University Technology Fee Advisory Board Minutes
March 24, 2016—Morgan Library Event Hall

Attendance: Jake Loughridge, Chair, CoB; Nicole Ramo, Vice chair, GSC; Blaire MacNeill, Secretary, CVMBS; Adam Lynch, CNS; Blake O’Grady, CoB; Kait Evensen, WCNR; Max Zapf, CoLA; Prescott Smith, CHHS

I. Meeting Called to Order at 2:00 p.m.

II. Approval of Minutes from March 10, 2016 meeting
   a. March 10, 2016 minute’s approval postponed until March 31, 2016

III. Presentations
   a. Wireless Networking FY17 Budget Presentation – Greg Redder, ACNS
      i. FY16 status: allocation was $546,265, residual balance is $76,165
         1. Carryforward from FY15 $29,265
         2. List of expenses can be found on presentation PowerPoint
         3. The remaining funds will be allocated accordingly:
            A. Outdoor Wireless: $25,000
            B. 802.11ac Access Points: $40,000
            C. Maintenance: $5,000
            D. Labor: $5,000
         4. Approval for reallocation of residual funds
            A. Approved
      ii. Marketing Update
          1. Checkout laptops now have reminder to not use CSU-guest
          2. Signs have been placed in GA classrooms
          3. Advertisements on digital signs
          4. No longer opening help ticket from Facebook
      iii. FY17 proposal $544,968
      iv. Questions
          1. Why do you still have a residual if you were over budget for labor? Certain things didn’t cost as much as anticipated.
          2. Why is there such an increase in the Marketing budget? Wireless only began marketing in the spring semester, so the new request is accounting for a two semesters of marketing.
   b. Classroom Technology FY17 Budget Presentation – Al Powell, CSS
      i. FY16 status: allocation was $186,400, residual balance is $35,767
         1. Residual to be spent at the beginning of summer on upgrades in Clark A Wing, Wagar 231, and Guggenheim 107
      ii. FY17 proposal $225,400
         1. FFC is auctioning away the wireless frequency GA classroom microphones currently, making it illegal in the near future
2. The company that has manufactured the microphone transmitters is no longer making the kind that are currently in use at CSU
3. Since the frequency must change anyway, looking to change check-out microphones to docking site microphones, which will save thousands annually
4. Only outfitting some classrooms with lasers as a test before fully committing
5. Would like to replace half of the microphones this year and the other half next year (won’t need to buy more of the current version to get through next year)

iii. Questions:
1. Is there a timeline for when all classrooms are updating to HDMI? In terms of GA I’m not sure which ones don’t already have it. There are always classes where things haven’t been fixed, usually change things every five years. Laser projectors last for about seven years so we are going to see how that goes. Also, they use less power.
2. Do you think that the docking station microphones will be stolen? Not really, only two have been stolen.
3. Didn’t classrooms use docking site microphones in the past? Why did we move away from that? Before, many faculty members would forget to use microphones because they had not been in use. Now that instructors have gotten in the habit of using microphones, I believe that they will be an easy and even helpful transition.
4. Why do things need to be replaced in Eddy? Wasn’t that already done with the building remodel? No, in Eddy the technology that was already present in the rooms was just reinstalled and is now due for an upgrade.

C. Lecture Capture FY17 Budget Presentation – Rusty Scott, ACNS
i. Echo server holds 5.7 years of watch time
   1. 15 days of watch time every day
   2. Views are down by 15% from last spring semester
   4. January 1st - March 15th: 2507 recordings
ii. FY16 status – allocation $61,400, residual $4,000
iii. Recording retention time: 12 months
iv. FY17 proposal - $64,000
   1. Have decided to continue using Echo360 as our lecture capture system
   2. Service is moving to cloud, and now licensing is based on users
   3. Includes ALP (active learning program)
   4. The transition to a cloud based server will likely occur summer 2017
v. Estimated cost FY18 (assuming 4,000 registered student users) is $80,000
   1. This estimate is very rough
v. Questions:
1. Do the raw files have to stay on the Echo server? Not technically but it would be hard to take it off and but it back on.
2. Do we need more Echo venues? At this point, no.
3. Looking out, is Echo going to kill us with the bandwidth licensing? So most lecture capture systems use bandwidth storage, because that’s how it has to be. Everything works and the price of change is high and faculty would have to be retrained. So we probably don’t need to change to something else.

IV. Old Business- Lost quorum, all items postponed
   a. IS Supplemental Proposal ($60,000)
   b. CHHS HES Displays Supplemental Proposal ($9,568)
   c. NR230-232 ($20,000)
   d. CHHS VR CAVE ($90,000)
   e. 3D Supplemental Proposal ($26,000)
   f. Legitimacy Vote – Wireless Networking FY17\n   g. Legitimacy Vote – Classroom Technology FY17
   h. Legitimacy Vote – Lecture Capture FY17

V. New Business- Lost quorum, all items postponed
   a. UTFAB Representative on BB Steering Committee – Pat Burns
   b. Budget Discussion
      i. Have ~ $12k rollover
      ii. Still projecting a deficit for FY18.

VI. Next Meeting: Thursday, March 31, 2016, at 2:00 p.m. in Library Event Hall
   a. Student Information System FY17 Budget Presentation – Chris Seng, Registrar
   b. Budget Discussion

VII. Motion to Adjourn
    a. Approved at 3:26 p.m.