

## ISAS Advisory Council Minutes

December 10, 2008

Noon

Butler Library 208

### Present:

Co-Chairs: Don Erwin & M. Glogowski

SAH: Kerran Sanger

SE: Lori Quigley

SNSS: Karen O'Quin

SP: Rita Zientek

Academic Computing: M. Miszkiewicz

Athletics: Jim Fowler

Campus Life/Residence Life: T. Ecklund

CTS: Judi Basinski

College Relations: Melissa Meehan

Finance & Management: Yves Gachette

Institutional Advancement: Beth Benson

Instructional Technology: M. Kenyon

ISAS:Carolynn Krupp

Library: Maureen Lindstrom

Student Affairs: Rock Doyle

Networking & Telecom: Tom Killian

University College: Doug Koritz

1. Elizabeth (Beth) Benson was welcomed to the council.
2. The Minutes of November 5, 2008 were approved as posted on the ISAS Web site: <http://www.buffalostate.edu/cio/x547.xml>
3. Budget Planning for spring – Don presented a project list of both committed and requested projects. He also introduced that information that might be included on a new Project Request Form. There was a lengthy discussion and suggestions were made to improve both documents. The revised documents are attached. One question that is still being answered: What is a project? One explanation was that it is not a singular piece of equipment for a department or program. But a singular piece of software, equipment or hardware that involves personnel resources from CTS, IR or another area of the campus could be a project. The Project Request Form is quite detailed and may meet with resistance. It was suggested that a "Letter of intent" for a project be submitted to the ISAS AC to see if funding is even a possibility when the requestor would rather not complete the form. This discussion will be continued at the January meeting.

Many of the committed projects still require funding. Lori Quigley reported that NCATE is requiring that TaskStream portfolio software be implemented immediately for ALL students in the teacher education unit. This could add an additional \$120,000 to this year's licensing bill. It was suggested that we go back to charging students for TaskStream since the current Tech Fee budget does not have \$180,000 per year available for this product. Either that or we should move to raise the Tech Fee and SUNY may not let us do that.

Associate deans wanted to know what to do about funding for broken critical equipment and new faculty computers. Two resolutions **passed unanimously**:

- 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

*Action Item* Don Erwin will take these resolutions to the ISAS Board at their December 15<sup>th</sup> meeting. *Note: Once the ISAS Board approves the spending, Pink Requisitions may be sent to Maryruth.*

In March the accounts will be reviewed again to see if there are any funds for discretionary purchases.

4. Software maintenance agreements in departments – Maryruth has been processing these and has them all to date as far as the associate deans know.
5. Faculty/Staff Technology Survey – Melissa Miskiewicz will send us all an invitation to complete the survey – we will be the beta testers. Look for it soon.

Lab replacement - Melissa handed out lists of labs scheduled to be replaced in 2009, 2010, and 2011. She has developed a variety of scenarios to cope with the more than 50% reduction in her budget due to the loss of SCAP. The lab discussion will continue in January.

*Action Item:* Associate deans will review lists (especially the 2009 list) to be sure that all these are truly student labs that need to be replaced and qualify for Tech Fee funding.

6. Updates & Announcements
  - a. Don showed photos of the Data Center Construction and Tom Killian narrated. Don also showed a photo of the Dark Fiber conduit being installed along the 198 and maps that detail its path.
  - b. Don reviewed the update document on the Blackboard One-Card Transaction System that Carolynn Krupp prepared and distributed.
7. The next meeting will be in mid-January.