

Meeting Minutes
October 15, 2009

Agenda:

1. Approval of previous meeting's minutes
2. FY10 Financial Report, Sherer
3. FY10 Unit Report, Swanson
4. ITS Report, Wilson (for Twetten)
5. Call for Proposals, Davis
6. Allowable Expenditures, Davis
7. Old Business
8. New Business

Members Present: Jim Davis (Interim Chair), Larry Booth (Vet Med), Dean Feasehiser (Vet Med), Fred Gulden (Lib), Erich Hodges (ALS), Brian Tucker Jones (LAS), Ladon Jones (Eng), Ivon Katz, (LAS), Mervyn Marasinghe (LAS), Denise Schmidt (HS), Gaylan Scofield (ALS), Kevin Wickham (Eng), Mike Wilson (ITS; for Jim Twetten), Brandon Wlosinski (Design),

Ex-Officio Members Present: Ying Cai (Computer Sci), Jonathan Salvador (ITS), and Lynette Sherer (ITS)

1. Approval of Preview Meeting's Minutes

Dean Feasehiser noted that he was in attendance at the last meeting. With that correction noted, Fred Gulden moved to approve the minutes and Larry Booth seconded.

2. FY10 Financial Report, Sherer

Lynette Sherer presented the 2009-2010 Computer Fee Income Summary reflecting activity through September. Ivon Katz moved to approve and Denise Schmidt seconded.

3. FY10 Unit Reports

On behalf of Brent Swanson, Lynette Sherer noted that Brent will be providing unit reports on a monthly basis with information as to where their CAC funds stand. Brent will electronically distribute these to each CAC member prior to the monthly meeting. Any feedback or questions about either the format or information should be addressed to Brent. Brent asked that units with multiple accounts, for FY09, note that revenue may be overstated due to the way that accounting handled the transfers within that area.

4. ITS Report, Wilson

Mike Wilson noted there is an upcoming demo of Google WAVE software that will be held in 206 Durham on November 6 from noon to 1 p.m. This is a system that integrates all sorts of different technologies like instant message, and email, and embedded files, and document editing.

5. Call for Proposals

Jim Davis noted that a subgroup including himself, Fred Gulden, Denise Schmidt, Mervin Marasinghe, Jim Twetten, and Lynette Sherer reviewed the annual call for proposals. During review, the group focused on evaluation criteria. All references to evaluation were rolled into one section so everything was more clear and transparent.

Other comments and edits were discussed. Jim Davis noted that we will do another round of edits incorporating today's comments. The goal is to finalize this at the November meeting in order to meet the aggressive deadlines we set this year.

Jim Davis opened the floor for discussion about including the dollar amount of \$375,000. Both the level of support for this year's call as well as referencing it in the solicitation was discussed. Jim noted that we will lock down this number at the next CAC meeting.

There was also discussion about whether we want to ask for minimum/maximum budgets within proposals. After discussion about pros and cons, Jim asked for a show of hands and it was agreed we would request one budget and return proposals for editing that included minimum/maximum budgets.

6. Allowable Expenditures

The floor was opened for discussion regarding the "Guidelines for Appropriate Expenditure of Income from the Student Computer Fee". Denise Schmidt proposed removing wiring as an inappropriate expenditure of CAC funds. Fred Gulden will draft new Guidelines and route for committee review prior to the next CAC meeting.

7. Old Business

It was noted that some units incorporated CAC Initiatives annual reports into the unit report. It was agreed these should be separate.

8. No new business; meeting adjourned