Present: Rian Nostrum, Chair; Marc Wallman, Interim VPIT; Mari Borr, Anne Denton, Viet Doan, Preston Gilderhus, Jim Hammond, Tanner Langley, Jean Ostrom-Blonigen (for Melissa Stotz), Michelle Sauvageau, David Wittrock; Student proxies: John Polluck, Joseph Roth, Michael Walmsley, Scott Weninger; CeCe Rohwedder

Absent: Nichole Brunner, Jamal Haidari, Jalen Johnson, Tanya Kramer, Jake Lynch, Melissa Stotz

Rian called the meeting to order at 2:30 p.m., welcoming the new members. Introductions followed, and Interim VP Marc Wallman thanked everyone for their work and time commitment.

Motion (Ostrom-Blonigen/Gilderhus) to approve the minutes of the Feb. 14, 2014 meeting as presented. MSC unanimously.

1. Student Technology Fee: Marc announced that there would not be a request for an increase to the student technology fee this year, unless TFAC asks for such for a specific purpose.

2. Student Technology Fee budget presentation: Marc presented a PowerPoint overview of the Student Technology Fee budget and a spreadsheet of anticipated budgets for FY15-20 (both attached), noting that one-time funds from the Provost and VP for Finance and Administration have been helpful in meeting IT expenses given the reduction to the IT Division’s income sources other than the student technology fee. Discussion followed:
   - The STEM building budget includes only one-time, up-front IT costs. Some rooms may not have their instrumentation installed right away.
   - The Matlab license was purchased two years ahead last year. The IT Division plans to analyze usage and establish billing per unit accordingly; there may be funding made available for a university-wide license.
   - The enrollment at NDSU Nursing at Sanford Health is 200 students. There are four classrooms and two labs in its location in Bismarck. Fluctuation in projected expenses for this site is due to the cyclical refresh needs: all will be due at the same time, since all were installed at the same time. The advantage to all equipment being similar in specifications and age is that it makes for easier distance troubleshooting during the year.
   - Overtime for full time staff is due to the limited window of time for refreshing classroom and lab technologies; this is the case primarily in the summer for Classroom Technologies staff, and in the beginning of the academic year for the Help Desk.
   - $1.5 - $2M base funding is needed per year going forward.
   - Marc concluded that he will continue to welcome budget inquiries.

[Marc Wallman left the meeting, at 3:30 p.m.]

3. Action Plan Solicitation: $50,000 available for awards this academic year, with the timeline to be determined by TFAC. Discussion:
   - Funds awarded but not utilized are returned to the Student Technology Fee fund.
• The intent of these awards is to fund innovative technologies that benefit students and provide for sustainability of the projects.
• This academic year, action plan solicitation will take place once, with action plans due by the end of the business day on Friday, Jan. 16, 2015.
• We will soon announce to campus that there will be solicitation for awards.
• Rian discussed the review process.

[David Wittrock left the meeting, at 3:30 p.m.]

• Changes to the action plan proposal forms may be called upon, such as inclusion of a question of whether the project director would be able to accomplish portions of this project with fewer funds than those requested.
• A meeting will be scheduled to discuss potential changes to the action plan proposal forms.
• A review of previous proposals, both those awarded and those denied, would be helpful to the TFAC members in providing history and patterns.

4. Changes to Action Plans (posted on Blackboard):
   A. #1117, Virtual Desktops & Applications. Robert Foertsch, Computer Science (change in scope approved: $14,041.65 remaining in the fund will be used to upgrade a portion of the networking infrastructure in the Computer Science server room to 10Gbps)
   B. #1117, Virtual Desktops & Applications. Project Director changed from Nate Olson to Steve Sobiech
   C. #1117, Virtual Desktops & Applications. Approval granted to change the ending date to 6/30/15
   D. #1130, Ongoing IT Infrastructure Support. Project Director changed from Nate Olson to Steve Sobiech
   E. #1130, Ongoing IT Infrastructure Support. Approval granted to change the ending date to 12/31/14

5. Action Plan Reports:
   A. Status reports received since the last TFAC meeting (on Bb): none to report
   B. Final reports received since the last TFAC meeting (on Bb): none to report

Motion (Doan/Walmsley) to adjourn the meeting. MSC unanimously.