

MSFT Committee Meeting Minutes
Monday, March 11th, 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, Thomas Dorch, Jerry Garcia, Geydy Martinez;
Staff present: Jacky Connell, David Daniels, Kirk England, Dianne Wei.

I. New Business

A. Continue going through FY 19-20 MSFT proposals

- Meeting called to order at 8:07am
- 19.11 Communications Student Assistant for Admissions and Recruitment, an \$8800 ask; committee noted that in proposal it intends to support all communication and especially social media, focused on mobile-ready applications; asking us to pay the salary on this; S. Kelly commented that if this is a core operation of the university, then we're placing a lot of responsibility on a student assistant for this, which may not be wise; K. England asked if there are other areas in Enrollment Management that this touches – committee may not see all of the pieces in terms of their resources, i.e. can E.M. direct these duties into another role; it may be helpful to see a list of all of these student staffing requests; J. Connell added that E.M. has the most federal work study students, they are already getting 80% of these positions; G. Martinez agreed with being consistent across student assistant requests; S. Kelly recalled that it's in the Strategic Plan to have more meaningful work to students, right now we're randomly seeking funding from different sources, this may not be the right way to do it; K. England observed that this ask seems to support existing operations; J. Garry recalled that he has 10 student assistants, has to ask for budget from both IT and DSA, but we have to plan ahead and we should expect others to do the same; L. Lyzak recalled this is the most student assistant-related asks we've received in the last few years; K. England noted that if MSFT committee does deny these, and if these are paramount in demand, what will happen is that they will come to DAA as critical needs for operation – if the committee approves, could be a scenario where it facilitates the "hiding" of the issue, i.e. a lack of recognition of the need for funding outside of one-time monies like MSFT; L. Lyzak recalled that this was part of the logic behind

why we denied the funds for Chemistry's student assistants; T. Dorch moved to deny proposal, L. Lyzak seconded; VOTE: 5 Oppose, 1 Abstain – proposal denied;

- 19.16 - \$8200 ask for Astronomy lab, a 20' steel structure to store equipment, adjacent to viewing area; L. Lyzak recalled that the class goes out to the soccer field to view; committee wanted to know where the steel container would be placed on campus; K. England if this is funded Facilities would need to review for approval; committee agreed to consult with Facilities before moving to vote;
- 19.12 – Student Assistant for Mission Centers; S. Kelly added that there are four mission centers that support CI's four pillars of the mission; they have space in Ojai; they've never been adequately funded; Jeannette Edwards is the staff member for Centers Coordinator in addition to being Academic Senate Coordinator; L. Lyzak observed the list of duties; T. Dorch noted that this seems more like a "we need this now" and might work for our one-time funding; S. Kelly has heard that the "centers don't do enough" but yet they haven't been adequately funded; J. Connell noted that J. Edwards does a lot of work for international trips under the Center for International Affairs (CIA); K. England asked if one could leverage one student assistant to do both jobs, i.e. combine this one with EM proposals; sees a lot of overlap on campus, i.e. if multiple departments have the same needs, let's pare them together; L. Lyzak asked how this assistance with workload would benefit students; G. Martinez added that she could see the benefits of splitting duties for a single student assistant across multiple programs;
- 19.24 – Anthropology Lab Interview Computers; plus recording equipment; J. Garcia recalled seeing a lot of requests asking for Macs, but PCs are doing the same things in terms of their capability, it may be a personal preference for folks to use Macs, but let's ask them why they want a Mac when PCs can typically do the same things for less cost;
- 19.25 – Zoom setups; L. Lyzak asked do we have to pay for Zoom services; J. Garcia replied that the campus already pays for Zoom services; this proposal is asking for additional equipment to make more accessible to students using DASS; this is mandated by law for individuals with disabilities; K. England asked where are they planning on doing this; J. Garcia replied that it's basically just a computer and a microphone, so we can use video conferencing and Zoom so that it is a mobile set up; T. Dorch added that he is in favor of this; S. Kelly understood that this is mandated by law, but asked if this is the right place to fund such things; could also be a factor in terms of intellectual property, doesn't typically allow students to record his lectures, i.e. once this video is conferenced, where does it go from there; J. Garcia added that the students have no control over recording it, would be a live streaming account that IT would set up on behalf of the student; G. Martinez asked where would they go to

ask – J. Garcia replied it would be DSA; committee discussed “reasonable accommodation” clause in ADA law; T. Dorch observed that it doesn’t seem like they’re asking for critical support, that they already support students, but that this ask helps them go beyond their basic federal needs; J. Connell observed that it is an innovative way of administering the need; committee discussed if we should ask DSA; T. Dorch felt that we should focus on approving or denying the proposals at hand, versus getting involved in recommendations on alternative funding; T. Dorch moved to approve, S. Kelly seconded; VOTE – All In Favor;

- 19.26 – Technology Equipment Improvements for the Santa Rosa Island Research Station (SRIRS); S. Kelly recalled that the equipment out there is very outdated (“from the last century”); it really gets in the way of doing meaningful work out there; J. Garcia agreed that students do innovative work out on Santa Rosa Island and the SRIRS; recalled that IT actually donated some older equipment to elevate their level of technology; T. Dorch motioned to approve, J. Garcia seconded; VOTE – All In Favor;
- 19.04 – Spanish language assessment kit for bilingual credential students; committee discussion of what these are; confirmation that credential students still contribute to paying into the MSFT fund; S. Kelly moved to approve, T. Dorch seconded; VOTE – All Approved

II. Other business and meeting adjournment

- L. Lyzak will review everything and go back through J Garcia’s IT proposals;
- Meeting adjourned at 8:58am