

Meeting Minutes for CFT Committee September 26, 2001

Members in Attendance

Ed Peyronnin	Information Systems Coordinator
Kirby Childs	Animal Science Graduate
Tamla Blunt	BSPM Graduate
Amy Gray	Cooperative Extension Graduate
Pamela Kaval	DARE Graduate
Julie Herron	DARE Undergraduate
Greg Litus	Hort and LA Graduate
Dan Nolan	Hort and LA Undergraduate
Sally Claychulte	SCS Graduate
Justin Hay	Hort and LA Undergraduate
Cannon Ivers	Hort and LA Undergraduate

Ed Payronnin began the meeting by discussing the responsibilities of the committee and asking for volunteers to become Chair, Vice Chair and Secretary. The Secretary is a revolving position that will change each month there is a new meeting. The group approved the following officers.

Chair Sally Clayshulte

Vice Chair Pam Kaval

Secretary Greg Litus

<http://www.colostate.edu/Depts/AgSci/computer/computerresources.html>

Ed Payronnin passed out copies of the University and Ag College bylaws and introductions were exchanged. The by laws will soon be available on the CFT website that will be accessed through the Ag College homepage (<http://www.colostate.edu/Depts/AgSci/computer/computerresources.html>).

Following introductions Ed lead the meeting by following the previously distributed agenda.

Item 1 Discussed allowable use of funds as stated in the bylaws.

Question: Is there a list of what has been purchased in the past?

That can be constructed and is especially important for software licenses. Talk to Brent for more information about this issue.

Discussed how purchases are made. Buyers should present their needs to the Committee before purchase. Purchasing contracts and information will be available on the CFT website.

Item 3 Discussed formal process for the meeting.

Item 4 Discussed funding levels. Undergraduate funding by department is \$1000 plus \$1 for each student. There is also a slush fund for undergrads if existing funds are inadequate for a significant purchase. Ed does not recommend that the undergrads buy any more computers. Grad funding is based on 90% of \$75 for each student. The 10% surcharge covers overhead costs. Everyone should consider spending their money sooner than later so that we get to use the equipment now rather than next year.

Budgets were passed out and concurrence was requested on the number of computers listed for each department. Ag Science Graduates will go from 5 to 6 computers shortly and Horticulture Graduates will meet separately with Ed to determine the number of usable computers. This will change the final budget. That budget will be presented at the next meeting. If there are any questions contact Ed any way you can.

The budget for Hort and LA Undergrad is combined. How will it be split up in the department?

That is an internal issue within each department.

Is SAS on some Plant Science Graduate computers?

Yes

as officially called to order with Sally Clayshulte presiding.

Kaval passed around a purchase request that included paper, toner cartridges and one computer. Ed recommended that the request be upgraded to a Gateway E series machine. All departments should buy machines that will be functional for 3 to 4 years with a Windows 2000 operating system. Ed recommends getting the operating system license on site and not through Gateway.

Childs also requested approval for the purchase of two computers.

Gray requested approval for the purchase of one computer.

By unanimous vote, approved the purchase request by Kirby Childs.

By unanimous vote, approved the purchase requests by Pam Kaval and Amy Gray with the following provision. Since the original request did not meet the recommended standards for new computers, the system configuration provided by Kirby Childs will be used as a guide for making these purchases. The exact configurations will be presented at the next meeting.

By unanimous vote, retroactively approved the purchase of 8 copies of File Maker Pro by Kirby Childs.

By unanimous vote, approved the purchase of 11 SAS licenses by Kirby Childs and 5 SAS licenses by Sally Clayshulte.

By unanimous vote, approved the purchase of 2 Dream Weaver licenses by Amy Gray.

set for October 17, 2001 at 6:00 PM in Shepardson 123.

ned.