

Computing Advisory Committee Meeting 10/04/2011

Attending: Dan Stover (Chair), Garth Crosby, Tom Harbert, Don Laur, Jim Nelson.

Absent: David Carlson, Tonny Oyana, Jason Phillips, Tom Imboden, Janet Douglas.

Meeting started at 3:30 PM.

The main purpose of this meeting was to discuss the Undergraduate Tuition Surcharge for Information Technology, which is used every year around this time to upgrade IT on campus for undergraduates.

Dan started the meeting with an explanation of the surcharge. He mentioned that this was originally implemented with a Board resolution around the year 2000 and that it was originally written by Patty Cosgrove. It was originally supposed to be a surcharge of \$2.00 per credit hour but evolved to be just a specific sum every fiscal year, regardless of how many credit hours were out there.

Dan mentioned that every year there is a committee (referred to as the IT Surcharge Committee) that is in charge of distributing funds from the surcharge. He gave a short history of the committee, indicating that it was originally supposed to be "student-driven" but really wasn't for quite a while until last year, when Dan became involved. Last year, he arranged for a committee that had 4 faculty/staff and 5 students, with a student elected as chairperson. He mentioned that everything went very smoothly last year, down to having about \$500 left at the end of the year (since the surcharge account is a state account, at the end of the fiscal year the money is no longer available). Dan was the "facilitator" of the process and did most of the behind the scenes work with purchase requisitions and purchase orders, while detailing all of it in a spreadsheet.

Dan mentioned the process of publicizing the IT Surcharge proposal process this year, which included links in the IT website, information in DawgBytes, inclusion in Flyer's row on Saluki Times, and a flyer sent to all mail codes on campus.

Dan got involved last year and started automating the IT Surcharge process, then finished this year. Dan demoed the computer programs for the CAC.

A computer program was written by Dan that provided an online form for proposal authors to fill out and submit that has automatic totaling and error-checking and also includes an email confirmation to both Dan and the proposal author that includes a link to be able to modify the proposal up until the deadline date, which this year was 10/17/2011.

The second part of the automation was a "back-end" computer program that committee members would log into that allows for the capability to view all proposal information in an easy-to-use web page, with a check box on each line that, when checked, caused the amount associated with the proposal to be added to a running total at the top of the screen, making it easier for committee members to

combine totals from different proposals to come up with a full total that closely matched the surcharge total (which is approximately \$750,000.00). There is also the capability to modify totals and add notes to each proposal line. Each committee member also has the capability to log into the system and save their current funding scenario and output a spreadsheet if desired for their own use. Once a member's configuration is saved, each time they log in, the currently saved scenario will be displayed, allowing them to go back and forth and modify/save as needed.

A question was asked about the fact that infrastructure was included last year and hadn't been included in the past as a possibility for surcharge funding. Dan stated that the only documentation he had found about infrastructure was a web page that was online that indicated that proposal authors should not include infrastructure in their proposals. Dan researched this and found no mention of this in the original resolution or any indication that this had been voted on by the committee. Dan brought this up last year and the committee voted to disregard the previous web page and include infrastructure, which allowed the committee to fund gigabit Internet speed upgrades to many on-campus computer labs.

A question was asked about the difference between the technology surcharge and the technology fee. Dan indicated that he was not sure what the technology fee is used for now and therefore did not have a definitive answer. He mentioned that IT did not have any regular funding capabilities (outside of normal channels) other than the technology fee and surcharge.

Dan explained a little more of the process, indicating that everything after the funding decisions is initiated in the Budget Office, with both Dan and the administrative assistant saving details about all transactions down to the purchase order being completed. Once the funding memos go out, purchase requisitions are sent in via email and signed and forwarded by the Budget Office to the appropriate person in Procurement Services, who then puts through the purchase order. All of the purchase requisition and purchase order numbers and amounts are documented in a spreadsheet and the hard copy documents filed for later usage if needed.

A question was asked about the specifics of the proposals. Dan indicated that the more specific you are, the more likely you will be funded.

Meeting adjourned at 4:30 PM.