Meeting Minutes
September 15, 2011

Agenda

1) Call meeting to order; seating of any substitutes
2) Reports
   a. Progress reports - Special Fall 2010 Call (Elena Cotos and Jennifer Lohrbach)
3) Approvals
   a. Agenda
   b. Minutes from April 26, 2011
4) Orientation
   a. Introduction
   b. Financials
5) Old Business
6) New Business
   a. Review College-Unit reports and carry forward balances
   b. Review year-end audit report from CAC Administrative Liaison
   c. Review FY12 Central Pool budget
7) Good of the Order
8) Adjourn

Members Present: Eliot Winer (Chair), Larry Booth (Vet Med), Paul Bruski (Design), Gregory Davis (Library), Peter Effertz (LAS), Larry Genalo (Eng), Jason Gillette (HS), Arne Hallam (LAS), Mervyn Marasinghe (LAS), Kris Michalson (Vet Met), Valentina Salotti (Bus), Joshua Schroetter (Engr), Gaylan Scofield (CALS), Ekaterina Sinitskaya (LAS), Elizabeth (Kate) Stafford (HS), Jim Twetten (ITS)

Ex-Officio Members Present: Lesya Hasall (for Allan Schmidt, CELT), Lynette Sherer (CAC Administrative Liaison), Brent Swanson (ITS), Wengsheng Zhang (CompSci)

Guests: Elena Cotos (Grad College), Dennis Culver (HS), Jennifer Lohrbach (ITS)

1. Meeting called to order by Eliot Winer, Chair

2. Reports – Special Fall 2010 Call Awards
   a. Elena Cotos – Provided a progress report for the Research Writing Tutor (RWT) Program.
   b. Jennifer Lohrbach - Provided a progress report for the Wireless Expansion Project. Gaylan Scofield asked for exact locations of new access points, and Jennifer indicated she will provide that.

3. Approvals
a. Agenda -
Arne Hallam made a motion to approve the agenda and Gaylan Scofield seconded. Committee approved the agenda.

b. Minutes from April 26, 2011, meeting -
Arne Hallam moved to approve minutes and Kris Michalson seconded. Committee approved the minutes.

4. Orientation

a. Introduction –
Eliot Winer, Chair, provided an overview of income, distribution, call for proposals, special fall call last year, and the Appropriate Expenditures guidelines. He noted that along with changes in the Appropriate Expenditures document last year came new reporting guidelines.

b. Financials –
Lynette Sherer provided an overview of the financial information:
- Computer fee history – There will be no change in fees for FY13.
- FY12 – Student Technology Fee Income Distribution – Effective July 1, 2011, income is now automatically distributed each semester by Accounts Receivable. Distributions occur November (Fall), April (Spring), and July (Summer). Prorated SCH distribution will occur the month following for each semester.
- Distribution of student technology fee income – This is the actual breakdown of income and distribution by account number and percentage.
- 2010-2011 Computer Fee Income Summary – 6/30/11 – This information reflects the final distribution numbers for FY11 and includes a comparison to FY10.
- 2011-2012 Computer Fee Income Summary (through 8/31/11) – The FY12 income to date includes summer distributions. With the increased enrollment, income is expected to also increase.
- Central Pool Budget – FY12 – Each year, a proposed Central Pool budget is brought to the committee at the first meeting for approval of projected commitments.

5. New Business

a) Review College/Unit reports and carry forward balances – There was discussion as to the format and substance of each report. It was noted that more specific guidelines may be needed for consistency in reports. Arne Hallam moved that we approve the reports as written, and we prepare a more uniform template for the future with slightly more detail. Gaylan Scofield seconded and the motion passed.

b) Review year-end report (expenditure audit) – Eliot Winer noted that the Appropriate Expenditure guidelines changed last year with an effective date of July 1, 2011, and we are in transition from old to new. After discussion, Arne Hallam moved that 50% and below is considered normal for staff
time on student technology feel income. Jim Twetten seconded. Jim Twetten moved to amend the motion to include the $81.60 travel expenses in the audit are also considered questionable. Motion and amendment were voted on and approved by the committee.

c) Central Pool budget - Jim Twetten spoke about the wireless initiative included in the Central Pool budget. Mobile device activity is way up, and IT Services is seeing a significant increase in load. This initiative would result in 90 to 95% access in public spaces along with upgrading of general classrooms. Arne Hallam noted we should have the discussion as to more money going to the central pool versus the college pools. Arne Hallam moved to approve the Central Pool budget and Kris Michalson seconded. Motion passed.

4. Adjourn

A motion was made to adjourn and seconded. The meeting was adjourned.

Lynette Sherer
IT Services