**University Charges for Technology Committee**
**Meeting Minutes**
**Monday, April 6, 2009**
**10:00 – 11:00 AM**
**202 Weber**

Attending the meeting: Ed Peryonnin, James Long (Ag Sciences); Ross Bulkley, Brad Reichel (Engineering); Jim Cox (Natural Sciences); Chris Ketterman (Liberal Arts); Dave Carpenter, Eric Tisdale, (CAHS); Don Albrecht (Libraries); Debbie Devore (WCNR); Michael Brake, Billy Mihelich, Haley Richards (CASA); Jon Schroth (CoB); Valerie Monahan (BFS); Marla Roll (ATRC); Pat Burns (VPIT); Scott Baily (ACNS)

1. Assistive Technology Expenses
   a. Marla Roll said that ATRC is no longer pursuing a laptop purchase program.
   b. She reminded representatives that the April 1 spending deadline for assistive technology has been lifted, as purchase requirements often exist later in the semester. Colleges should add 20% to their current amount when estimating AT expenditures for the FY09 report. (If you have questions about this, please contact Marla.)
   c. ATRC accounts have moved from Student Affairs to OEO. With the transition, a summary of expenses assessed to each area is coming, but may be delayed.
   d. Marla reviewed AT expenditures to date (her presentation materials are on the UCFT web site).
2. FY 09 reports are due Monday, April 20th. This due date (third or fourth week of April) should remain fairly constant going forward, and seems to be working well for everyone. Colleges should pay special attention to:
   a. Verify student committee approval for CFT activities
   b. Make sure the carry-forward amounts are correct. Valerie Monahan has provided year-to-date information, emailed previously to CFT members and on the web site
   c. Justify carry-forward balances projected for FY08 -> FY09
   d. Reporting templates for reporting revenue and expenses (Excel spreadsheet) and the narrative report (MS Word) are available at http://ucft.colostate.edu/?page=templates
3. Ed Peyronnin raised concerns about software licensing agreements, and difficulties implementing group license restrictions in college environments. Baily to follow up with the group via email to solicit feedback from the colleges, and then to coordinate meetings with the vendors.
4. The meeting adjourned at 10:25.