Business Meeting
1. Call meeting to order; seating of substitutes
2. Approvals
   a. Agenda
   b. Minutes from last regular meeting, March 23, 2017
   c. Financial Reports

3. Old Business
   a. Advanced Writing Support With New Technology formal proposal
   b. Picture in a Flash (PIAF) formal proposal
   c. 248 Durham GIS Teach Lab formal proposal

4. New Business
   a. Discuss Major Projects/Initiatives

5. Good of the Order
6. Adjourn

Members Present: Alex Ramirez (chair), Jennifer Nieland (Design), Maggie Hollander (Engineering), Gaylan Scofield (CALS), Otavio Camargo-Bartalotti (LAS), Patrick Hepner (Vet Med), David Popelka (ITS), Young-A Lee (Human Sciences), Mitchell Stephenson (Human Sciences), Arne Hallam (LAS), Chris King (Library), John Sawatzky (LAS).

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

Guest Present: Jennifer Lohrbach (ITS)

1. Call meeting to order; seating of substitutes.

2. Approvals
   a. Motion to approve agenda – Otavio Camargo-Bartalotti moved to approve the agenda, Maggie Hollander seconded. Motion passed.
b. Motion was made to approve minutes from last meeting, March 13, 2017 – Gaylan Scofield moved to approve the minutes, Arne Hallam seconded. Motion passed.

c. Financial Reports
Brent mentioned that no real changes have occurred to the college pool since March’s meeting. The last revenue distribution should happen in late June which should push the total revenue received to over $10 million. For the central pool, Brent noted that there would potentially be between $700,000 to $835,000 unencumbered funds that could be spent.

3. Old Business
a. Advanced Writing Support With New Technology formal proposal – Arne Hallam discussed the fact that the Grad College has grad assistants that have to assist other grad students. Currently, they have no computers. They either get on the student computer or if the grad student has a personal one, they will use that. The computers will not be issued to a specific assistant. They will be in a laptop cart and check out. He went onto mention that there are some students that they assist that are not physically on campus. Alex Ramirez stated that the proposers did a great job of clarifying the committee’s concerns. Otavio Camargo-Bartalotti asked what the best case scenario would be for the number of assistants that would be working there. Mitch Stephenson responded that the intention is to have more than the 14 employees that currently work there, with them possibly getting to 30 in the near future. Gaylan inquired about the sustainability of the project and if they would ask for additional funds in the future. Arne’s sense is they will be back in a few years to ask the committee again. Otavio asked if it would be possible to only give some funds now since they only have 14 as it would be better than having the laptops sitting around and depreciating in value without use. Arne made a motion to fund $18,000 to buy 18 computer or whatever that would buy. Alex requested that they also work with IT to make sure they are getting the best model and configuration for the price. Gaylan seconded the motion. The motion passed to fund the project at $18,000 with Mitch Stephenson abstaining.

b. Picture in a Flash (PIAF) formal proposal – We did not receive materials in time so we did not discuss this proposal.

c. 248 Durham GIS Teach Lab formal proposal – Jennifer Nieland informed the committee that the current computers are over 6 years old. Alex mentioned that this is part of a certificate program and brings students from other colleges in. Jen also mentioned that the reason it is not covered under Design allocation is the lab itself is still falling under Durham although the employees fall under Design. Arne said there is a sense the lab in Durham is used not just for instruction but used by lots of others as well. There is a bit of an issue that Design has in that they are at a disadvantage because their student classrooms are capped. They don’t have big sections so they don’t generate as much CAC funds. David said that in talking to Jason Shuck in Engineering there is another lab on campus, possibly in Town Engineering, that might have the same power of computer but at a less expensive cost. Jen warned that the GIS software can be very picky so they
would definitely want to test any computers other than the ones they spec out before going to another system. John Sawatzky said it seems like it has to be funded fairly quickly and this is the best option at least in the short term. Patrick Hepner felt that this falls into impact and that it fits into our realm but felt that it needs to be explored where they can get future funding. Mitch inquired about how many different colleges use this lab with Jen responding that some of them included Geology, CRP, NREM, Anthropology, ABE, etc. Maggie stated that if it touches that many colleges and students can use outside of class, it is a good thing. John made the motion to approve with Mitch seconding. Motion approved to fund project at the full amount.

