STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE (TFAC) MEETING
Tuesday, May 10, 2011, 8:30 am, Memorial Union, Hidatsa Room
Meeting Notes by CeCe Rohwedder
Approved on Sept. 19, 2011

Present: Bonnie Neas, VP for IT; Rian Nostrum, Chair; Andy Bristow, Anne Denton, Gary Fisher, Jim Hammond, Abram Jackson, Galen Mayfield, Chris Nelson, David Wittrock, CeCe Rohwedder

Absent: Jarrett Hart, Shannon Kempenich, Tanya Kramer, Tyrell Martin, Karan Mittal, DK Yoon

Rian called the meeting to order at 8:34am.

Re Action Plan #1123, “Providing Assistance to International Student Writers,” submitted by Enrico Sassi of the Center for Writers: when the proposal was discussed at the 03/30/11 TFAC meeting, it was noted that it appeared that the resources outlined would not be sufficient for the project. Dr. Sassi has asked for better clarification on what was meant, so it can be addressed when the proposal is resubmitted. After discussion, it was agreed that the cost of creating and propagating the database was underestimated, that more time will be needed and that security needs to be addressed and ensured. Rian will convey this to Dr. Sassi, along with the recommendation that he consult with IT staff for guidance well in advance of the next submission deadline.

Re Action Plan #1118, “Technology for Feedback in Energy Efficient Building Design,” submitted by Mike Christenson of Architecture: this proposal requested $76,994.00, and at the 03/30/11 TFAC meeting, it was funded at $46,152.66. The project director asked for clarification of which components of the action plan were not funded. The committee’s response will be that some funding related to the demonstration house (a class project) was removed, but that it was left to the project director to determine how to utilize the funds awarded. It was noted that the project is already underway as submitted.

Approval of Meeting Minutes: the minutes of the 10/25/10, 12/01/10, 03/30/11 and 04/19/11 TFAC meetings were approved as presented.

Bylaws

Motion #1 (Jackson/Nelson) to add to Section IV of Article VI, “all reports from Section III must be provided before the entity may receive additional funding.” [Tabled at the 04/19/11 meeting.]
Motion (Jackson/Nelson) to take this motion off the table and approve it as stated.

Vote on Motion #1: MSC unanimously.

Motion #2 (Jackson/Hart) to remove from Article IV Section X, “A committee member who submits an action plan is ineligible to vote on that action plan” and add it to Article VI as Section V. [Tabled at the 04/19/11 meeting.]
Motion (Hammond/Bristow) to take this motion off the table and approve it as stated.

Vote on Motion #2: MSC unanimously.
Motion #3 (Jackson/Hart) to remove from Article V Section III, “In April of each year, the Vice President for Information Technology shall present a proposed annual budget for the following fiscal year,” revise the sentence to read, “In April of each year, the committee shall discuss and vote on a budget for the following fiscal year as presented by the Vice President of Information Technology,” and have that sentence comprise the revised Section II of Article V. [Tabled at the 04/19/11 meeting.]
Motion (Bristow/Nelson) to take this motion off the table and approve it as stated.
Discussion: the resulting new section strengthens the transparency of the budget process and provides for committee input in budget decisions.
Vote on Motion #3: MSC unanimously.

Motion #4 (Jackson/Hart) to approve the proposed revision to Article VII Section I, amending the percentages from 85% to 80% for Item #1 and from 15% to 20% for Item #2, so that Section I reads, “Allocation of the Technology Fee shall be as follows: 1. Eighty percent (80%) may be used by the Division of IT to support student-centered IT services such as clusters, instrumented classrooms, virtual desktops, infrastructure, Learning Management Systems, etc. 2. Twenty percent (20%) may be allocated by Action Plans specified in Article VI.” [Tabled at the 04/19/11 meeting.]
Motion (Jackson/Bristow) to take this motion off the table and approve it as stated.
Vote on Motion #4: MSC unanimously.

Motion #5 (Jackson/Hart) to amend Motion #4 so that the percentage for Item #1 be 85% and the percentage for Item #2 be 15%. [Tabled at the 04/19/11 meeting.]
Motion (Jackson/Bristow) to take this motion off the table and approve it as stated.
Discussion: since we usually don’t get enough proposals to expend the entire 20%, it makes sense to reduce that percentage to 15%, especially in light of the fact that the IT Division does not have sufficient funds to support campus IT and ongoing support and maintenance of new projects. Funds not awarded go into the contingency fund for the IT Division to utilize as needed. Funds for large projects can be allocated from one award cycle to the next until enough funds have been accumulated.
Vote on Motion #5: SC (6 Yes, 1 No).

Bonnie thanked the committee for its support in allowing the IT Division more flexibility in the use of student technology fee funds.

Bonnie added that:
- The IT Division plans to increase Help Desk resources.
- An additional $60,000 will be taken out of the contingency fund this year to fund Blackboard support.
- A new process is being utilized to track student technology fee funds. Janet Stringer recommended the incorporation of a deadline for the use of awarded funds, with the understanding that if the funds awarded have not been used by that date, they will be returned to the overall TFAC budget. A process will be developed to consider granting extensions where appropriate. This will be discussed at the committee’s fall meeting.
In considering action plans submitted, TFAC members will start taking into account how much and how often each requesting department has been funded.

Rian thanked everyone for their service on this committee.

*Motion (Nelson/Bristow) to adjourn the meeting: MSC unanimously. The meeting adjourned at 9:26am.*