

**Central Charges for Technology Committee
Meeting Minutes
Wednesday, October 13, 2004
3:10 – 5:00 PM
Weber 202**

The CFT meeting was attended by 16 faculty/staff and 5 students.

Discussion Items

1. Burns described a proposal to allow up to 20% deficit spending at the beginning of each fiscal year. The group unanimously approved integrating this into the latest revision of the CFT Manual.
2. Marla Roll provided an update on ATRC activities, and encouraged colleges to consider integrating assisted technology into their computer labs. Handouts were provided itemizing ATRC expenditures and examples of assistive technology accommodations.
3. Melody Johnson, Internal Auditing, presented her initial findings after auditing college CFT accounts. Johnson will forward her recommendations to Burns in late October. Burns will circulate a draft response to those recommendations to the CFT committee by mid-November.
4. Burns proposed several minor changes to the CFT manual, all of which were approved unanimously.
5. Baily summarized CFT expenses for FY04. Staff and workstation/hardware continue as the top expense items.
6. Burns gave a brief update on the UTF and will schedule a project update meeting with that group one evening in late October.
7. The CFT report for FY04 can be reviewed online at <http://www.colostate.edu/services/acns/ChargesforTechnology.html>