STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE (TFAC) MEETING  
Wednesday, November 30, 2011, 5:00 pm, Memorial Union Meinecke Board Room  
Meeting Notes by CeCe Rohwedder  
Approved on December 9, 2011

Present: Rian Nostrum, Chair; Jake Bechtold, Anne Denton, Gary Fisher, Jim Hammond, Jarrett Hart, Sydney Hull, Tanya Kramer, Brian Kennedy (proxy for Galen Mayfield), Chris Nelson, DK Yoon, CeCe Rohwedder  
Absent: Ridhima Agarwal, Luke Paper, David Wittrock

Rian called the meeting to order at 5:05pm.

*Motion (Nelson/Fisher) to approve the minutes of the Oct. 26, 2011 meeting as presented. Motion carried unanimously.*

**CONSIDERATION OF PROPOSALS (IN THE ORDER THEY WERE CONSIDERED)**

*Action Plan #1213 [FY12 Additional Expenditures]*  
*Motion (Fisher/Nelson) to not fund Action Plan #1213.*  
Discussion: this plan is not in compliance with our Bylaws; additionally, it was submitted late, though the project manager did not realize the proposal had actually been submitted. Brian noted that the sizable Blackboard licensing fees are putting a strain on the IT Division budget, and though alternatives are being considered, there is still a financial need to meet the current costs.  
*Vote on the motion to not fund Action Plan #1213: Motion carried (9 yes, 1 no).*

*Action Plan #1204 [Student Clicker Buy-back during Vendor Transition]*  
*Motion (Hull/Bechtold) to fund Action Plan #1204 at a quarter of the amount requested: $10,000.00.*  
Discussion: a lot of the cost in this action plan is to buy back the silver bullets, and $10,000 would cover the buy-back of 500 pulse clickers, which is a good compromise. Students have had almost six semesters to sell back their silver bullets, whereas students who just purchased their pulse clickers have not had such opportunity to sell them back.  
*Motion (Bechtold/Nelson) to amend the motion by funding Action Plan #1204 at a maximum of $10,000.00 to buy back only pulse clickers.*  
Discussion: each student would get back $20.00.  
*Vote on the amendment to fund Action Plan #1204 at a maximum of $10,000.00 to buy back only pulse clickers: Motion carried unanimously.*  
Discussion of amended motion: the only change to the proposal is the amount awarded; the project manager determines usage guidelines, and the committee will assume that the proposal plan will be adhered to. It was noted that this proposal is not an investment; it is a good public relations gesture, but it is not helping the campus, and there is nothing innovative about it.  
*Vote on the amended motion to fund Action Plan #1204 at $10,000.00 to buy back only pulse clickers: Motion carried (8 yes, 1 no, 1 abstention).*
**Action Plan #1205 [Flood Monitor]**  
*Motion (Nelson/Hart) to fully fund Action Plan #1205 at $8,883.00.*  
[Anne Denton, Project Co-director, left the meeting.]

Discussion: this technology uses Google maps and inserts pins that are clickable and indicate existence and level of flooding; it would be very useful to ND citizens and the NDSU volunteer network. This proposal will refine the mobile aspect of the technology, which all students have the ability to use. It would provide useful information that would be helpful for emergency management. Brian stated that since we are looking for redundancy, we could award more than the amount requested for a step up in the hardware so that it is not subject to failure due to usage volume, power issues, etc. The proposed location is not on the generator. An additional $300-$500 would upgrade the server and battery backup.  
*Vote on the motion, to fully fund Action Plan #1205 at $8,883.00: Motion carried (9 yes, 1 abstention).*  
[Anne Denton rejoined the meeting.]

**Action Plan #1202 [Funding for Bison Information Network Engineer]**  
*Motion (Hart/Hull) to fully fund Action Plan #1202 at $7,500.00.*

Discussion: the technical engineer is needed to maintain the equipment; it is crucial for BIN to have an engineer. This is a one-time expense; next year the Provost, VPIT and Ag. Communication will share the funding for this position. However, the technology fee is meant to fund technology, not salaries, so funding this proposal creates an audit concern. Also, this proposal is not innovative. BIN has the potential to benefit every student on campus, as well as our faculty and staff and the Fargo/Moorhead community, so it is a good public relations instrument. If there is no engineer this spring semester and there is equipment failure, if the equipment cannot be repaired and the station cannot broadcast, BIN would be in breach of its advertising contracts.  
*Vote on the motion, to fully fund Action Plan #1202 at $7,500.00: Motion defeated unanimously.*

**Action Plan #1201 [Meteorological Daily Observation Form Maintenance]**  
*Motion (Hammond/Nelson) to fully fund Action Plan #1201 at $1,200.00.*

Discussion: this is exciting technology.  
*Vote on the motion, to fully fund Action Plan #1201 at $1,200.00: Motion carried unanimously.*

**Action Plan #1203 [Expansion of Lecture Capture Project due to Increased Faculty and Student Interest]**  
*Motion (Denton/Fisher) to fully fund Action Plan #1203 at $18,000.00.*

Discussion: it is more expensive to use media carts and move them from one classroom to another, and several instructors have expressed support of this project. This is innovative technology. There are no funds sought for software licenses, only for equipment; however, we should be considering an open-source system. Chris mentioned that NDUS will use Lecture Capture as part of its efficiency plan, and there would be multi-licensing, but there is no certainty at this point that NDUS would fund Lecture Capture. There is a per-hour storage cost, which would be significant for the campus. It was stated that ongoing funding is needed rather than one-time technology fee funds, since the project appears to be an expansion of a pilot project. Once this
technology becomes a classroom standard, there will also be the issue of refresh costs. Lecture Capture is available to on-campus students, particularly those in difficult courses wanting to be able to re-review lectures, and can also be used for distance learning, however, it was suggested that not many on-campus students would actually use it. It may be premature to approve this action plan since we do not know NDUS’s plans.

