

# NDSU INFORMATION TECHNOLOGY

*Delivering core solutions and propelling innovation*

## TECHNOLOGY FEE ADVISORY COMMITTEE MEETING

**Monday, Oct. 8, 2 – 3 p.m.  
Memorial Union, Room of Nations**

**Meeting Notes – approved on 3/25/19**

**Present:** Marc Wallman, VP for IT, Anne Denton, Chair; Mari Borr, Stephanie Day, Jeff Dertinger, Jerry Gao, Ian Gilley, Nathan Kaiser, Ben Mach, Marisa Mathews, Kenfrey Mbuba, Adam Muske, Jordan Nitsch, Michael Russell, Melissa Stotz, CeCe Rohwedder

**Unable to attend:** David Wittrock

1. Members were welcomed, and introductions were conducted.
2. Marc provided an overview the student technology fee:
  - A. No increases to mandatory fees were requested at NDSU in the last academic year.
  - B. Any potential requests involving the student technology fee will first be discussed with this committee for input and recommendations.
3. Student Technology Fee budget:
  - A. Marc provided a review of the Student Technology Fee budget (two attachments).
  - B. The Learning Spaces Committee reviews all requests for changes to the number of instrumented classrooms.
  - C. The IT Division has managed better than expected with the recent staff reductions.
  - D. The concern with the salaries of IT student employees being competitive continues, though some of the benefits are not financial (experience that will increase marketability, for example). The 4+1 program gives students with a minimum of a certain GPA to enroll in a master's program, and begin master's studies, before completing their bachelor's degree; this will be discussed at the next AVP meeting.
  - E. Marc will welcome additional discussion of the budget.

[Marc left the meeting, at 2:30 p.m.]

4. **M (Russell/Stotz) to approve the notes of the 5/2/18 meeting as presented. MSC.**
5. Action Plan solicitation:

- A. Overview: solicitation and review of the action plans is this committee's responsibility. Information and documentation of recent action plans submitted, both funded and not funded, may be accessed at the TFAC website and Blackboard site.
  - B. Review of the process: the deadline to submit an action plan last year was 1/12/18; a call for proposals was publicized via the 11/30/17 issue of IHAS and emails to the student, faculty and staff listservs. Promotion of the program by Student Government will be helpful; Adam will coordinate such. Suggestions for changes to the action plan form will be welcome.
  - C. \$50,000 available to award
  - D. **M (Russell/Nitsch) to send the call for proposals 12/3/18, with a 2/15/19 submission deadline. MSC.**
6. Changes to Action Plans (on Blackboard):
- A. #1801, NDSU Libraries, "Campus Makerspace – Phase 1." Request for extension approved on 5/15/18.
  - B. #1801, NDSU Libraries, "Campus Makerspace – Phase 1." Request for change in scope, designating Adam Elznic as the project director, approved on 6/19/18.
  - C. #1801, NDSU Libraries, "Campus Makerspace – Phase 1." Request for change in scope, amending the list of budgeted items, approved on 8/24/18.
7. Action Plan reports:
- A. Status reports received since the last TFAC meeting (on Bb):  
None
  - B. Completion reports received since the last TFAC meeting (on Bb):
    - a. #1606, Finance & Administration/College of Business – Accounting, Finance and Information Systems, "Microsoft Office Specialist Certification Course for Students." Completion report approved on 9/18/18.
    - b. #1701, Theatre Arts, "Digital Projected Scenery and Effects." Completion report approved on 5/15/18. \$326.51 awarded and not utilized was returned to the main Student Technology Fee fund.
    - c. #1702, Public Health, "Expanding the Reach and Function of Distance Education." Completion report approved on 5/15/18. \$1,166.59 awarded and not utilized was returned to the main Student Technology Fee fund.
    - d. #1703, Animal Sciences Meat Lab, "Visual aid equipment for the focus of meat production and safety training for beef, pork, and lamb at the NDSU Meat Lab, Farm to Table Initiative." Completion report approved on 5/31/18. \$729.48 awarded and not utilized was returned to the main Student Technology Fee fund.
    - e. #1704, ND State Climatologist, AES, "Wonders of Weather Observation Form." Completion report approved on 5/15/18. \$7.10 awarded and not utilized was returned to the main Student Technology Fee fund.
8. The group will meet again to review the action plans submitted.

The meeting was adjourned at 3 p.m.