Computation Advisory Committee

Meeting Minutes

October 5, 2017

Business Meeting
1. Call meeting to order; seating of substitutes
2. Welcome to CAC
3. Overview for new members
4. Approvals
   a. Agenda
   b. Minutes from last regular meeting, April 13, 2017
   c. FY18 Calendar
   d. Financial Reports
5. Old Business
   a. Techstarter overview/proposal process – flow chart and Stage 1 and 2 on CAC website
      i. Objectives & Budget
   b. New VDI Zero Clients for MU Lab Spaces
   c. Architecture HD Screens – Phase 2
6. New Business
   a. Unit and initiative reports – listed on CAC website
      i. CAC Transaction Audit
   b. Techstarter new proposals – techstarter.iastate.edu
   c. Kinesiology Unusual Expense Request
7. Good of the Order
8. 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), Lisa Smith (Library), Niraja Shivalingaiah (GPSS), Ozlem Karakaya (Human Sciences), Ty Sandene (Engineering), Arne Hallam (LAS), David Popelka (ITS), Yash Lekhwani (Student Government), Monica Brown (CALS), Jonathan Kirner (Design), Young-A Lee (Human Sciences).

Ex-Officio Members Present: Jim Kurtenbach (ITS), Amy Ward (CELT), Ying Cai (Computer Science), Brent Swanson (Library).
1. Call meeting to order; seating of substitutes.

2. Welcome to CAC – Alex Ramirez welcomed the new members and returning members to CAC.

3. Overview for new members – Alex Ramirez reviewed the CAC charge. He said the mission of CAC has changed from the original intent and that some of it no longer makes sense for what is discussed here. He described how the original intent was for the purchase of computers in labs but that it has been expanded to a broader range of technology. The question was posed as to what decision making capability CAC has with Alex answering that all committees at the university are advisory. Jim Kurtenbach added that everything the committee does is a recommendation and a consideration as to whether we are putting funds to good use. Yash Lekhwani asked how long it takes recommendations to pass with the answer being that it varies. Some recommendations we will get approval in a few days, with others taking several weeks or longer.

4. Approvals
   a. Motion to approve agenda – Arne Hallam moved to approve the agenda, Yash Lekhwani seconded. Motion passed.
   b. Motion was made to approve minutes from last meeting, April 13, 2017. Arne mentioned that funds were not spent on marching band tablets as wifi was not available to cover the practice field – Arne moved to approve the minutes, Jonathan Kirner seconded. Motion passed.
   c. FY18 Calendar – There are a total of 7 meetings for this fiscal year. All will be on Thursday, from 5 to 7 pm in Durham 206.
   d. Financial Reports
   Brent noted that the overall revenue received for fiscal year end was $10.4 million. This was up from last year by $200,000. The difference was due to the increase in the number of students as the rate has remained the same for several years. He mentioned that overall expenses for last year was $8.9 million and that there were 7 main categories of expenses with services, supplies, and personnel using the majority of CAC funds. He also pointed out that most departments had spent what they received in for the year which is what the committee wants to see, the committee does not want to see a department stockpiling their funds. He finally mentioned that the committees charge is mainly in regards to the Central Pool which receives around $1.8 million a year. Around half of these funds go to fixed costs but the rest can be used for Techstarter and college initiatives and big picture items. Ying Cai asked a question regarding the $420,000 recur for wireless. Jim responded that the typical yearly layout for wireless was around $1 million.

5. Old Business
   a. Techstarter overview/proposal process – flow chart and Stage 1 and 2 on CAC website – Alex mentioned that the process for Techstarter has changed as it had inadvertently
created a system that bypassed the college hierarchy. We will now go to a system where colleges can submit proposals at any time but it needs to go through the college channels first. We will ask the leaders/deans of each college how they will be submitted at the college level. Young-A Lee asked if colleges will receive this information soon. Alex hopes to have this situated and communicated to the colleges by the next meeting in late October. Amy Ward asked if colleges will need to submit some sort of form with Alex replying that they will use the same form they currently do. We will also be asking about shared funding. This will give us an indication how much the college/unit has invested in the project. Techstarter will now be exclusive for student initiatives. Ozlem Karakaya asked if the committee typically looks at just the ideas that have the most interest. Alex replied that we do not, we look at all submitted to see if they have merit. Jim mentioned that for the Techstarter flowchart, the final action of “Approval by CIO and Provost” should be changed to “CIO and President”.

i. Objectives & Budget – Alex stated the budget is typically around $200,000/yr, with $100,000 budgeted per semester. Arne pointed out that the campus is going to go to a 2 factor authentication. He said not everyone has smartphones, so some may need USB keys. The question is if that is something CAC should subsidize if a student needs it. This is something for the committee to think about as there might be other projects to fund other than wireless. Otavio Camargo-Bartalotti proposed $100,000/semester with asking that Dave and Jim letting the committee know earlier how much other projects/proposals such as wireless may cost. Jonathan seconded. Motion approved.

b. New VDI Zero Clients for MU Lab Spaces – Jim asked that the committee defer to the next meeting on this proposal. IT is finding that some VDI stations do not work as well when a lot of applications are running. He will talk to Corey Williamson about the proposal.

c. Architecture HD Screens – Phase 2 – Austin Viall mentioned that it was his understanding the pilot was an overwhelming success. Jen Nieland responded that it has been and that they are now returning to ask for the purchase of 20 additional HD screens which will provide every studio with one and access to the same technology. Otavio asked if the department still has the originals with Jen replying that they do. Ty Sandene pointed out that the proposal mentioned an issue with the Chromecast. Jen said that it may have had to do with connectivity and resolution. Jen said she would prefer Solstice to Chromecast but the cost is around $750 difference per item. Jonathan proposed amending the budget from Chromecast to Solstice. Austin seconded. Otavio offered a friendly amendment of adding Solstice to the additional 5 screens Architecture currently has. Monica Brown asked if it would be possible to have the proposals go back and resubmit the budget with Solstice. Alex suggested that we modify to try and keep things moving forward. Motion was made to support the proposal at $35,000. Motion approved.

6. New Business

a. Unit and initiative reports – listed on CAC website – Alex mentioned the committee is free to look at these at any time and ask questions.
i. CAC Transaction Audit – Brent looked through 8,000+ line items looking for anything out of the ordinary. He brought to the committee about 15 items that he investigated further. 5 of them had received CAC approval. The others the committee agreed met CAC expense guidelines.

b. Techstarter New Proposals – there were no new proposals on the website.

c. Kinesiology Unusual Expense Request – Gaylan Scofield made a motion to approve, with Ty seconding. The motion was approved.

7. Good of the Order – Jonathan asked a question in regards to what students receive for printing. Alex mentioned that some colleges/units provide additional funds to students in addition to the $5 each student receives for printing.

8. Motion to Adjourn

Brent Swanson
Library Ex Officio