Business Meeting
1. Call meeting to order; seating of substitutes
2. Approvals
   a. Agenda
   b. Minutes from last regular meeting, October 27, 2016
   c. Financial Reports
3. Old Business
   a. Vet Med Collaborative Learning Environment – Formal Proposal
   b. Vet Med Clinical Skills Lab – Formal Proposal
   c. Torchmate Plasma Cutting Systems – Formal Proposal
4. New Business
   a. Guidelines for Appropriate Expenditures
   b. Techstarter new proposals
   c. Economics Unusual Expense Request
5. Good of the Order
6. Adjourn

Members Present: Alex Ramirez (chair), Jennifer Nieland (Design), Otavio Camargo-Bartalotti (LAS), Xiaolu Wang (Business), Gaylan Scofield (CALS), Patrick Hepner (Vet Med), Austin Viall (Vet Med), Greg Davis (Library), Huanjiao Dong (GPSS), Mitchell Stephenson (Human Sciences), Xiyuan Sun (LAS), Maggie Hollander (Engineering), Arne Hallam (LAS), David Popelka (ITS).

Ex-Officio Members Present: Amy Ward (CELT), Brent Swanson (Library).

Guest Present: Chris King (Library)

Jacob Larsen gave a demonstration of the technology in Marston 2300 to the committee. He mentioned a lot of disciplines other than Engineering are teaching in the class.

1. Call meeting to order; seating of substitutes.
2. Approvals
a. Motion to approve agenda – Gaylan Scofield moved to approve the agenda, Otavio Camargo-Bartalotti seconded. Motion passed.
b. Motion was made to approve minutes from last meeting, October 27, 2016 – Otavio moved to approve the minutes, Jen Nieland seconded. Motion passed.
c. Financial Reports
   Brent mentioned that Accounts Receivable had made a distribution to CAC for $4.8 million. $1.15 million is in the college pool. He just did a transfer based on SCH data moving those funds to the colleges. In the central pool he pointed out that the Student Network Access Program is over budget and that he will be contacting IT Services to move funds. He also pointed out that there is still $195,000 available for Techstarter projects.

3. Old Business

   a. Vet Med Collaborate Learning Environment – Formal Proposal – This proposal was resubmitted due to some revisions in their budget. Arne Hallam asked how much was in the original request for CAC funding, with David Popelka replying almost $100,000. Otavio asked if there would be any other groups of students that would benefit with that funding. Austin Viall replied that there could be open access for non-vet courses, mainly grad level. Arne also responded that some microbiology students might have access. Xiyuan Sun asked if it was necessary to make these touch screens, with Amy Ward mentioning that the intent for touch screens was to allow students to draw and have them be interactive. Gaylan moved to approve with Jen seconding. Motion passed to provide requested funding of $25,145 with Austin and Patrick Hepner abstaining.

   c. Torchmate Plasma Cutting Systems – Formal Proposal – Maggie Hollander asked if there are any plasma cutters currently on campus. Gaylan stated there might be some on campus but none that CALS has access to. Otavio inquired if this would potentially attract students with Gaylan stating that it would. Mitchell Stephenson asked if there was a reason for the brand chosen with Gaylan replying that it was most likely due to the common features, price range, and that it’s a good company with what students will see out in industry. Otavio moved to approve. Austin seconded. Motion passed to provide requested funding of $42,428 with Gaylan abstaining.

   b. Vet Med Clinical Skills Lab – Formal Proposal – Austin stated that this is one of the more physical, tangible labs for Vet Med. The hope of the project is to be able to provide displays for students so they do not have to crowd around during courses. It will be open for practice for all students as well as clubs and Animal Science groups. Gaylan asked if it would address safety issues with having to crowd close with Austin saying that he believed it would. Jen pointed out that the unit costs appear to be just the total cost for each line item and that she would like to have more details in terms of the budget. Otavio asked if there was any urgency with getting funding with Austin answering that the college is up for re-accreditation in October. There is a push to make spaces like this proposal more accessible to students. David responded that this was a fairly strait
forward project if funded and that the longest time would be in getting power to the room. Gaylan motioned to approve. Young-A Lee seconded the request. Motion passed to provide requested funding of $33,136.

4. New Business
   a. Economics Unusual Expense Request – Xiyuan motioned to approve, with Austin seconding. Motion passed to let Economics know that this expense meets the CAC guidelines.

   b. Guidelines for Appropriate Expenditures – Brent explained that every few years the guidelines are brought before the committee to make sure they are still appropriate. He brought them today due to a conversation with Jim Kurtenbach regarding that any system over $25k was considered ‘unusual’ and needed to be brought before the committee. Jim inquired if it should be any total purchase as opposed to per system. Alex suggested that we might want to ask each college what their approval tree is like.

   c. Techstarter New Proposals
      i. Nap Pods – the committee did not move forward.
      ii. Miller Electric LiveArc Welding Performance Management System – committee requested to move forward on this.
      iii. New Computers for the Center for Communication Excellence – Austin moved to approve with Maggie seconding. Motion passed to move this project onto the formal proposal stage.

   b. Good of the Order – Jen mentioned that GIS projectors were installed over break.

   c. Motion to Adjourn

Brent Swanson
Library Ex Officio