MSU-Northern Computer Fee Advisory Committee
Meeting Minutes

April 25, 2019
Location: Library Conference Room
Faculty/Staff Present: Marianne Hoppe, Randy Bachmeier, Chris Wendland, Tom Welch,
                           Tate Whitham (non-voting)
Students Present: Christopher Brekke-George, Abigail Ellison, Chris Johnsrud, Victoria
                           Reynolds
Guests: Brandon Matson, Terri Hildebrand, Steven Wise, Trygve Magelssen

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I.   Review of previous meeting minutes

II.   Committee Context

- Review of BOR policy 940. 3 Mandatory Fees
- Review of Fiscal Year 2019 Computer Fee finances

III.   Decisions

- Reservation of $10,000 for ITS for Lab Support.

IV.   Presentations

- Brandon Matson presented a request for 10 laptops for the Diesel program.
- Terri Hidebrand presented a request for 2 ruggedized laptops for the Science programs.
- Steve Wise presented a request for a 2 computers for the Residence Halls.
- Trygve Magelssen presented a request for 18 computers, software and trainers.
- A request for 3 monitors for the Automotive program was filled by ITS prior to the meeting.
- All requests (11) were discussed by the committee. Due to the limitation of available funds not all requests could be fully funded multiple requests were amended.

V.   Action Items

- Approval for all the proposals as amended was motioned and seconded.
- Passed unanimously.
- Proposals as approved:
  - Proposal for a laptop for the Automotive program, sponsored by Kevin Ruby.
    - The committee amended the request to increase the amount.
    - Amount approved $850.
  - Proposal for a wide format color printer, sponsored by Tom Welch.
    - Committee stipulated that paper and toner for the printer would be purchased by the department.
    - Amount approved: $2,745

- Proposal for the purchase of a TV, computer and software, sponsored by Tom Welch.
    - The committee recognized that mounting a TV in a hallway would need to be approved by Facility Services.
    - Amount approved: $2,220
- Proposal for the purchase of 2 ruggedized laptops, sponsored by Terri Hildebrand.
    - The committee amended the request to one ruggedized laptop and one standard laptop.
    - Amount approved: $2,785
- Proposal to expand the Automotive lab (formerly Farm Mechanics) to 4 computers, sponsored by Josh Meyer.
    - Based on lab usage statistics, the committee recommended 2 computers be moved from the Applied Technology Center lab to the Automotive lab.
    - Amount approved: $0
- Proposal to purchase General Motors scan tool software, sponsored by Josh Meyer.
    - Committee stipulated approval for the software that was included in the proposal was for one year, no automatic license renewal. The committee recommended the sponsor look into using departmental funding or a course fee to cover the yearly licensing renewal.
    - Amount approved: $775
- Proposal for the purchase of 10 laptops, sponsored by Greg Clouse & Diesel faculty.
    - The committee amended the request to reduce the number of laptops. The committee stipulated that old laptops replaced by the new ones will be disposed of by ITS, not retained by the department. The committee also recommended the department set up a replacement schedule for the laptops and find a way to fund it.
    - Amount approved: $2,400
- Proposal for the purchase of a life-cycle lab replacement of 52 PCs, sponsored by Tate Whitham.
    - No committee amendments or stipulations.
    - Amount approved: $60,060
- Proposal for lab expansion, trainers & software, sponsored by Trygve Magelssen
    - The committee amended the request so that the computers for the lab will come from the old computers from this year's lab life-cycle replacements. The committee also stipulated that the lab will not be added to the open labs supported by the Computer Fee. The committee did not fund the trainers or software as the cost was unknown.
    - Amount approved: $0
- Proposal for the expansion of the Morgan Hall lab, sponsored by Steven Wise.

- The committee recommended that 2 computers be moved from the MacKenzie Hall lab to the Morgan Hall lab so they will each have 6 computers.
- Amount approved: $0