entertained motion to adjourn

16. Justin moved

17. James seconded

18. Motion passed unanimously and meeting adjourned at 4:47 p.m.