**Vote on the motion to fully fund Action Plan #1203 at $18,000.00: Motion defeated (9 no, 1 yes).**

**Action Plan #1209 [Barry Hall Wired Computer Cluster Infrastructure Needs]**

**Motion (Bechtold/Nelson) to fully fund Action Plan #1209 at $2,488.00.**

Discussion: the funds are needed for networking. It was stated that the technology fee should not finance Barry Hall anymore; funding for this purpose should have been procured prior to this semester. Additionally, the project is not innovative.

**Vote on the motion to fully fund Action Plan #1209 at $2,488.00: Motion defeated (9 no, 1 yes).**

**Action Plan #1208 [Barry Hall Laptop Infrastructure Needs]**

**Motion (Hammond/Nelson) to fully fund Action Plan #1208 at $27,104.00.**

Discussion: the department purchased laptops two years ago and did not use them. Apple agreed to buy them back and gave them 75 new ones. Access points would be useful for students taking courses at Barry Hall, but it was questioned why the technology fee should pay for them. The computers would be used during class for simulations, the software for which students cannot load on their own laptops. Funding infrastructure is not what the technology fee should be used for; course fees or a program fee would be more appropriate.

**Vote on the motion to fully fund Action Plan #1208 at $27,104.00: Motion defeated unanimously.**

**Action Plan #1206 [Classroom Technology Update]**

**Motion (Yoon/Hull) to fully fund Action Plan #1206 at $10,230.00.**

Discussion: the current media cart belongs to IT and was funded by the technology fee; the IT plan is to eventually replace it with a new cart. This project would update the classroom technology, but IT does not have the funds for refresh. The classroom in question is a general-use classroom.

**Vote on the motion to fully fund Action Plan #1206 at $10,230.00: Motion carried (6 yes, 3 no, 1 abstention).**

**Action Plan #1207 [Hsting TutorTrac, a Web-based Tutor and Learning Center Management and Tracking Application]**

**Motion (Kramer/Hart) to fully fund Action Plan #1207 at $3,300.00.**

Discussion: TutorTrac is relatively new, and the project manager has budgeted recurring costs. This proposal seeks funding for the server space, not the technology; by funding it, we would be ensuring and enabling an innovative technology.

**Vote on the motion to fully fund Action Plan #1207 at $3,300.00: Motion carried unanimously.**
Action Plan #1212 [Card Readers for Tutoring Centers]

Motion (Kramer/Nelson) to fully fund Action Plan #1212 at $3,718.00.
Discussion: this project would track usage of the tutoring center at Multicultural Programs. This is how other tutoring programs, such as ACE, got started. The population served by Multicultural Programs is more comfortable seeking tutoring in this venue. There is no formal software involved; however, card readers are redundant and not innovative.

Vote on the motion to fully fund Action Plan #1212 at $3,718.00: Motion defeated unanimously.

[Chris Nelson left the meeting, at 6:55 p.m.]

Action Plan #1211 [IT Division Information Display]

Motion (Hammond/Fisher) to fully fund Action Plan #1211 at $568.00.
Discussion: this is not a technology project.

Vote on the motion to fully fund Action Plan #1211 at $568.00: Motion defeated (9 yes, 1 abstention).

Action Plan #1210 [Incorporation of Video Technology in a Large Classroom]

Motion (Fisher/Hart) to fully fund Action Plan #1210 at $18,435.00.

[Chris Nelson returned to the meeting, at 7:00 p.m.]

Discussion: the primary beneficiaries are listed as students in Pharmacy and Nursing; if the space was opened to the entire campus, more students could benefit. This technology would enable interaction, whereas Lecture Capture does not. There is no charge for storage.

Vote on the motion to fully fund Action Plan #1210 at $18,435.00: Motion defeated unanimously.

OTHER BUSINESS

1. Motion (Fisher/Hull) to move the $117,587 not allocated to the Contingency Fund for the VP for IT to utilize at her discretion in addressing budget shortfalls.
   Discussion: we should perhaps wait until the spring semester and see what proposals might be brought forth, and have funds available if needed. Also, leaving the non-allocated funds in the technology fee account would provide the new VP for IT with some funding flexibility and capability.
   Vote on the motion to move the $117,587 not allocated to the Contingency Fund for the VP for IT to utilize at her discretion in addressing budget shortfalls: Motion defeated (9 yes, 1 abstention).

2. Rian asked members to provide their availability, at the earliest opportunity, for a meeting next week with the VP for IT and senior IT Leadership.

Motion (Hart/Hull) to adjourn the meeting: Motion carried unanimously. The meeting adjourned at 7:10pm.