Minutes

In Attendance:
Shane Bruce  Brendan Calandra  Denise Floyd  Valerie Koonce  Phil Ventimiglia
Amy Bruni  Michael Diebert  Mathew Gayman  Samir Majmunder  Yongsheng Xu
Laura Burtle  Antara Dutta  Chris Goode  Robert Maxwell

CALLED TO ORDER

APPROVAL OF MINUTES

Motion was made and seconded to approve the minutes of September 12, 2019, as presented.

IIT MONTHLY REPORT

- Phil reported that recent Cisco telephone consolidation project is nearing completion.
- IIT was granted funding to begin a networking upgrade over the next couple of years. The upgrade will encompass both the wired and wireless networks, and will be for all of the campuses. During the last meeting an issue was brought forward by Robert Maxwell, on behalf of himself and some other faculty, regarding the use of Top Hat geofencing and the GSU wireless network. As the team moves forward with the network upgrades, they will keep in mind the use of classroom tools, such as Top Hat, and their compatibility with the network.
- The DUO Multi-factor Authentication was rolled out early in the fall semester. The roll out to staff and faculty has gone well. The opt-in roll out to students is underway. A couple thousand students have already opted in. The student roll out will continue, until it is converted to mandatory for all students.
- October was Cyber Security Month. IIT rolled out all new training, which seemed to be received much better than the previous online training that was leveraged from the USG system. IIT purchased a purposely built tool that is best in class in the industry.
• IIT has worked with the University to help streamline password resets, which has been the biggest call volume for the Help Desk. An e-mail was sent out to the University informing them of the new password reset process. As per the e-mail, an alternative e-mail can be added to the account and utilized to recover the campus ID password. The alternative e-mail can be a personal Gmail, Yahoo, or Outlook account, etc. The use of the alternative e-mail, for password recovery, is optional.

MANDATORY FEES COMMITTEE REPORT

There are several mandatory fees that students pay as part of the fee structure that are separate from their tuition. Dr. Chris Goode is the IIT representative that attends the mandatory fees committee meetings. The fees committee is very pleased that the student fees have not increased in the past twelve (12) years, and they plan to maintain that trend. The distribution of the fees will remain the same, this year, as well. The only point of discussion, on the Atlanta campus, pertained to the decrease in the transportation fee to offset the increase in the student health fee. The increase in the health fee is to help with some debt that was accrued recently.

Everything will remain the same, Allocations and proportion will remain the, in regard to the student technology fee. However, Dr. Goode explained that there will be discussion, later on, as to why there might be a request for a change in the percentages for the next fiscal year.

FY20 STF VARIANCES UPDATE

Dr. Goode explained STF Variances for all of the new committee members. He approved the variance request from Dr. Manfred Schmidt. A proposal was awarded to Dr. Manfred Schmidt in the Neuroscience Institute for equipment in the undergraduate neuroscience laboratory, which is located in the Natural Sciences Center. Dr. Schmidt was awarded funds to purchase anti-vibration plates for the electrophysiology laboratory, but managed to save $2,000 on the final order. He then requested that the $2,000 be used to purchase related measurement instruments, also for electrophysiology laboratory. The laboratory is completely devoted to undergraduate research, and, often times, independent undergraduate research and training.

VARIANCE REQUEST FOR TF20200130

Samir Majmundar asked the committee to approve moving $37,125 from salaries and fringes to the supplies line in order to purchase a two-year exam testing software, called Exam Soft. The additional funds are necessary because it was discovered that the exam software required a two-year agreement, instead of the one-year agreement that was noted in the original proposal. The department would cover the costs of the support needed to get the software on board. The amounts would be for $27,500, which would be taken from a salary line, and an additional $9,625 would come from the salary fringes. Moving the
salary line would eliminate the position, however, IT personnel would then take on the responsibilities of helping to administer the software as part of their daily tasks. Discussion ensued.

**Motion:** A motion was made and seconded to approve the variance request of moving $37,125 (salaries and fringes) to the supplies line in order to purchase two-year ExamSoft software. Motion passed unanimously.

**STF ALLOCATIONS SUBCOMMITTEE REPORT**

The STF Allocations Subcommittee was formed last year with the purpose of reviewing the percentage allocations of the student technology fee to the academic units that are given funds to be considered for competitive awards. The review was prompted by a number of groups that wanted to know how their percentage of the competitive award compared to some other metric of their role in the university academically.

The committee discussed and presented supportive data. It was determined that the percentages were set around 2012, and were determined by the Senate IIT committee. The competitive academic awards given to the units were based on past performances. With the exception of some new colleges and schools that have been created, the percentages have been flat and have not changed. It was also found that the number of credit hours and the number of majors being offered by academic units were not exactly in line with the percentage allocations, but were pretty close. Based on all this information, no recommendation was brought to the committee to make any changes. However, that is not to say that the committee cannot make any changes going forward.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:52 AM.

Respectfully submitted,

Joyce Carroll