University Technology Fee Advisory Board Minutes
April 14, 2016—Library Event Hall

Attendance: Jake Loughridge, Chair, CoB; Nicole Ramo, Vice Chair, GSC; Blaire MacNeill, Secretary, CVMBS; Adam Lynch, CNS; Blake O’Grady, CoB; Kait Evensen, WCNR; McKenzie Fulcer, CVMBS; Max Zapf, CLA; Alex Albright, ASCSU;

I. Meeting Called to Order at 2:06 p.m.
II. Approval of Minutes from April 7, 2016 meeting
   a. April 7, 2016 minutes approved
III. Presentations
    a. No presentations
IV. Old Business
    a. No old business
V. New Business
   a. FY17 Fee Package Vote
      i. FY17 Fee Package approved
      ii. Contains Library, SIS, Wireless Networking, Classroom Technology, and Lecture Capture fee requests
   b. Bylaws Update
      i. Article IX states that amendments to the bylaws require a 2/3 majority vote at two consecutive meetings and that the bylaws must be reviewed each year
      ii. To Article III, Section 4, the following will be added: In the interest of collaborating with the University Facility Fee Advisory Board (UFFAB), the Chairperson and the Vice Chairperson of UFFAB shall have ex-officio status.
         1. Added to keep UFFAB and UTFAB bylaws consistent and improve communication between the two boards
      iii. To Article III, Section 5, the following will be added: Members are responsible for ensuring associate representatives from their college or appointing body are present in the event they are unable to attend a meeting. Members who miss two or more consecutive meetings without being excused by the Chairperson may be removed from the board at the discretion of the Chairperson.
         1. Added to increase member accountability and avoid issues meeting quorum
      iv. In Article IV, Section 5, change “In the event of removal of the Chairperson, the Vice Chairperson shall serve as Chairperson, and a new Vice Chairperson shall be elected by a majority vote of the members present. In the event of the Vice Chairperson, a new Vice Chairperson shall be elected by the Board” to “In the event of a vacancy in the Chairperson position (through removal or otherwise), the Vice Chairperson shall serve as Chairperson and a new Vice Chairperson shall be elected by a majority vote of the members present. In the event of a vacancy in the Vice Chairperson position (through removal or otherwise), a new Vice Chairperson shall be elected by a majority vote of the members present.
1. Changed to increase clarity; provide for officer vacancies not due to removals (stepping down, leaving university, etc.)

v. Small wording changes will be made to the following sections
   1. Article V, Section 2: “will” to “shall”
   2. Article V, Section 4: added Oxford comma after support in 1st sentence
   3. Article VI, Section 1: “will” to “shall”
   4. Article VI, Section 6 & 7: Shifted definition of SFRB acronym to first usage

vi. To Article V, Section 4 add “designated as Executive Sessions where sensitive material is presented,” after the phases “Ex-officio members may be asked to remove themselves from portions of meetings”

   1. Added to keep UFFAB and UTFAB bylaws consistent

vii. To Article VI, Section 2 add “in the forthcoming year” after the phrase “In the spring semester, all areas seeking funding”

   1. Added to improve clarity

viii. Article VI, Section 3 contained several wording additions and changes

   1. Changed to improve clarity related to supplemental proposals
   2. Full changes can be viewed on the UTFAB website

ix. To Article VI, Section 5 add “or the Open Option” after the phrase “The University Technology Fee shall not be used to fund items that are funded by the Charges for Technology assessed by each individual college”

   1. Added at the suggestion of Dr. Burns

x. Article VII, Section 2 contained several wording additions and changes

   1. Changed to improve clarity related to funding rules
   2. Full changes can be viewed on the UTFAB website

xi. Article VIII, Section 1 & 3 contained several wording additions and changes

   1. Changed to improve clarity related to voting
   2. Full changes can be viewed on the UTFAB website

xii. Article VIII, Section IV will be removed

   1. Shall be removed to avoid redundancy; it contains the same information as Article VI

xiii. In Article VIII, Section VI, change the phrase “gain understanding and offer feedback to the Board” to “allow for discussion”

   1. Changed to improve wording related to open forums

xiv. Approval of changes to bylaws

   1. Approved

xv. Questions

   1. What is open option? It is when a student has not yet declared a major.

VI. Next Meeting: Thursday, April 21, 2016, at 2:00 p.m. in the Library Event Hall

a. Elections and Second Bylaws Vote

VII. Motion to Adjourn

a. Approved at 2:31 p.m.