Business Meeting
1. Call meeting to order; seating of substitutes
2. Approvals
   a. Agenda
   b. Minutes from last regular meeting, September 29, 2016
   c. Financial Reports
3. Old Business
4. New Business
   a. Techstarter new proposals
      i. Discuss philosophy of Techstarter
   b. Administrative Audit
5. Good of the Order
6. Adjourn

Members Present: Alex Ramirez (chair), Jennifer Nieland (Design), Otavio Camargo-Bartalotti (LAS), Xiaolu Wang (Business), Guang Han (CALS), Gaylan Scofield (CALS), Patrick Hepner (Vet Med), Austin Viall (Vet Med), Greg Davis (Library), Bailey Wood (Business), Huanjiao Dong (GPSS), Mitchell Stephenson (Human Sciences), Xiyuan Sun (LAS).

Ex-Officio Members Present: Amy Ward (CELT), Jim Kurtenbach (CIO), David Popelka (ITS), Brent Swanson (Library).

1. Call meeting to order; seating of substitutes.

2. Approvals
   a. Motion to approve agenda – Austin Viall moved to approve the agenda, Patrick Hepner seconded. Motion passed.
   b. Motion was made to approve minutes from last meeting, September 29th, 2016 – Gaylan Scofield moved to approve the minutes, Otavio Bartalotti seconded. Motion passed.
   c. Financial Reports
      Brent mentioned that there has not been a transfer of student CAC fees to the colleges or units for the fall semester as of yet. He did transfer $235,000 from the College Pool to the colleges based on SCH data. The central pool budget has mostly been set for FY '17. There is an estimated free balance of $897,000. Some of that would be discussed in the
meeting later where up to $200,000 could be earmarked for Techstarter proposals. Otavio asked why there are two line items for wireless, one for $420,000 and the other for $624,000. It was explained that the one for $620,000 is spent mostly on the access points and upgrading wireless coverage. The line item for $420,000 is an on-going yearly amount that is spent on recurring monthly activity fees to relax pressure from colleges for upgrading their networks.

3. Old Business-No old business to discuss

4. New Business

b. Administrative Audit – Alex asked that we discuss this agenda item first. Brent explained that he had audited all of the CAC accounts for the university for FY ’16. He identified a list of items that he investigated further. Some on the list were ok but there were still 9 that he had questions on. Two of them from Bloomberg Finance which Xiaolu provided additional information and mentioned that they were terminals that were accessible by students that they could plug into to access data. In addition, Jen Nieland provided information on a Design purchase from the Bookstore and stated that they were laptop purchases. Xiyuan Sun asked if there was any consistency attaching documents. Alex said that most departments do attach documents but the descriptions, business explanations, what is attached, etc. varies from departments. Gaylan provided information for the James Dailey expenses. He said these were payments for programmer fees to develop material for Bio 312 labs. Jim Kurtenbach suggested that Brent work with David Popelka on the remaining items that he has questions on.

a. Techstarter New Proposals - The committee discussed a proposal submitted for overhead projectors in the GIS lab. Jen said that the lab definitely needed higher quality projectors. Guang Han mentioned that he’s in the College of Ag and knows that people do take this class from outside the Design College. Otavio moved to approve to allow them to submit a formal proposal, with Gaylan seconding. Motion was approved. Jen said she would connect with them.

The committee also discussed a proposal regarding Veterinary Clinical Skills Demonstration Table. Austin Viall said this was designed as an open access room. They would like to have a centralized table for demos and that it would be very specific to Vet students. Patrick Hepner did include that they would be able to record videos which would make it possible for students in other departments to view. Guang pointed out that there did not to be much “interest” in Techstarter for this project. Jen countered that it is possible to have strong support for a project even though it may not show on Techstarter. She said she would be interested to see if there was any cost sharing and other information. Jen moved to allow them to submit a formal proposal. Otavio seconded. Motion approved.

i. Discuss Philosophy of Techstarter – Alex said that Techstarter seems to be stalling. He pointed out that when Techstarter began, it was not originally CAC’s idea. He said the idea was to allow access to student groups to create some innovation and an avenue to submit ideas where they may not have been able to
before. Jen said that it might be time to send out a reminder e-mail. Otavio stated that we have the problem that people may not know about the website. He does not believe that we are to a point that there is no use for it. Gaylan mentioned that we have not published information this year about the website. Otavio asked if there is a standard email we can distribute. Brent found an announcement that was made to faculty and staff in the past through Inside Iowa State. Alex is going to look at this and revise. Guang asked if we had set an amount for Techstarter. Alex suggested staying at $200,000. Jen moved to set the amount at $200,000. Austin seconded. Motion approved with Otavio abstaining.

c. Good of the Order – Xiyuan asked if there are reasons we have to advise students on Techstarter. Alex said that we have someone in the University system in order to buy the equipment and that they need to make sure that the systems are secure and that they are given guidance on what they are getting. Gaylan noted that he had heard a rumor that rental equipment had moved to the Library. Greg Davis stated that cameras, and other equipment are being checked out in the IT Repair area but the Library has received additional laptops. They have 24 in circulation now and working on getting 70 additional in circulation but that they are working on imaging and logistics. Jen mentioned that Design now has the film cameras. Gaylan mentioned that some sort of communication should be sent to students announcing these changes.

d. Motion to Adjourn

Brent Swanson
Library Ex Officio