STFC MINUTES
Wednesday, April 18, 2007
Pence Union Building, 3:02 p.m.

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

Non-Student Members Present:
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. Meeting called to order at 3:02 p.m.
2. Minutes and Rules
   a. James moved to approve the minutes from the 4-11-07 meeting
   b. Justin seconded
   c. Motion passed unanimously
3. Reports STF Consultants
   a. Evan asked Matt B. to discuss hiring and performance revue for Techfee Consultants.
   b. Matt gave history of techfee consultant before position when Dave Dean and Carl Combs did most of the tasks. After 3 years the STFC created the consultant position and hired Matt B. Last year, tasks had expanded to include second position. Matt talked about all the Techfee services that consultants administer (same as STFC Service Renewal line items). Also, online elections.
   c. Evan said overall the committee needed to fund the positions to continue the consultant positions. Matt B. talked about things/services that would not be continued if the positions were not funded.
   d. Dave added that there was a service level agreement between the student government and the department supervising the positions. Provision of services paid for by Techfee committee and three times a year with reports of deliverables.
   e. Evan asked if it was approved per year. Matt B. and Dave Dean said that the budget had to be approved yearly.
   f. Matt H. moved to approve positions
   g. James seconded
   h. Motion passed unanimously
4. Unfinished Business
5. New Business
a. Burke handed out and explained updated allocation sheet with year long statistics. The updated sheet was a collection of 830k logins which had been sorted and counted to give a picture of the 2006 use of Techfee awards.

b. Evan moved to Academic Support Center proposal #7
   i. Evan asked if anyone had any comments on their requests
   ii. Burke mentioned the camera line item that committee had questioned during the site visit. Checking out gear was questionable since they are in same building as MARS and MARS already checked out superior equipment.
   iii. Dave said the items he didn’t think met general use were projector bulb and camera, since STFC tried not to give each department items to checkout. Matt B. and Brandon said the bulb might not be classroom use because students use room to practice presentations. Chin asked if projector was available for checkout. Matt B. said students can checkout room to practice in but the projector is mounted to ceiling. Evan said bulb was expensive at $900
   iv. Justin said he didn’t think they would need camera since MARS had better cameras. Brandon thought they didn’t need card reader either if they didn’t have camera. Justin and James discussed whether they would need card reader depending on how students work on project. Students on committee discussed options for using card readers depending on how it was used and what kind of cards used. Matt B. pointed out that they might get cards readers from trickledown since all the computers in PUB have them.
   v. Evan asked what committee wanted to do?
   vi. Students talked about approving items 1,2,3,5,6 and bulb
   vii. Dave asked if card reader was needed? They could approve card readers in trickledown. Ask them what they need card reader for and they either get them in trickledown or external
   viii. James moved to approve line items 1,2,3,5,6 with functionality of card reader included with trickledown
   ix. Brandon seconded
   x. Motion passed unanimously

c. Evan moved on to Social and Behavioral Labs proposal number 11
   i. Dave clarified which of the 3 labs the proposal was written for: GIS, PSYCH, SSIS. Dave asked if STF had funded headphones in other labs? Matt B. said they had.
   ii. Evan asked if it would be more beneficial to allocate trickledown to them? Matt B. talked about 200+ machines to trickledown and cost savings by using trickledown computers. Would save $39k for the three labs. Also, if trickledown machines were not used the way previous year’s committee wanted to use them, then good machines still under warranty would end up in surplus.
iii. Dave said if he were Mark Story he would want all the same machines. They could buy more machines for pub to trickledown extra, maybe 8, to SBS labs. Matt B. said they already have 99 2005 machines. Committee discussed whether asking him for which types of machines he would want or giving him 28, 2005 machines.

iv. Justin asked what labs are used for. Dave said one is a stat labs, some instructional use but primarily applications are office and web browsing.

v. Justin asked if there was anything they need that a 2005 computer would not do? Committee discussed specifications of 2005 machines versus 2003 machines, but Justin thought 2005 computers would be good enough. Dave said the STFC didn’t want 2006 machines going to surplus. Chin asked about allocation of newer versus older computers. Committee discussed which labs had which hardware and which labs would be getting newer equipment. Committee talked about number and types of hardware and how easy they would be to maintain. Brandon thought if they give him all the E-4300 he would have what he needs and not worry about.

vi. Matt B. offered to let consultants sort trickledown and let committee determine if they get trickledown.

vii. Evan moved on to CISCO wireless antenna requested for Patterson location.

viii. Brandon said from site visit it looked like something they could use. Matt B. pointed out that they didn’t have coverage in the lab. Justin asked if there was an issue with no wireless wanted in the classrooms from faculty complaints. James asked if outdoor wireless would cover the lab instead. Matt B. said probably not because the points would be turned down.

ix. Evan entertained a motion to approve 1,2,4, trickledown for 3

de. Evan moved on to RVPT classroom request

i. James asked what WSU had done by not funding their item?

