Meeting Minutes  
January 19, 2012

Agenda

1) Call meeting to order; seating of any substitutes
2) Approvals
   a. Agenda
   b. Minutes from last meeting, October 20, 2011
   c. Financial Report
3) Reports
   a. ITS, Jim Twetten
   b. Wireless update, Jennifer Lohrbach
   c. Call for other reports
4) Old Business
   a. Proposed annual unit report guidelines
5) New Business
   a. College of Business requests to support two employees greater than 50% of base salary and travel expenses
   b. Library request to purchase furniture for main lobby
   c. College of Human Sciences request to support one employee greater than 50% of base salary
6) Good of the Order
7) Adjourn

Members Present: Eliot Winer (Chair), Larry Booth (Vet Med), Paul Bruski (DES), Gregory Davis (Library), Peter Effertz (LAS), Larry Genalo (Eng), Jason Gillette (HS), Arne Hallam (LAS), Erich Hodges (CALS), Mervyn Marasinghe (LAS), Kris Michalson (Vet Met), Olga Nikolova (GPSS), Thao Pham (BUS), Valentina Salotti (BUS), Gaylan Scofield (CALS), Ekaterina Sinitskaya (LAS), Elizabeth (Kate) Stafford (HS), Jim Twetten (ITS), Chris Van Oort (GSB)

Ex-Officio Members Present: Jennifer Lohrbach (ITS), Lynette Sherer (CAC Administrative Liaison), Brent Swanson (ITS), Wengsheng Zhang (CompSci)

1. Meeting called to order by Eliot Winer, Chair

2. Approvals
   a. Agenda – Larry Genalo moved to approve the agenda. Gaylan Scofield seconded. Motion passed.
   b. Minutes from October 20 meeting – Chris Van Oort moved to approve the minutes from October 20, 2011. Larry Booth seconded. Motion passed.
   c. Financial report – Lynette provided a status report of Student Technology Fee income to date as well as an overview of the Central Pool budget and expenditures. She noted that the balance in the
“College Pool (pending SCH distribution)” will be fully distributed once final fall 2011 SCH data is received from Institutional Research. Larry Genalo moved to accept the financial report; Gaylan Scofield seconded. Motion passed.

3. Reports
   a. ITS –
      i. Jim Twetten noted that ITS is involved in two strategic initiatives: 1) College partnership program where ITS has investment dollars to match any college system such as increasing storage or enhancing infrastructure for SharePoint; and 2) Major funding initiative in cooperation with Engineering and Liberal Arts and Sciences on refreshing technology in classrooms.
      ii. Jim updated the group on the Blackboard Learn project. He noted this is the last semester for WebCT.
      iii. The group was also updated on classroom capture, Panopto.
   b. Wireless – Jen Lohrbach updated the group on infrastructure upgrades, etc. associated with the wiring project.

4. Old Business
   Lynette noted that in meeting with colleges and units that they are asking that no reference to “unusual expenses” be made in the annual report if those were addressed by the committee during the year. Otherwise, the colleges and units had no other proposed edits.

   Eliot Winer, Chair, noted that he prefers two subheadings: 1) expenses already approved; and 2) expenses yet to be approved. The committee also asked that the date of approval along with other pertinent transaction data be included in the report. Contingent upon these changes, Arne Hallam moved to approve the new reporting guidelines. Larry Genalo seconded. Motion passed.

4. New Business
   a. College of Business requests to support two employees greater than 50% of base salary, and travel expenses
      i. Brent Brewer – This request was tabled until more information is provided about possible off-campus revenue (delivery fee). If no off-campus revenue, the 90% request will be favorably addressed.
      ii. Leslie Pease – The committee noted a discrepancy between the level of support requested and educational technology duties as indicated in the position description (PD). Without changing the PD, 70% would be favorably addressed.
      iii. Travel – The committee endorsed supporting mileage only. Arne Hallam moved to support this request with the noted caveat and Larry Genalo seconded. Motion passed.
   b. Library request to support furniture for the main lobby
      i. Greg Davis noted that the cost for this furniture is $7,692 and the existing furniture will be repurposed. Gaylan Scofield moved to support this request; Larry Booth seconded.
c. **College of Human Sciences request to support an employee greater than 50% of base salary**
   
   i. **Al Day** – The committee noted a discrepancy between the level of support requested (100% of his half-time appointment) and educational technology duties as indicated in the position description (PD). Without changing the PD, a lower level of support would be more appropriate.

   d. Lynette Sherer, CAC Administrative Liaison will communicate outcome with unit/college requestors.

5. **Good of the Order**

   Jim Twetten noted that ITS installed ThinClient computers in classrooms. Part of the process is to survey users, and Jim asked the committee if there is anything they want included in the survey. Jim will email the committee for further input.

6. **Adjourn**

   Arne Hallam moved to adjourn. Valentina Salotti seconded. Motion passed, and the meeting was adjourned.

Lynette Sherer  
CAC Administrative Liaison

**ADDENDUM**

*College of Human Sciences response to CAC’s review -*

David Whaley submitted a revised request to support Al day at 80% on CAC funds. A committee vote was taken via email with a resulting vote of: 16 – yes, 1 – no, and no response from 3. Therefore, the vote passed and David Whaley was notified that the committee approved his request.

*College of Business response to CAC’s review –*

1) The College of Business noted that there are no delivery fees for the courses offered in Des Moines. There is a special course fee which is $35/credit hour charged to partially cover the rent of the facilities in capital square. Therefore, the College of Business proceeded with 90% support for Brent Brewer.

2) The College of Business processed a change of funding for Leslie Pease to 70% from student technology fee income based on CAC recommendation.

3) The College of Business is estimating that on average the technology staff will have to drive to Des Moines twice a month during FY12. Hence, they are budgeting $1,008 for the cost of the trips.