Meeting Minutes
January 25, 2011

Agenda:

1) Call meeting to order; seating of any substitutes
2) Approvals
   a. Agenda
   b. Minutes from November 16, 2010
   c. Financial reports (Sherer)
3) Old Business
   a. Guidelines for Appropriate Expenditure of Income from the Student Technology Fee
   b. Regular Call for Proposals
   c. Feedback to PIs
4) New Business
   a. College/Unit Reporting Guidelines
5) Good of the Order
6) Adjourn

Members Present: Eliot Winer (Chair), Larry Booth (Vet Med), Dennis Culver (HS), Gregory Davis (Library), Larry Genalo (Eng), Jason Gillette (HS), Arne Hallam (LAS), Erich Hodges (CALS), Mervyn Marasinghe (LAS), Kris Michalson (Vet Met), Olga Nikolova (GPSS), Rebecca O’Connell (LAS), James Parrott (GSB), Gaylan Scofield (CALS), Tony Townsend (BUS), Jim Twetten (ITS), and Brandon Wlosinski (Design)

Ex-Officio Members Present: Jim Davis (CIO), Ying Cai (CPR SCI), Allan Schmidt (CELT), Lynette Sherer Administrative Liaison), Brent Swanson (ITS)

1. Meeting called to order at 5:10 p.m.
   Eliot Winer welcomed the committee.

2. Approvals
   a. Agenda -
      Gaylan Scofield moved to approve the agenda, and Gregory Davis seconded. The committee approved the agenda.
   b. Minutes from November 16, 2010, meeting -
      It was noted that Arne Hallam seconded the conflict of interest motion. Jim Twetten moved to approve the revised minutes, and Gaylan Scofield seconded. The committee approved the revised minutes.
   c. Financial Reports –
      Lynette Sherer noted that SCH data was received and FY11 distribution calculations are now
available. She also noted that Brent Swanson will be processing adjustments to student technology fee income distributed to date (based on FY10 distributions). This information can be viewed under “Handouts” for this meeting on the CAC webpage. Larry Genalo moved to approve the financial material and Arne Hallam seconded. The committee approved the financial materials.

3. Old Business

a. Guidelines for Appropriate Expenditure of Income from the Student Technology Fee – Eliot noted that the committee previously agreed to move toward more flexibility in appropriate expenditures. There was some discussion as to whether the spring 2011 Call for Proposals would use these new guidelines or the existing. It was agreed that we would use the current guidelines to alleviate confusion. Eliot provided a draft document for discussion which included a new section, III, “Reporting and Accounting Oversight.” It was agreed that Lynette should seek input from the Controller or an Internal Auditor regarding the language. Erich Hodges moved and Larry Genalo seconded to move the document forward after this review.

b. Spring 2011 Call for Proposals – Eliot presented an edited Call for Proposals for discussion. He noted the majority of the edits were in the review section. He also added a “Proposal Review” section and the call now highlights the stages and details for this review. Committee members noted that it would be important to give feedback to the proposers. Erich Hodges moved to approve the revised Call for Proposals and Arne Hallam seconded. The committee approved the revised Call.

c. Feedback to PIs – Eliot noted that he and Lynette were currently working on providing cumulative category ratings to proposers along with total cumulative average scores by category. This will be the standard approach to feedback with the regular spring call as well.

4. New Business

a. College/Unit Reporting Guidelines – Eliot presented a draft with proposed edits to the College/Unit Reporting Guidelines. Erich Hodges moved to move both documents (this and the Guidelines for Appropriate Expenditures) forward and Larry Genalo seconded. The committee approved. Eliot noted that we should set aside a meeting a year to go through reports. It was also noted that including a page limit for each section would be appropriate.

5. Adjourn
James Parrott moved to adjourn and Arne Hallam seconded. The meeting was adjourned.
Lynette Sherer
CAC Administrative Liaison