ii. Committee discussed difference between RVPT classroom and RVPT laptop. The RVPT classroom was unrelated to laptops

iii. Dave asked Chin if it was still used as overflow for GACL lab? Chin said yes. Matt B. said this was just a request for 25 trickledown computers, no additional costs.

iv. Justin asked if they were all PCs? Committee confirmed. Matt H. pointed out that it was trickledown and committee didn’t have to be specific, let consultants handle details. Chin talked about moving one batch of 25 2005 computers since they still have

x. Dave so moved

xi. Brandon seconded

xii. Motion passed unanimously
warranty. He currently has 2003 and 2004. 25 2005 would give him 50 2005 machines. Currently his last machines were out of warranty.

v. Dave asked for clarification. Chin said he had 25, 2003, 25 2004. He wanted 50 2005. Committee asked Matt B. if they had 50 to use. Matt B. did some math and said they could probably give everyone but JFK the 2005 machines. Matt B. said it would be better to give higher end ones to classrooms since JFK would not install office on the OPACS.

vi. Evan entertained a motion to approve 50 2005 E-4300 to RVPT

vii. James so moved

viii. Matt H. seconded

ix. Motion passed unanimously

6. Other Proposals

a. Evan Moved to RVPT Laptop Checkout program

i. Evan said from WSUs proposal couldn’t fund laptops what if EWU funded them all? Could STFC try to create service even though WSU would not support it?

ii. Matt B. said WSU library did not want to fund it that way. The RVPT laptop was mostly WSU and they did not want to card students to provide a service to only one population. Burke pointed out that proposal had been withdrawn by Doris and library

iii. Evan entertained a motion to accept withdrawal of RVPT laptop proposal

iv. Matt H. moved

v. Brandon seconded

vi. Motion passed unanimously

b. Evan moved on to proposal 6, JFK office stations

i. Justin asked if these were the computers they wanted to have office on in the library but not answer questions on? Matt H. said and they would also be scattered all over library. Brandon said and it was the more expensive space savings form factors.

ii. Committee discussed how the laptops have office but none of the PACS have them. The laptops are being used with the OPACS to make up for lack of functionality on the OPACS.

iii. Justin asked if anyone would provide tech support? Committee discussed help desk, and whether students would even need help with office. Matt B. said consultants had talked about office machines might offset demand for laptops.

iv. Justin asked where they would be placed and Matt B. said they would put 7 per floor without any 3 together to avoid looking like a lab.

v. Chin said they wanted this with bibliography software so office would be available for RefWorks. Committee talked about computer maintenance, they wanted to treat their computers more
like an appliance without customer service to support student
questions. Chin thought with office machines, if they were trying
to work toward decreasing laptop demand, there would need to be
signs to advertise the office machines. Chin thought it was a good
idea if it decreased demand on laptops.

vi. Matt B. said they could request no more 4 hour laptops if STF
provided office machines. Evan asked for any other comments.
Committee had none.

vii. Evan entertained a motion to approve items 1-6

1. Committee talked about whether to include laptop checkout
from 4 hour to 24 hour and if that item should be added to
this proposal or not. Committee talked about demand but
decided that should be discussed with laptop proposal.

viii. James moved to approve original motion without checkout items

ix. Matt H. seconded

t. Motion passed unanimously

c. Evan asked which proposal to do next laptops or music? Matt B. pointed
out that neither JFK or PUB laptops had been funded yet. Brandon asked
how much money they still had to spend? Burke estimated from
spreadsheet roughly 200k. Chin talked about waiting to expand laptops in
PUB to see if office machines in JFK reduced demand on laptops. James
agreed, if JFK doesn’t need laptops then PUB wouldn’t need laptops.

d. Matt B. talked about stats for checkout, JFK was not at capacity each day,
only part of the items. Chin said they should table laptop expansion until
next year. Dave said at some point committee should talk about what
services are offered to Spokane students: How to give them a laptop or a
camera option in Spokane. Dave wanted to see that as a possible item for
consultants to look at. Also, the software should be looked at to improve
stats for checkout. Dave wanted an evaluation of checkout service,
software. James said that was the idea with the WSU proposal, so they
were still looking at it, but the expansion to Spokane had been discussed.
James said they had wanted to do it but WSU had backed out. Justin said
maybe next year they just do the EWU idea. Chin said next year EWU
would have its own building which might be available for a checkout
program. Committee discussed Spokane buildings and potential use for
Techfee facilities.

e. Matt B. said an option would be for the committee could fund partial to
JFK with 30 in PUB to keep number at 150. James asked about costs if
PUB laptop expansion doesn’t work? How much would it cost to expand
and have it fail? Chin and Matt B. said the 25k software package was one
of the largest costs. Burke talked about Carl cutting proposal in half, 15
laptops and 6 projectors for 55k instead of 130k costs. Committee talked
about pub expansion some more.

