



MSFT Committee Meeting Minutes
Monday, April 8th, 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: Sean Kelly, Jerry Garcia, Laine Lyzak, Monica Tandel, Geydy Martinez, Raul Perez, Thomas Dorch
Staff present: David Daniels, Kirk England

I. New Business

- A. Continue going through FY 19-20 MSFT proposals
- Meeting called to order 8:04am;
 - 19.30 (WiFi ports for Broome Library) – D. Daniels summarized response from D. Hoffman re the stated need for WiFi ports; committee discussed whereabouts of Broom Library #2320, noting that it is a large cubicle farm, could fit about 50 people at a time; committee discussed its stance that WiFi and related tech should relate to IT funding rather than MSFT funding; J. Garcia agreed that there is a way of going through IT to figure this out; K. England asked to clarify amount, committee noted \$7900; T. Dorch motioned to deny 19.30, seconded by S. Kelly; **VOTE** – All In Favor of *denying* funding
 - L. Lyzak recalled committee strategy of reviewing by category;
 - 19.16 (Astro lab storage container) – J. Garcia asked if Facilities was able to review the planned location; committee recalled that they had and that it was met with approval; T. Dorch motioned to approve 19.16, seconded by J. Garcia; **VOTE** – All In Favor of approving funding;
 - 19.03 (acoustic shells) – S. Kelly motioned to approve, seconded by T. Dorch; **VOTE** – All In Favor of approving funding;
 - 19.28 (cameras for Broome Library) – L. Lyzak summarized that the ask is \$25k for 15 GoPro type cameras; committee generally noted the high price tag, wondered why they need so many; L. Lyzak observed that the two they have were checked out 200

times, which is heavy use; they don't have any "fish-eye" style lenses (for Google map applications); T. Dorch asked if we could contact proposer to prioritize this list, and what the impact might be if we have them half of their request; also ask how many of the spherical cameras they have; T. Dorch agreed that the lenses are a good idea;

- 19.14 (furniture for Bell Tower classroom): J. Garcia referenced prior discussions and asked to clarify if there was in fact no institutional money for furniture; K. England clarified that there is budget, but the infrastructure to execute institutional funds in this area is in its infancy; going forward it would be good to see academic space management being included in this discussion... for example, there could be excess furniture in some rooms and not enough in others; K. England recommended that we make sure that our Academic Space Manager sees these, let's give us a week to review so that we can come back to the committee with an additional layer of control to ensure that MSFT monies are well spent; J. Garcia observed that they're only asking for one computer; L. Lyzak also observed the monitor screen, committee further discussed location of where items would go; R. Perez how much is total ask, committee replied \$17k; further discussed that if chairs may be reduced, may be able to go down to \$10k; T. Dorch recommended tabling the discussion until further information is available;
- 19.12 (Mission Centers student assistant); T. Dorch asked if they are making a one-time request, or do they have a long time plan; L. Lyzak recalled the Chemistry example, where we approved last time but added comments that said MSFT would not continue to fund (and this year was denied in our current proposal cycle); recalled prior discussion that incumbent has a lot of tasks, effectively managing two positions; R. Perez asked to clarify incumbent's role; T. Dorch asked about the long term plan; K. England recalled that administration is currently reviewing the structure of the Mission Centers and its support; further discussion of the importance and impact of student assistant work; committee noted the importance of its charge to approve usage of student fees; R. Perez motioned to approve 19.12, seconded by T. Dorch; **VOTE** – All In Favor of approving funding;
- K. England asked if the MSFT application has a question that asks what the consequences may be if funding is denied; D. Daniels confirmed that it does, in the "Project/Activity Budget" section after the project description;
- 19.10 (salary for Graduate Study Center assist) – committee recalled that this position would support social media; K. England summarized that our institution has seen the base funding for the last 3-4 years staying flat, even with minimum wage and

inflationary increases; as an institution we don't have a ton of money to go around; L. Lyzak noted that this is the one where they're asking for 51 weeks paid; it doesn't look like they currently have a student in this position; reviewed other details of the proposed task load; K. England asked how does monitoring social media help to aid graduation rates; T. Dorch observed that it seems like this is in the category of what the department should be paying for; T. Dorch motioned to deny, seconded by R. Perez; **VOTE** – All In Favor of *denying* funding;

- L. Lyzak suggested to go through the Tutor Salary category next, followed by the Computer category;
- 19.05 (LRC funding) – \$107k ask is to fund 18 tutor salaries; noted that they suffered a reduction of \$25k last year; committee discussed difference between tutor salary and student assistant funding; K. England recalled that for LRC and WMC the institution is providing some support, which would at least off set part of this ask, in the form of permanent funding; could potentially drop their ask down in the \$70k; L. Lyzak recommended that we may need to factor this in now, since their \$107k ask is a tenth of our total budget; K. England observed that this is all for tutors, no computers; added that that there is a tremendous need for tutors on this campus; K. England noted that we also have STEM tutors, should be one centralized tutor resource in the future; T. Dorch agreed that there are multiple places to send students, which may reduce efficiency; committee discussion of amount to recommend funding for; T. Dorch added that he didn't want to risk underfunding, motioned to approve \$80k in funding, seconded by G. Martinez; **VOTE** – All In Favor of partial funding;
- 19.27 (WMC funding) – ask is for 19 tutors for the entire academic year; T. Dorch motioned to approve WMC for \$60k, seconded by R. Perez; **VOTE** – All In Favor of partial funding;

II. Other business and meeting adjournment

- Meeting adjourned at 9:01am;