

University Technology Fee Advisory Board (UTFAB) Meeting
Minutes: Wednesday, October 27 2004, Room 232 LSC

Present: Scott Baily, ACNS; Michael Bayless, Natural Sciences; Tamla Blunt, Ag. Sciences; Pat Burns, ACNS; Emily Eisenman, Liberal Arts; Brett Gulick, Natural Resources; David Hoff, Liberal Arts; Jason Huitt, Business; Amanda Kaiser, Engineering; Kristen Morris, AHS; Tiffany Weiss, CVMBS. Absent were Akil Mirchandani, Business, and Dan Nordberg, Intra-University.

Introductions: Burns introduced himself as Advisor to the group and other members introduced themselves.

Election of a Chairperson: After receiving general information about the board and the chair's responsibilities, Blunt, Huitt, Kaiser, and Weiss expressed interest in serving as chair and each received a nomination. Each candidate gave a brief statement regarding their experience and why they desired to be chair. A paper vote was held, which Huitt won by majority. The remaining candidates expressed continued interest in the vice-chair position. Weiss received the majority vote for vice-chair.

Scope of UTFAB activities: Burns described ACNS' role supporting the board in areas of advising, maintaining the UTFAB web site, maintaining a listserv mailing list (to be replaced with a discussion group in RamPoint), and accounting. Burns clarified that the Library does its own project accounting.

Budget update: Burns explained that due to startup issues with the portal project, coupled with reduced revenue projections associated with fee collection procedures for Continuing Education students, a positive balance exists of approximately \$100,000. Burns suggested the board consider maintaining a reserve of up to \$10,000 since annual revenue is always projected in advance. Discussion included: suggestions to increase funding for the classroom technology upgrade project; whether there was a real need to spend the money at this time; and the possibility of using the balance to maintain fees at current levels.

Review of By-laws:

Burns reviewed the by-laws. He proposed an amendment (Article VI, section 3), which allows the option of considering project proposals in the fall for the current fiscal year, should a positive balance exist from the previous year. Discussion followed regarding wording of the new section, but a formal vote was not taken to amend the by-laws accordingly.

Next Meetings:

- Regular UTFAB meetings will be scheduled as required at times permitted by all board members. Presentations for funding proposals need to be scheduled, and Burns recommended 90-minute meetings to allow for two 30-minute presentations and discussion by the board. The first meeting has been arranged for Monday, November 8th from 5:00 – 6:30 PM, in 202 Weber. Burns will provide refreshments for the board. No specific proposals were identified for the November 8th meeting.

Minutes submitted by Scott Baily, ACNS

