Academic Support Services Committee   Campus Governance

1-22-2013

ASSC minutes 01/22/2013

Academic Support Services Committee

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Members Present: Sylke Boyd (Chair), LeAnn Dean, Lisa Harris, Joel Eisinger, Joseph Beaver, Roger Boleman, Zak Forde, Matt Johnson, Rose Murphy, Jim Hall

Members Absent: Alex Kies

Guest: Bryce Blankenfeld, MCSA "Tech Fee" committee

Minutes
1. Minutes for the previous meeting of the committee (12/5/2012) were approved prior to this meeting by email vote.

2. It appears that one of the committee's two student members (Alex Kies) is not presently enrolled at UMM. Zak Forde (in his capacity as Chair of Membership Committee) will endeavor to find a replacement.

3. Guest Bryce Blankenfeld reported on this year's Morris Campus Fee (aka "Tech Fee") process:

> The deadline for proposals is March 1. MCSA will hold hearings on Friday, March 8 and Saturday, March 9.

> No major changes to the procedures are anticipated this year, as last year's modifications appear to be working.

> An email (possibly with follow-up) will be sent to Division Chairs soon, both to remind of the proposal deadline and to offer to make presentations to divisions about the proposal process.

> **Questions and suggestions were solicited from the committee:**
> Roger Boleman noted that there had been an issue in last year's proposals with inconsistent pricing/budgeting for computers, and that Jim Hall has recently sent an email to the ALLEMPLOYEES list-serve with directions for determining such pricing.

> Zak Forde noted that the proposal policy requires those requesting funding for computers to make the appropriate consultations, but that pricing did not always come out of that process.

> Roger Boleman asked if there is a section in the proposal form for installation estimates from Plant Services. Zak Forde replied that there has not been a formal requirement for

that, but that it might be worth adding, at least as an item about which consultation should occur.

Sylke Boyd asked for confirmation of the make-up of the MCSA committee for the proposal hearings. Bryce Blankenfeld answered that all elected members of MCSA are involved, with ex officio advice from Jim Hall, Roger Boleman, and LeAnn Dean, plus Jayne Blodgett as MCSA adviser.

Sylke Boyd asked if the amount of money to be allocated this year is known. Bryce Blankenfeld answered that the amount is dependent on the enrollment estimates for next year that the Finance Committee will produce, and thus has not yet been determined.

LeAnn Dean asked if this committee could get a report on what the dollar figure is once it is available. Bryce Blankenfeld answered that it would be no problem, but noted that it has been the practice to keep the exact figure somewhat quiet so as to not overly influence the evaluation of proposal quality.

Sylke Boyd asked what fraction of the funds are typically allocated to classroom related uses. Roger Boleman noted that the fraction is much higher than it used to be (that is used to be quite low). Zak Forde said that it is a significant proportion. Roger Boleman noted that Division and Discipline-specific labs are making more and more use of "Tech Fee".

Rose Murphy suggested that MCSA send out additional email reminders about the proposal deadline.

Joseph Beaver asked how much emphasis is put on ensuring that people (faculty, staff, students) know what the fee funds are being used for. Zak Forde and Bryce Blankenfeld answered that students in particular are often well-informed - for example, fee-funded items are often pointed out during orientation and tours. LeAnn Dean noted that many computers in the library and various labs have the fact that they were paid for by the fee shown on their wallpapers.

The committee thanked Bryce Blankenfeld for coming to talk to us.

4. Sylke Boyd solicited topics for our remaining meetings this term:
    Jim Hall would like to discuss the recent audit
    Lisa Harris can provide an update on Green Prairie
    Sylke Boyd noted that Nancy Carpenter is coming on February 14 to discuss multi-purpose classroom, and that our March meeting is scheduled to include an update on the video conferencing facilities