4. New Business
   a. Discuss Major Projects/Initiatives – David Popelka shared with the group that wireless use continues to skyrocket with the number of devices students bring increasing as well as the amount of data they are using. He requested that the proposal for wireless would ask for any remaining central pool funds. Jennifer Lohrbach then presented several slides showing that between 2014 and 2017 a total of $9 million has been spent on wireless. She said that last fiscal year a total of 1,000 access points were installed bringing the total of access points to 11,000. Jen stated that for FY ’18 they were estimating they would need $625,000 which would only address the endpoints. They would also need to spend another $500,000 on backend infrastructure. Gaylan asked if there was a match coming from Provost. Jen replied that they had not received a match since FY ’16. Arne responded that it felt like the students are basically having to build the tech on campus. Jen responded that the infrastructure is built in. Arne countered with the fact that new buildings should already have the cost of access points built into the cost of the building. David replied that there is a history here with buildings having been “built” 5 years out by FP&M and they don’t always include all the costs. Gaylan felt that the committee needs to send a message that this is not currently a good use of funds. David said that the reality is we have a new president coming in and we have budget cuts that will hamper that message. Alex further stated that ultimately the students would be the ones to suffer. Arne proposed CAC would put in $400,000 if the President comes up with another $225,000. Chris King mentioned that given the budget is going to be terrible this year, the students should decide. Otavio asked if it would be possible to redistribute any remaining CAC balance back to the colleges with Alex responding in the negative. Gaylan stated that as this goes forward he would like to see a written proposal so we have an idea what this equipment costs. Alex said that he felt comfortable that IT was matching funds and that we had advantage in the past of getting additional funds from the Provost. Otavio asked if the committee were to fund $300,000 and ask for IT to come 1st meeting in September could the committee be ensured the funds have been spent? David replied that they will already need to order equipment now. Jen also stated that they will need to spend most of the money by June 30th. At this point Arne withdrew his motion of $400,000. Gaylan moved to fund the proposal up to $600,000. John asked why
$600,000 and not $625,000. Gaylan made a friendly amendment to fund the full $625,000 request. Jen 2nd. The motion approved to fund the proposal for $625,000 with Arne and Otavio abstaining.

b. Marching Band Unusual Expense – This was added last minute. Arne said that the marching band would like to spend $99,000 to lease out tablets for 3 years to students. Most of this would be paid through a course fee for marching band. The total amount spent through CAC would be less than the $99,000 proposed. Arne made a motion to approve. John 2nd. The motion to approve the unusual expense passed.

5. Good of the Order – Alex mentioned that there would be changes to Techstarter over the summer. He said that Techstarter would be critical to support smaller projects but that we need to eliminate Techstarter for colleges and faculty. Instead those would be a combination of Techstarter and the old call for proposals. Colleges would still be able to submit at any time, with Otavio adding that after getting proper signatures for approval. Alex said the focus of Techstarter would be on student led projects. Jen mentioned that on the student side if they have to do some sort of proposal it would be instructional. Amy Ward also mentioned that it would help weed out some ideas. Alex also stated that for student projects matching funds could be eliminated. Mitch inquired about if we would divide up the pool of funds between colleges and students with Alex responding that that would be left as is. Young-A Lee asked if we would announce these changes to faculty. Alex replied that we would figure out details over the summer. Gaylan asked if college proposers would work through college CAC committees. Alex said that would certainly be something for us to discuss. Arne also said the issue could arise if there was a multi-college proposal. Gaylan said that each college is different but every college has some group. Alex stated that they will be working on this and that ultimately the goal is to make it easier for students, and faculty and staff to make the process smoother.

6. Motion to Adjourn

Brent Swanson
Library Ex Officio