Computation Advisory Committee

Meeting Minutes

February 16, 2017

Business Meeting
1. Call meeting to order; seating of substitutes
2. Approvals
   a. Agenda
   b. Minutes from last regular meeting, January 19, 2017
   c. Financial Reports
3. Old Business
4. New Business
   a. Improving College Communication
   b. Chemical & Biological Engineering Unusual Expense Request
   c. LAS Unusual Expense Request (hold)
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), Maggie Hollander (Engineering), David Popelka (ITS), Bailey Wood (Business), Young-A Lee (Human Sciences), Guang Han (CALS), John Sawatzky (LAS).

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

1. Call meeting to order; seating of substitutes.

2. Approvals
   a. Motion to approve agenda – Gaylan Scofield moved to approve the agenda, Young-A Lee seconded. Motion passed.
   b. Motion was made to approve minutes from last meeting, January 19, 2017 – Otavio Camargo-Bartalotti moved to approve the minutes, Patrick Hepner seconded. Motion passed.
   c. Financial Reports
Brent did not have time to update financial statements from last month. He mentioned that the spring distribution has not occurred yet. He did do a fund transfer from the college pool of $1.1 million to the colleges based on fall SCH data. Overall, CAC is expected to receive $10 million again this year.

3. Old Business – Nothing to report

4. New Business
   a. Improving College Communication – Alex Ramirez explained that CAC has developed and evolved with different ways of distributing funds. His concern is that we need to ensure all that need to know in various departments are informed of actions we may take. Jennifer Nieland said that she welcomes the additional communication especially since a lot of requests go to IT and it will give them a heads up. Alex asked David Popelka where the communication should start and David suggested to start with Jim Kurtenbach and his knowledge with various deans and associate deans. Young-A Lee mentioned that some of the reporting hierarchy and who is involved might be included under the annual reports on the CAC website. Gaylan mentioned that there are outside entities such as the radio station where we may not know what their structure setup is like. Otavio asked if this would be adding another layer of veto. Alex replied that it would be at the time of the proposal. It would be vetted through IT first to make sure that isn’t something that is already happening on campus. Then in the official proposal process we would request a signoff from a dean or associate dean/chair.


5. Good of the Order

6. Motion to Adjourn

Brent Swanson
Library Ex Officio