

ISAS Board Minutes

December 15, 2008

Noon

Butler Library 134

Present:

| | |
|---------------------------------------|--------------------------------|
| ISAS Board Chair | Voldemar Innus (via phone) |
| ISAS Advisory Council Co-Chairs | Don Erwin, Maryruth Glogowski |
| School of Arts and Humanities | Benjamin Christy |
| School of Education | Lori Quigley for Ronald Rochon |
| School of Natural and Social Sciences | Mark Severson |
| School of the Professions | Rita Zientek |
| Finance & Management | Yves Gachette |
| Graduate School | Kevin Railey |
| Student Affairs | Mark Petrie |
| University College | Scott Johnson |
| Ex-Officio | Judi Basinski |

Excused:

| | |
|------------------------|---------------|
| College Senate Chair | Sharon Cramer |
| Student Representative | |

1. Summary of Recent ISAS Advisory Council Meetings

Don Erwin summarized recent ISAS Advisory Council with an overview of the minutes posted at <http://www.buffalostate.edu/cio/documents/ISASadvisorycouncilminutes081210.pdf>

2. Overview of A&SE/Tech Fee Budget

Maryruth Glogowski reviewed the Academic and Scientific Equipment and Tech Fee funds, including what has been spent to date and the remaining balance. There is about \$104,000 remaining in the A&SE fund and there are a couple of requests outstanding for use of those funds. There is \$323,00 in reserve in the Tech Fee fund which was created by ISAS through delaying some projects.

3. Recommendation for approval: use of available A&SE funds

A proposal was forwarded by the ISAS Advisory Council regarding use of the remaining A&SE funds. The proposal address two items:

- Academic & Scientific Equipment Funds should be made available immediately to purchase computers for the new faculty starting in January
- Remaining Academic & Scientific Equipment Funds should be made available immediately for the emergency repair and replacement of broken critical equipment

This proposal was approved by the ISAS Board.

4. Project List

Don Erwin presented a list of some committed and proposed projects. Highlights from discussion of these lists:

- Teacher Ed Unit Assessment financial needs for the current year can be accommodated within the current Tech Fee allocation. The number of students whose TaskStream Learning Achievement Tools (LAT) subscription is expected to increase for the next fiscal year. It was reaffirmed that these fees are to be paid out of Tech Fee. The Education Unit recommends implementing another TaskStream product, Accountability Management System (AMS) to address unit-wide data aggregation needs. The vendor will likely waive the fee for the first year which will allow Buffalo State to evaluate its effectiveness in unit-wide assessment. After the first year, we will have to pay the normal \$20,000 fee for use of the application.

- Funding sources for some projects, such as the Web hardware/software upgrades and some network initiatives are not yet identified. These will be defined in more detail over time and presented to the ISAS Advisory Council and Board as appropriate.
- The 'TBD' data was highlighted and illustrates the need for a means for requestors to articulate critical project information. This topic was briefly addressed in the last agenda item below.

5. Lab Replacement Summary

Lists of existing labs prepared by Academic Computing and Technical Services (ACTS) were handed out. The lists were sorted by replacement date. This information was presented to illustrate challenges in meeting lab replacement needs in light of the current budget situation, i.e. the elimination of the SCAP budget. It was reported that the ISAS Advisory Council has asked the academic areas to review the lists to verify each of the labs were still in use for academic purposes. ACTS will prepare some scenarios whereby the lab equipment might be replaced under current budget constraints while still maintaining required capabilities. These will be presented to the ISAS Advisory Council in January. Part of those scenarios may seek to use A&SE or Tech Fee funds to pay for the lab equipment replacement.

6. Overview of proposed project request process

As illustrated by the 'TBD's in the project list, there is a need for more information on our enterprise projects. Don Erwin distributed a list of the types of information we hope to collect on all enterprise projects so that the two ISAS groups have enough information to make meaningful decisions. This would apply to any piece of software, equipment or hardware that involves personnel resources from CTS, IR or another area of the campus. It was suggested by the ISAS Advisory Council that a "Letter of intent" for a project be submitted to the ISAS Advisory Council to see if funding is even a possibility prior to the requestor completing the form. This discussion will be continued at the January ISAS Advisory Council meeting.