Computer Fee Advisory Committee
Meeting Minutes

1 Meeting Logistics

Item	Description
Date	9/19/2014
Time	3:00 p.m.
Location	Library Conference Room

2 Attendees

Role	Name
Facilitators	Chair: Carlo Dacumos
Minute Taker	Carlo Dacumos
Other Participants	Carlo Dacumos, Tom Welch, Justin Mason, Maure Murdock, Andrew Ball, Andrew Potter, Kyla McNamara, Lexie Ledbetter& Pat Jensen
Not in Attendance	Randy Bachmeier, Brian Simonson & Kian Gaskin

3 Pre-Work

- Review documents provided by the CIO

4 Purpose

- Provide for student advice in the use of Computer Fee funds

5 Desired Outcome(s)

- Collaborate with the CIO to address short- and long-term technology requirements of the University
- Oversee allocation and distribution of Computer Fee funds made available to the Committee
- Prioritizes all technology requests based on instructional and curriculum needs, and then matches those, when possible, to budgetary resources
- To cultivate professional and productive working relationships between MSUN functional areas and the Student Body

6 Agenda & Minutes

Topic	Time (minutes)	Owner	Minutes
Approval of Last Meeting's Minutes	5	All	• Computer Fee Advisory Committee Mtg. Minutes o N/A
Governing Policy	10	CIO	• MBoR Policy 940.23

Montana State University – Northern
Confidential & Proprietary
Computer Fee Advisory Committee Meeting
Minutes v1.0

Page 1 of 3
22-Sep-14

			○ Each president or chancellor shall establish procedures which include a computer fee advisory committee made up of a minimum of 50% students to provide for student advice in the use of these funds. • http://mus.edu/borpol/bor900/940-23.pdf
Committee Scope	10	CIO	• Scope of the Computer Fee Advisory Committee ○ Provide for student advice in the use of Computer Fee funds
Computer Fee Account Balance	10	Brian Simonson	• Current Balance of the Computer Fee account = $248,437.44

Library Lab Computer Upgrades	10	All	• Provost requests computer upgrades in the library labs to thick clients to support expansion of the testing center
			  ○ Lab A = 13 computers
			  ○ Lab B = 13 computers
			• Quoted Total Cost = $25,892.88
			• Expenditure must be reviewed by the Computer Fee Advisory Committee; and,
			• Approved by the Board of Regents (>$25K)
			• Send to recommendation to Technology Council
			  ○ Approved / ~~Disapproved~~

Technology Council Web Page	5	ITS	• A Technology Council web page has been created to make Council information available to the campus community • http://www.msun.edu/admin/committees/tech/
MSUNITSP, Technology Governance & IT Policies Webpage	5	ITS	• ITS has created this webpage to comply with Bozeman Institutional Audit & Advisory Services findings ○ Enterprise Information Technology Policy Management Memo, 061314 • http://www.msun.edu/its/TechGov.aspx
New Business	10	All	• New Business

Montana State University – Northern
Confidential & Proprietary
Computer Fee Advisory Committee Meeting   **Page 2 of 3**
Minutes v1.0   **22-Sep-14**

Computer Fee Advisory Committee
Meeting Minutes

Meeting Dates & Times	5	All	• Determine meeting frequency, best day/time, etc. o The Committee approved meetings be scheduled as needed on TBD afternoons • Committee quorum is defined as >50% of membership
Summarize—review decisions, action items, next steps	Open	All	• TBD

7 Decisions

- N/A

8 Action Items

(Describe Action Items or refer to separate action item spreadsheet)

Action Item	Owner	Due Date	Status
Document Review	All	Next Meeting	• Review Technology Council Meeting Minutes 091914 for discussion & approval

If a man does his best, what else is there?"
— George S. Patton Jr.

Montana State University – Northern
Confidential & Proprietary
Computer Fee Advisory Committee Meeting
Minutes v1.0
Page 3 of 3
22-Sep-14