University Technology Fee Advisory Board Minutes
November 11, 2015—ASCSU Conference Room

Attendance: Jake Loughridge, Chair, CoB; Jacob Taylor, Vice chair, CoB; Blaire MacNeill, Secretary, CVMBS; Alex Albright, ASCSU; Kelsey Furlong, CHHS; Naomi Bombardier, CHHS; Nicole Ramo, GSC; John Roos, CAS; Max Zapf, CLA; Adam Lynch, CNS; McKenzie Fulcer, CVMBS associate; Jason Huitt, ACNS; Rusty Scott, ACNS

I. Meeting Called to Order at 1:02 p.m.

II. Approval of Minutes from November 4, 2015 Meeting
   a. “I move to approve the minutes from November 4, 2015.”
      i. Vote
      ii. Passed unanimously

III. Presentations
   a. Library Technology Fall Update – Don Albrecht & Tom Moothart
      i. UTFAB was created in 2003 to fund Ramweb and computers in the library
      ii. Budget update for previously funded projects
         1. Funded pay for print, which is now self-sustaining, discussed the campus wide printing initiative (via papercut)
         2. Library has taken over full funding for video conference room equipment, which has become popular for interviews and dissertations
      iii. Current inventory: UTFAB funded $99,000 to the library for FY15.
         1. This figure is lower than usual due to the refresh cycle (three year refresh for laptops)
      iv. The only project that was not approved was the iPad additions
      v. Library has spent ~$84,675.00 so far this fiscal year.
         1. Replaced the oldest computers from the open lab
         2. There is $14,325.00 that could possibly carried forward
      vi. Library funded Chrome books have a high rate of attrition, are more expensive to fix than replace
         1. Had 20 originally and now it is down to 15 this year
      vii. Use statistics
         1. Hours from video production/editing rooms have risen ~2000 hours since 2014
         2. Desktop usage is highest from 9:30 a.m. through 3:00 p.m. and has different patterns on MWF than TR.
         3. The amount of traffic is surprising since it is higher than before
         4. The peak is occurring earlier and lasting longer than in previous years
         5. There is a sign showing which desktops are available that uses colorblind friendly colors
6. Laptop usage is more steady; has not been peaking out as much as in previous years
7. They will almost certainly peak out during finals week
8. iPad checkout is ~80-90% (10 were partially funded by UTFAB
9. Changed so if there is a hold on an iPad, students cannot renew the iPad

viii. Technology updates:
1. Has been three semesters since the Wi-Fi overhaul
2. There have been no issues yet with CSU eID.
3. There have been periodic checks and updates
4. The biggest problem is when students log into the guest Wi-Fi because it runs much slower so that the student Wi-Fi has a higher priority
5. Another problem is when students use personal computers that don’t work well with the system but they can go to the tech support to receive assistance

ix. Now in checkout: a 3D scanner/printer station
1. Offers classes on how to 3D print, including safety
2. The materials are up front at the checkout desk
3. Library was able to 3D print new knobs for lamps
4. Added a 2nd touch screen scanner to the library that is book friendly. Can email, put it on a thumb drive, and send it papercut
5. Bought 6 new Epson document scanners installed (funded/approved) fast scanning double scanning jam resistant, 50 page batches
6. Library still has some old scanners as well

x. Projections: for FY16 - $151,000. For FY17-18 $195,400
1. Will have this posted on the UTFAB website and go back to change our budget projections.

xi. Questions: What is the reliability difference in the switch from MacBook pros to Mac airs? So far there haven’t been any
1. Do you see any need to add desktops due to the peaks? The dean suggested that the library should buy more laptops but it may not be helpful. The problem with adding more desktops is there is not room for any. The more spaced out modules fill in faster than the ones that are lined up. Library will look at the stats again in the spring and will readdress the issue with UTFAB at their next presentation. Also, in the evenings, the computer classrooms in the library are used for overflow.
1. Is there signage posted for that (the overflow rooms)? No, but that is a good idea.
1. You had mentioned that the printing pays for itself with papercut, do you think that with universal printing, the printers will burn out faster, and cause problems, like traffic? The library doesn’t think so.
For example, the college of Ag has done this and the accountant refunds the printers at the going rate for either the library or Ag printers which seems to work well. As for the printers burning out, last year the library switched to a different class of printer; are now copier class printers and can most likely handle all of the traffic and PS does maintenance of the printers. As the volume increased in printing the library had to lower the price to print because they were making too much money. There is room to adjust for pricing as well to maintain the costs.

Was there a discrepancy in the dell costs? No that's just what it ended up costing

What is the old checkout process like (for iPads and iPad minis)? If you approach the desk and none are available the staff will put a hold on it for you. For a book you can do it in the catalog/online. There have been requests for a class to check out multiple iPads (for a survey) which could create a need to put holds on. Chromebook checkouts are now for a week instead of six hours, currently are in use about 80-90% of the time (five have been lost lost) this year.

Does google no longer work with chrome? No they still work together.

IV. Old Business
   a. None

V. New Business
   a. Update on supplemental proposal solicitations: UFTAB has posted an updated version of the preproposal template.
      i. Jake suggested the addition of a delineation of any co-sponsorship for proposals
      ii. Department classrooms must be 50% cosponsored at least based on past precedent
      iii. Link is at the far right of the UTFAB website
      iv. Deadline for proposals is January 15, 2016
   b. Continued campus printing discussion: Alex had no updates. Board was reassured about the volume the printers are able to handle but expressed concern about the wait times for printers since the print release stations are occasionally crowded now. Will ask about possibly expanding the number of print release stations. The budgetary information is still not available from each college. The printing conversation was brought up by ASCSU who did not fully understand the scope of the problem which is not as large as they thought. It seems to be a problem with money rather than infrastructure.
      1. The library being able to lower prices with an increase in printing which is a big selling point
   c. Update on bylaws review committee
      i. Met on Monday afternoon to begin review process
ii. Have an amended version of the bylaws that Pat put forward last spring
iii. No amendments will likely be put forward until the spring semester
iv. Suggested changes are to make the bylaws more clear and others are based on changes that UFFAB made the previous year

VI. Next Meeting: Wednesday, November 18, 2015, at 1:00 p.m. –LSC 324
   a. Agenda- Classroom Technology/ Lecture Capture Fall Updates

VII. Motion to Adjourn
   a. Approved at 1:48