

SUMMARY FOR TEACHING AND LEARNING PORTFOLIO MEETING

DATE: December 17, 2014

TIME: 1-2 p.m.

LOCATION: Marriott Library, Room 5201

IN ATTENDANCE:

Rick Ash	Martha Bradley	Kirsten Butcher	Steve Corbató
Pam Hardin	Jesus Hernandez	Patrick Panos	Fernando Rubio
Wayne Samuelson	Jean Shipman	Catherine Soehner	Jon Thomas
Patrick Tripeny			

COMMITTEE SUPPORT: Qin Li, Scott Sherman

UNABLE TO ATTEND:

Linda Ralston

ALSO IN ATTENDANCE:

Lisa Kuhn, Chief Financial Officer, UIT
Peter Panos, Finance manager, UIT

AGENDA ITEMS DISCUSSED:

- Vote on plan for 2015 student computing fees allocations

Vote on plan for 2015 student computing fees allocations

Jon Thomas presents an updated plan for allocating student computing fees through a request for proposal process. The portfolio had previously agreed to set general classroom AV systems on a six-year refurbishment cycle. This plan would phase in that cycle, starting with a smaller number of rooms in 2015 on an eight-year cycle, a smaller number of rooms in 2016 on a seven-year cycle, and then moving to the six-year schedule in 2017.

After analyzing previous years' reported maintenance expenditures, Thomas determined a good portion of the funds were for things that the portfolio indicated were not the types of expenditures the group thought were appropriate for that use. Those things included software licenses, salaries and big-ticket hardware purchases. Under the proposed plan, those types of purchases would have to be approved as part of the initial proposals. The overall maintenance funds would be reduced. Additionally, a contingency fund would be established to take care of large unforeseen expenses.

The request for proposals needs to go out in January, and Thomas proposes closing the window at the end of February and then sending out a small team to go through proposals with the requestors to identify centrally available resources that might meet their needs and to get further information about vague or unusual requests. That would give the portfolio members more information on which to base their decisions in April.

There was discussion about how to account for additional classrooms being added to the refurbishment cycle and whether that could become a financial burden. There is no additional money being made available for such refurbishments, but if there were a significant increase in the number of general-use classrooms it was suggested the University’s budget chief be notified. The group also decided to determine at a later meeting how to officially differentiate general-use classrooms from department-specific rooms.

The group suggested that instead of making maintenance funds an automatic percentage of the initial request that the RFPs should ask for vendor-estimated maintenance costs and that those funds be awarded as part of the overall proposal. That would allow for a more targeted spending process and better tracking of the overall use of fees. The contingency fund would still be available for maintenance expenses that fell outside the initial maintenance outlays. Further, the portfolio will schedule some open house events about 10 days after releasing the RFPs to provide further information and answer questions before departments or colleges begin filing requests.

The group will determine who should become part of the task force that visits requestors to discuss their proposals and gather information. Catherine Soehner volunteers to join the group, and an ASUU representative is suggested as well.

The updated plan is unanimously approved.

Action summary			
Action	Topic	Person/Group	Next step
Approved	Vote on plan to allocated 2015 student computing fees	Portfolio	The updated plan is unanimously approved. The RFP will go out in January, with one or more open houses scheduled. A task force will be created to follow up with requestors in March.