STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE (TFAC) MEETING  
Monday, Sept. 19, 2011, 3:00 pm, Memorial Union, Peace Garden Room  
Meeting Notes by CeCe Rohwedder  
Approved on Oct. 26, 2011

Present: Bonnie Neas, VP for IT; Rian Nostrum, Chair; Jake Bechtold, Gary Fisher, Jim Hammond, Jarrett Hart, Sydney Hull, Chris Nelson, David Wittrock, DK Yoon, CeCe Rohwedder  

Rian called the meeting to order at 3:00pm.

1. **Welcome and Introductions:** new and returning members were welcomed to the committee, and introductions were made.

2. **Purpose of the Committee:** Rian summarized the purpose and work of the committee.

3. **Minutes of May 10, 2011 Meeting:** Motion (Nelson/Hart) to approve the minutes of the May 10, 2011 meeting as presented. MSC unanimously.

4. **Contingency Funds Report:** Bonnie distributed and reviewed a spreadsheet summarizing the FY2011 contingency awards made. It is hoped that a new Active Directory system will be installed this education year, which should avert need for Novell expenditures. Currently there is approximately $1M in the Student Technology Fee fund; this amount, however, will be adjusted after fall semester enrollment and waivers have been finalized. According to the TFAC revised bylaws, there are now fewer funds available for contingency awards.

5. **Budgets:** the IT Division budgets for the coming year are not yet available; when received, they will be posted on Blackboard.

6. **Audit Report:** as part of the current performance audit, we have had to respond to several inquiries related to Student Technology Fee expenditures. This audit was focused only on UND and NDSU student fees. The IT Division is reviewing internal processes to ensure they are correct, appropriate and transparent.

7. **Fall Semester Deadline for Action Plan Proposals:** there is currently $150,000 available for Action Plan awards for the fall semester; we will be particularly interested in proposals featuring innovative uses of technology. The Action Plan proposal forms have been revised for clarification and ease in completion.

[Jarrett Hart left the meeting, at 3:30pm.]

*Motion (Fisher/Nelson) to establish Nov. 1, 2011, 5:00pm, as the deadline for submission of Action Plan proposals. MSC unanimously.*

Bonnie will extend to the campus community an invitation to submit proposals.
8. **Scan of NDSU’s IT Environment:** Pres. Bresciani asked the Vice-presidents and Cabinet members to conduct assessments of their departments; this has already been done by Research, Creative Activities and Technology Transfer, and Equity, Diversity and Global Outreach. A similar assessment of NDSU's IT environment is scheduled for Oct. 13 and 14, 2011, with IT experts Jim Pepin of Clemson University, and Dr. Walt Magnussen of Texas A&M, engaged to visit NDSU and conduct a SWOT analysis. Students will be invited to participate in interviews.

9. **Technology Fee Increase:** there have been discussions during the past two years of a possible increase to our Student Technology Fee. However, this may not be necessary: currently all NDUS students pay a mandatory ConnectND fee, capped for most at $81 per semester, to pay off the Oracle PeopleSoft bonds. These bonds will be paid off in FY 2014. It should be determined whether the fee will continue but remain with each individual campus wholly or in part to support its own IT needs, with a portion forwarded to NDUS to fund collective PeopleSoft maintenance and upgrade costs (currently all ConnectND fees are forwarded to the NDUS office). Bonnie has been asked, and agreed, to join the group studying this issue. If it is decided that the fee should continue, and if all or a portion of it paid by NDSU students would remain at NDSU to support our IT needs, then an increase in our Student Technology Fee may not be needed. Chris will discuss this at the next NDSA meeting.

10. **Next Steps:** Rian indicated that the next steps for the TFAC are to meet in mid-October to prepare for evaluations of the Fall Action Plan proposals, and to meet in mid-November for such evaluations.

The meeting adjourned at 3:45pm.