

Minutes of Meeting
Technical Services Committee
April 21, 2000

Convened: 1:10 p.m.

Present: Subir Chakrabarti, Julie E. Freeman, William Schneider, Mike Scott, Robert Sutton, Thomas A. Upton, Rosalie A. Vermette, Jeffrey S. Wilson, Kim White-Mills

- I. Bill Schneider announced that effective April 1, 2000 Mike Scott has accepted the Director of Technical Services position. He will continue to hold the position as Director of the MLRC for the time being. There will be additional resources for MLRC to free his time while a more permanent arrangement can be made.
- II. The committee discussed and unanimously agreed on the following policies for decision on Student Tech Fees.
 - A. The Dean of Students will appoint a student to sit on the Technical Services Committee.
 - B. The SLA Student Council will provide the committee with guidelines and recommendations for expenditures of STF.
 - C. The committee will annually provide the SLA Student Council with a copy of the STF budget.
 - D. The committee will report to the SLA Student Council annually what it has done with STF and Small Grant proposals.
- III. Graduate Technology Fee: Liberal Arts currently does not charge a tech fee of its graduate students. The committee agreed that graduate students should pay their fair share but brought up some options and concerns that will need further investigation.
 - A. How much of the Graduate Technology Fee would the school see?
 - B. Would it be possible to attach a fee to classes for graduate non-degree students?
 - C. Should a sliding fee be used and if so what kind?
- IV. Mike Scott announced
 - A. Mike Maitzen is officially a part of Technical Services.
 1. The Speech Lab Coordinator will report to Mike Maitzen
 2. Mike Maitzen will be in charge of the American Sign Language lab. There are plans to use this lab for more than just the American Sign Language classes.
 - B. Computer upgrades will continue.

1. Everyone is currently at 200 MHz or better.
 2. There is funding for approximately 40 upgrades. A decision will be made as to what the next level of upgrade will be.
 3. Technical Services has vacated CA540, used for the roll-out. Technical Services may be relocated in the basement in the future.
- C. An **optional** new mailing system that will be web based may be available in the Fall.
- V. The committee unanimously approved the proposed Technical Services budget for the next year (see attached). If the school's financial needs require change, they will be brought before the Technical Services Committee.
- VI. Small Grant proposals were tabled until the next meeting. Members were encouraged to read the proposals and discuss them via e-mail. A suggestion of criteria will also be discussed via e-mail.
- VII. Subir Chakrabarti presented the Annual Report of the Technical Services Committee that will be presented to the Faculty Assembly.
- VIII. The minutes for the February 25, 2000 meeting were unanimously approved.
- IX. The next meeting will be on April 28 in CA438 from 11:00am to 12noon. All members are encouraged to attend in order to vote on the Small Grant proposals.