Meeting Minutes
October 20, 2011

Agenda

1) Call meeting to order; seating of any substitutes
2) Approvals
   a. Agenda
   b. Minutes from September 15, 2011
   c. Financial Report
3) Old Business
   a. Review college justifications for FY11 questionable expenses
4) New Business
   a. Proposed revisions to expenditure guidelines
   b. Proposed annual unit report guidelines
   c. Discuss regular Spring Call 2012
5) Good of the Order
6) Adjourn

Members Present: Eliot Winer (Chair), Larry Booth (Vet Med), Gregory Davis (Library), Larry Genalo (Eng), Jason Gillette (HS), Steve Herrnstadt (for Paul Bruski; DES), Erich Hodges (CALS), Mervyn Marasinghe (LAS), Kris Michalson (Vet Met), Olga Nikolova (GPSS), Thao Pham (for Valentina Salotti; BUS), Joshua Schroetter (Engr), Gaylan Scofield (CALS), Ekaterina Sinitskaya (LAS), Elizabeth (Kate) Stafford (HS), Chris Van Oort (GSB)

Ex-Officio Members Present: Jim Davis (CIO), Allan Schmidt (CELT), Lynette Sherer (CAC Administrative Liaison), Brent Swanson (TTS), Wengsheng Zhang (CompSci)

1. Meeting called to order by Eliot Winer, Chair

2. Approvals
   a. Agenda – Steve Herrnstadt moved to approve the agenda. Kate Stafford seconded. Motion passed.
   b. Minutes from September 15 meeting – Greg Davis moved to approve the minutes from September 15. Larry Genalo seconded. Motion passed.
   c. Financial report – Lynette provided a status report of the Central Pool. In addition, she noted that there is no change in the income distribution from the last meeting so there is no report. Prorated income associated with SCH should be distributed within a week once data is received from Institutional Research. Fall income associated with enrollment will automatically be distributed in December. Larry Genalo moved to approve the financial report. Kate Stafford seconded. Motion passed.
3. **Old Business**

The committee reviewed justifications from units where requested. After discussion, the committee agreed to vote on the group rather than unit by unit. Larry Genalo moved to support all justifications and, therefore, all expenses. Gaylan Scofield seconded. The motion passed unanimously.

4. **New Business**
   
   a. **Proposed revisions to expenditure guidelines** –
      
      Eliot Winer noted that revisions to the expenditure guidelines are needed to bring more clarity to the units. Erich moved to conditionally approve the proposed guidelines based on a form being included as Appendix A. Kate Stafford seconded. Motion passed.

   b. **Proposed annual report guidelines** –
      
      Lynette Sherer drafted new reporting guidelines that provide consistency across the “Guidelines for Appropriate Expenditures,” the annual audit, and the “Unit Annual Report Guidelines.” A vote was tabled and Lynette will solicit and compile committee edits for future review.

   c. **Discuss Regular Spring Call 2012** –
      
      There was a motion to include two changes to the Spring Call:
      
      i. Increase the anticipated cost commitment to $400,00 (from $375,000), and
      
      ii. Under proposal preparation, add “Collaboration across units is strongly encouraged.”

      Gaylan Scofield moved to approve the call with these changes. Erich Hodges seconded. Motion passed. Jim Davis will seek the Provost's endorsement of this call prior to distribution.

4. **Adjourn**

   Chris Van Oort moved to adjourn. Kris Michalson seconded. Motion passed, and the meeting was adjourned.

Lynette Sherer  
CAC Administrative Liaison