f. Evan asked what committee wanted to do?
g. Matt H. said he liked keeping laptops centralized and wait to see if office stations decreased demand. James asked if hours of JFK were same as PUB, they were very similar. James said the question of expansion would make centralized service not an issue. Committee talked about 55k startup costs to test PUB expansion. James thought wisest decision would be to wait and see what happens at JFK.

h. Chin asked what would happen to the Spokane Center and if they would get another computer lab. He thought the better idea would be to pilot the expansion at a new building on RVPT campus. If there was a plan to move SPO to RVPT then Carl could implement laptops at new facility. James said the SPO lab needs to move, is there a way to give them funds to start a laptop checkout at RVPT.

i. Matt B. said they could earmark funds for laptops next year.

j. Committee discussed and liked the idea since they could wait and see what happens.

k. Dave moved to not fund PUB labs laptop expansion this year, and put a note in the letter saying they liked idea but wanted to wait and see

l. Matt H. seconded

m. Motion passed unanimously

7. Evan moved on to proposal 5, JFK checkout
a. Evan said they were requesting 140k and Library is a central hub for students on Cheney campus.

b. Matt B. said he thought he could cut 20k from proposal because some of their price estimates were too high. Evan clarified that STF had about 200k left and committee would have to choose between Music or JFK.

c. Committee said they would look at JFK first since it was maintaining an existing service versus creating something new.

d. Committee discussed removable DVD drives and student hour requests. Matt B. talked about the student hours being consistent with request from year before but there had been a smaller request last year. The additional hours restored the previous amount. Evan asked if there were any objections to the library? Brandon asked if licenses for laptops could be moved from trickledown to new? Matt B. confirmed.

e. Evan entertained a motion to approve in full

f. Matt H. so moved

g. Brandon seconded

h. Committee talked about software licenses. Also, committee discussed how proposal had already had 2 projectors funded earlier in the year.

i. Evan entertained a motion to amended motion to 6 projectors instead of 8

j. Matt H. moved to approve motion with the projectors amended to 6.

k. Brandon seconded

l. Motion passed unanimously

8. Evan asked how much was left to allocate? Burke added items to spreadsheet. There was about $98k left. Matt B. said Office 2007 upgrades for all STF facilities should be added to spreadsheet. It would cost about $23k.
a. Chin moved to approve funding for office 2007 upgrade
b. James seconded
c. Motion passed unanimously

9. Evan moved to proposal 14 Senior Hall
a. Evan asked if they had stats on Senior Hall, since it is a new proposal there would be no stats. Evan asked if there were trickledown printers and scanners to give them, since they requested trickledown printers and scanners? Matt B. checked Mars proposals. Brandon asked if they could give them all trickledown? Matt B. suggested trickling down 6 E-6500 since they were larger screens something they were requesting for students with disabilities. Matt B. tried to find trickledown scanners and it didn’t look like there were any.
b. Brandon said they could maybe fund scanner and laserjet printer and give them trickledown?
c. Brandon moved to fund laserjet printer and scanner
d. Justin seconded
e. Motion passed unanimously
f. Burke pointed out they have not funded printers in the past
g. Chin said they had only done it one time.
h. Dave asked if they were doing responsible print?
i. Matt B. said he didn’t think so
j. Committee talked about print standards and responsible print which would allow departments to recover some of the costs of providing printing services. What sort of printer and what sort of costs would be associated with printer costs? Committee discussed history of funding printers and print release stations. It would costs about 2k dollars to setup responsible print.
k. Brandon moved to amend his motion to give budget of 1k for printer
l. Dave said they would be told that it was their responsibility to handle responsible print.
m. Dave seconded motion
n. Motion passed unanimously

10. Evan moved to Theatre proposal #16
a. Committee discussed whether trickledown would work to fund the proposal. Dave said from site visit Gene had said he would accept trickledown. It would meet their needs.
b. Evan asked what committee thought about sound forge software? Matt B. said it might be covered by keyserver: would cost $25 per license. Committee talked about printer issue with Theatre. Brandon said the same thing with the printer. Dave said they wanted the same printer as office one to match the toners. Evan asked what committee thought about office?
c. Evan entertained a motion to approve all funding excluding trickledown computers to, excluding soundforge (with keyserver), excluding laserjet.
   i. Discussion: Matt B. wanted to add deepfreeze to proposal
   ii. Dave asked why not printer?
iii. Brandon said same issue with previous proposal.
iv. Dave said, but we had approved printer for previous proposal
v. Matt B said the printer requested was a good printer and might use it for Senior. James wanted to make sure the departments were told that these were one time awards with no replacement to printers. Responsible print would be used to cover replacement in the future.
vi. Justin so moved
d. Brandon seconded
e. Evan entertained an amendment to add keyserver, deepfreeze and laserjet
f. Brandon so moved
g. James seconded
h. Motion passed unanimously

11. James moved to adjourn
12. Chin seconded
13. Motion passed unanimously
14. Meeting adjourned 4:43 p.m.
15. Announcements: Next meeting 4/25/07 (PUB 322, 3-5 p.m.)