

MSFT Committee Meeting Minutes
Monday, February 18th, 2019 — 8:00-9:00 AM
Provost's Conference Room BTW#2185

Meeting Objective: Review proposals for fiscal year 2019-2020 (FY19-20) projects.

Attendees: Laine Lyzak, Sean Kelly, Monica Tandel, Geydy Martinez, Jeremy Snell, Jerry Garcia, Raul Perez, Thomas Dorch.

Staff Present: Jacky Connell, David Daniels, Dianne Wei.

I. New Business

A. Begin going through FY 19-20 MSFT proposals

- Meeting called to order at 8:02am;
- L. Lyzak recalled note from J. Garcia to please group his IT-related MSFT proposals to more efficiently review them;
- L. Lyzak recalled that Chemistry asked for a spectrophotometer last year, curious what happened to that; J. Snell added that he is a Biology major but has never seen that instrument here; S. Kelly recalled that last year the committee asked for proposals that are new and innovative, but in this one (19.01) seeing things that need a refresh; J. Connell asked what about regular maintenance of the items; L. Lyzak recalled that for their last request that they did not include regular maintenance of equipment; asked committee if we wanted to bring them in to ask questions i.e. how they plan on maintaining the items; committee agreed;
- L. Lyzak recalled that ESRM asked for glassware last time that they didn't have at all, adding this program is growing and the program hasn't received as much funding; observed the SCUBA gear component and wondered if that was necessary;
- Committee noted that MSFT-19.22 is a computer refresh request but submitted separately from the ones from IT; J. Garcia replied that IT is only placing requests for classrooms and labs, but not centers or student service areas within DSA; L. Lyzak asked do we want to then push this to the end; J. Garcia said he can ask someone to come and speak;
- Regarding 19.03 for items in Malibu Hall, let's ask them for which rooms in Malibu these apply, and also ask for a prioritized list of items;
- Committee observed that 19.23 is asking for a cloud computing

service; J. Connell informed committee that she has worked with Dr. Soltys on this, and that this is a service from Amazon – instead of requesting hardware this would be a cloud-based service that would be based on usage, adding that it's becoming a cheaper way to do computing; L. Lyzak asked if there is information on how to maintain usage over time; J. Connell commented that Amazon doesn't place a limit on this; J. Snell added that it's called "Cloudwatch" and that this system can allow for monetary caps / usage caps to make sure you don't go over; L. Lyzak recalled that CompSci did pay for it last year out of program funds – J. Connell replied yes, but as a small scale test; benefits capstone students as well; L. Lyzak suggested that if this is something that is going to be widely used within the program that the program should be able to pay; S. Kelly observed that we put IT onto this MSFT budget, and we've already seen it come back year over year; we would want to translate this into more permanent funding that should be picked up from a different operating fund; J. Connell commented that this proposal speaks to innovation, i.e. don't need new machines every 3-4 years; J. Garcia observed that it would be good to know what computers they are trying to replace; Laine but new computers would need to be refreshed to run the software – Jacky commented that the students can use their own computers; D. Daniels suggested that we ask for data from the proposer that may be able to show cost-savings over time; committee agreed; T. Dorch noted that some cloud based solutions offer certifications as well;

- 19.06 proposal – requesting 6 peer advisors at \$15/hr; L. Lyzak recalled visiting the peer tutoring center and was not impressed; R. Perez added that it's hard for him to justify using MSFT for salary-based asks, will likely vote against any proposals in this category; T. Dorch felt that he would rather see an adult professional; J. Connell observed that right now the issue is that it's impossible for our advising staff to see all of the students in need; S. Kelly added that he could imagine something different where the advisors are based in the programs; G. Martinez agreed that they should be based within the major were the help is needed; S. Kelly added that the idea is that it's easier to talk to a fellow student rather than a faculty member; further suggested that we can bring in E. Guerrero to a meeting, committee agreed;
- 19.14 proposal – \$17k for Art classroom furniture refresh, tables, chairs, computer mounts in BEL 1728; L. Lyzak observed that there are currently the old wooden chairs, but it is an Art classroom with paint everywhere, however they do get a decent amount of traffic in there; we can potentially partially fund, such as just the chairs but not the large monitoring screen; T. Dorch observed that they have yet to receive an upgrade since CI has been open; S. Kelly asked how our campus pays for any of our furniture – J. Connell noted that this is a limitation in our division and that we don't have a refresh budget; S. Kelly expressed that this could end up like a disaster waiting to happen, i.e. if we

continue to not fund based on other dire needs but then we get a large / \$2M dollar request in the future;

- II. Other business and meeting adjournment
 - Meeting adjourned at 8:58am.