Meeting Minutes
September 20, 2012

Agenda

1) Call meeting to order; seating of any substitutes
2) Approvals
   a. Agenda
   b. Minutes from last meeting, April 19, 2012
3) Reports
   a. Financial Report
   b. FY13 Calendar
   c. Special Student Fee and Tuition Committee
   d. Information Technology Services update
4) Old Business
5) New Business
   a. Request for approval of “unusual” FY12 expense – College of Human Sciences
   b. Request for approval of “unusual” FY13 expense - Library
   c. Request for approval of “unusual” FY12 expense – College of Engineering
   d. Request for approval of “unusual” FY13 expenses – College of Engineering
   e. Carry forward balances
   f. Expenditure Audit – FY12
   g. Central Pool Budget – FY13
   h. Unit and Initiative Reports – FY12
6) Good of the Order
7) Adjourn

Members Present: Eliot Winer, Chair, Alex Braidwood (for Paul Bruski; DES), Gregory Davis (LIB), Stefan Ganchev (DES), Arne Hallam (LAS), Steven Harm (GSB), Erich Hodges (CALS), LaDon Jones (ENG), Young-A Lee (HS), Mervyn Marasinghe (LAS), Kris Michalson (Vet Med), Divya Mistry (GPSS), Alejandro Ramirez (Vet Med), Valentina Salotti (BUS), Gaylan Scofield (CALS), Ekaterina Sinitskaya (LAS), Jim Twetten (ITS), Bryce Williams (BUS)

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

1. Meeting called to order by Elliot Winer
   a. Alex Braidwood was seated as substitute for Paul Bruski, faculty representative from the College of Design.

2. Approvals
   a. Agenda – Gaylan Scofield moved to approve the agenda. Erich Hodges seconded. Committee voted, and the motion passed.
b. Minutes from April 19, 2012, meeting –
   Jim Twetten moved to approve the minutes of the April 19, 2012. Kris Michalson seconded.
   Motion passed.

3. Reports
   a. Financial report – Lynette provided a status report of Student Technology Fee income and
      expenditures for FY12 as well as introduced the draft FY13 Central Pool Budget. Lynette noted
      that no income has been distributed to date in FY13 and reminded the committee that the automatic
      distribution (50%; based on enrollment/major) is done in November (fall), March (spring) and
      May/June (summer). The remaining 50% distribution is manually done by Lynette based on
      prorated SCH for each semester.
   b. FY13 Calendar – Eliot noted that the FY13 calendar provides a framework for committee meeting
      dates, agenda items, etc. This will be modified as needed.
   c. Special Student Fee and Tuition Committee – Jim Davis noted that he meets with the Student Special Fee
      and Tuition Committee annually to share the CAC fee history, allocation and expenditure of funds,
      proposals awarded, and proposed changes in fees for the next fiscal year. At this meeting in August,
      he noted that we had not requested an increase since FY10 and, in light of that, suggested an
      increase consistent with HEPI (2%). The outcome is that there will be no increase in fees for FY14.
   d. Information Technology Services update -
      Jim Twetten updated the committee on ITS efforts.
      i) Wireless initiative funded in FY12 – One third of the funds have been spent to date with the
         following buildings completed: Coover, Design Durham, Food Science, Hach, LeBaron,
         MacKay, Pearson, Physics, Ross, Science 1 and 2, and Sweeney
      ii) Microsoft Agreements - ITS is facilitating; colleges are supporting
      iii) AccessPlus hits - 1 million page delivery mark on August 20
      iv) PaperCut – 2.2 million pages printed since the beginning of the semester
      v) Lynda.com – The contract has been renewed. Every college helped with the associated fee.
      vi) BlackBoard – Mobile is now available on campus.

4. Old Business
   There was no old business.

5. New Business
   Eliot Winer shared the current “Guidelines for Appropriate Expenditure of Income from the Student
   Technology Fee.” The committee requested that we revisit this document in the spring, particularly as it
   relates to supporting (as an unusual request) greater than 50% salary.
   a. Request for approval of “unusual” FY12 expense, College of Human Sciences – The committee reviewed the
      FY12 request (in the handouts) for 100% salary support for Tim Danzer. After discussion,
      Alejandro Ramirez made a motion to decline the request for salary support greater than 50% based
      on the position description. LaDon Jones seconded the motion. The committee voted and
      approved the motion to decline the request.
b. Request for approval of “unusual” FY13 expense, Library – The committee reviewed the request by the Library (in the handouts). Jim Twetten made a motion to approve the request. Gaylan Scofield seconded. The committee voted and the motion passed.

c. Request for approval of “unusual” FY13 expenses, College of Engineering - The committee chose to consider all five requests (in the handouts) due to their similar nature (furniture/flooring). After some discussion, Erich Hodges moved to approve all five FY13 requests from the College of Engineering. Jim Twetten seconded. The committee voted and the motion passed.

d. Request for approval of “unusual” FY12 expense, College of Engineering – The committee reviewed the FY12 request (in the handouts) for 100% salary support for Jim Wellman. After discussion, Arne Hallam made a motion to decline the request for salary support greater than 50% based on the position description. Erich Hodges seconded. The committee voted and approved the motion to decline the request.

e. Carry forward balances – Lynette presented a table/graph with carry forward information. It was noted that the level of carry forward income is going down from year to year, and the committee was encouraged to continue this trend.

f. Expenditure Audit FY12 – Lynette noted that the “Administrative Liaison Overview” is posted to the CAC website. It includes the results of the audit as well as a complete listing of FY12 transactions. If anyone would like more information about any of the transactions, please let her know.

g. Central Pool Budget FY13 – Eliot Winer noted that a category, “Enterprise Initiative(s),” has been added to the Central Pool Budget with no allocation of funds. Funds exist, however, to support this category and there was discussion as to various programs that would benefit. They included laptop checkout, increasing the print subsidy, and classroom and wireless upgrades. The committee asked that Jim Twetten and Jen Lohrbach be invited to speak at the next meeting regarding the last two so the committee can discuss and determine allocations.

b. Units/Initiative Annual Reports FY12 – Eliot asked that the committee representatives review these reports (posted to the CAC website) and be prepared to provide feedback at the October meeting.

6. Good of the Order
None.

7. Adjourn
Kris Michalson moved to adjourn. Erich Hodges seconded. Motion passed, and the meeting was adjourned.