STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE (TFAC) MEETING
Thursday, November 1, 2012, 1 p.m., IACC 206E
Meeting Notes by CeCe Rohwedder
Approved on November 16, 2012

Present: Rian Nostrum, Chair; Matt Bains, Aaron Banister, Jim Hammond, Tanya Kramer, Stanley Kwiecien, Tyrell Martin, Galen Mayfield, Marc Wallman, CeCe Rohwedder (by phone)

Absent: Anne Denton, Gary Fisher, William Hess, Sydney Hull, Dustin Mueller, Anita Welch, David Wittrock

Rian called the meeting to order at 1:05 p.m.

Motion (Kwiecien/Bains) to approve the minutes of the October 19, 2012 meeting as presented. Motion carried unanimously.

Awards Process for Fall 2012 and Spring 2013: Members agreed that it is now too late to solicit proposals for Fall 2012. Marc stated that the Provost has explained that awarding proposals in Spring 2013 may result in reductions in force in the IT Division; however, there is currently uncertainty about how the restructuring of the IT Division, DCE and NDSU Libraries would affect each unit's budget this spring.
Motion (Kwiecien/Bains) to suspend proposals for Fall 2012 indefinitely and to publicize that solicitation of proposals for Spring 2013 will take place. MSC (1 abstention).
Rian will work with CeCe on the timeline for the spring proposal process.

Action Plan Tracking Spreadsheet Review: Rian presented and reviewed this document and stated it will provide tangible documentation to TFAC to utilize in consideration of new proposals. Marc explained that this instrument was developed so that the IT Division may be proactive in making sure reporting on action plans and utilization of awarded funds, are conducted as required. Information is still being gathered for the timeframes likely to be audited; once caught up, information will be similarly documented for previous semesters.

TFAC agreed that the VPIT office may contact project directors about submitting progress reports and final reports on their projects, as needed.

CeCe will send Rian the most recent copy of the tracking spreadsheet; he will in turn forward it to TFAC members and will welcome their feedback.

Possible Student Technology Fee Increase Request: Marc presented and reviewed the "Funding Needs for NDSU IT Services" document, noting that some of the numbers are estimates at this time, and some items are not intended to be funded by student technology fee funds but are included so as to be on the table.

There is an understood rotation of which department's fee increase request will be considered for approval each year. Consideration is underway to eliminate non-mandatory fees and to roll mandatory fees into the tuition cost.

Some equipment at the Help Desk is not available to students to check out without a faculty request, some equipment needs to be upgraded, and some we need more of. CeCe was asked to provide TFAC with information about utilization numbers for the check-out equipment and the anticipated costs to expand it; also, how much is collected in late fees each year, and how much is billed as late fees but not collected. She was additionally asked to provide information about how

much unused student printing allocation funds remain unused at the end of each academic year, and how these funds are utilized.

[Tyrell Martin left the meeting at 1:45 p.m.]

Marc asked TFAC which cost-to-continue items were desired; these costs would be included in calculations to determine the amount of the technology fee increase request and would be effective in FY2014. He explained the fee increase request process, which includes the request submission deadline of Dec. 7, 2012.

Members agreed to consider submitting a proposal for a student technology fee increase necessary to cover the cost-to-continue for Google Drive, after receiving itemized and detailed costs for such by the IT Division.

Next Meeting: Rian noted that committee discussions this year have had a different focus than in previous years given the different circumstances, and added that the committee's input and advice is valuable and warrants discussions to continue as necessary. The next TFAC meeting will be scheduled as soon as the requested information has been prepared.

Motion to adjourn (Kwiecien/Bains). Motion carried unanimously.

The meeting was adjourned at 2:40 p.m.