



Minutes

Date 02/03/2017 Start Time 10:00 AM Adjournment Time 11:00 AM Location AIC, WALK 1-137
 Type of Meeting Regular Special

CHAIR	Joydeep Bhattacharjee & Cliff Tresner
SECRETARY	Mary Elizabeth Bridges
ATTENDEES	Paula Griswold, Mara Loeb, Tommie Church, Kris Bista, Tammy Johnston, Girish Shah
ABSENT (EXCUSED)	Bob Eisenstadt, Charles Hughes

Agenda

GENERAL ANNOUNCEMENTS	
The council met to discuss the sub-committee updates.	
DISCUSSION TOPICS	
<p>The meeting agenda included 6 agenda items:</p> <ol style="list-style-type: none"> 1. Approval of previous meeting minutes 2. Subcommittee updates <ol style="list-style-type: none"> a. AIC Grant b. AIC Room Request c. Guest Speaker 3. Forms and Calendar Update 4. Additional meeting dates <p>1. Minutes from 1.20 meeting were approved as amended.</p> <p>2. Subcommittee updates.</p> <p>a. The Grants sub-committee (Bob, Tammy, Girish, Cliff) discussed the funding, timeline, and process of the grant application. Girish Shah was nominated by the council to serve as the chair of the Grants sub-committee. Joydeep and Cliff will forward all applications to Girish. Girish will be responsible for disseminating the applications to council members (via email) for review. All council members, excluding the AIC co-chairs, will score the applications according to the posted criteria and using the 1 page rubric (accessed through the AIC grants web page). One averaged scoring rubric for each proposal should be kept for records, (forward to Cliff Tresner) and those proposals recommended for funding should be sent to the co-chairs. The co-chairs of the AIC council will send out notification of awards. February 20th is the deadline for proposal submissions. Notification of acceptance will be sent on March 6th. The AIC grant application is live. Based on the quick turnaround time and the Mardi Gras Holiday, council members will review applications as they come in. The council agreed someone could be awarded more than one grant if they are working with different faculty members on separate research. Those applying for the grant can ask for a range of monies, but encouraged to apply in the \$2,000 range. The money must be spent during this fiscal year (June 30, 2017). \$8000 was posted as the total funding amount available. More information about the application is located on the AIC website (ulm.edu/aic)</p> <p>b. The Furniture sub-committee (Paula, Mara, and Tommie) reviewed the e-mail sent to council members outlining furniture options that met the needs of the room as the council had discussed at previous meetings. The sub-committee suggested that the price of the furniture would be in the \$7,000-\$7,500 range, not including the cost of any modular seating. The estimate is based on 25 low chairs that would be stackable, 5 high chairs, a roundtable that could be reconfigured and would include USB chargers</p>	

and outlets, a glass board that is moveable and magnetic. The committee plans to get a price on the modular seating and send the council an updated cost estimate/item sheet.

c. Kris Bista updated the group on events he has scheduled for the AIC. Dr. Tom Merrill, Professor and Director for Innovation at Xavier University will be a guest speaker via the web on March 9, 2017 at 3 pm in Walker 2-91. He will be discussing his experience with a faculty innovation center and how to engage students and faculty. Kris called for the committee to come up with a list of questions for Dr. Merrill. No deadline was provided.

3. The council discussed updates on the AIC website. The room request form is functioning and posts the following questions.
- a. Why is this room needed specifically? Is there another room that would work just as well?
 - b. How does the event promote the AIC?
 - c. Could you briefly describe the activities planned therein?
 - d. Who is responsible for the room, including clean up and order after the event?
 - e. How does the event fit with the mission and vision of the AIC?

It was suggested that standard date and time format be included in those sections and adding the mission and vision statements to the webpage. Requests will be sent to aic@ulm.edu and forwarded to the council.

4. The next meeting is scheduled Friday, February 17th at 10:15AM to finalize the grants and furniture.

CONCLUSIONS

The meeting adjourned with a charge to continue working on events for spring and gathering pricing/ideas for furniture.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Furniture sub-committee members will send updated information to the council before the next meeting.

Mara Loeb, Tommie Church, Paula Griswold

Grants sub-committee chair will send applications to the council members for review as they are received.

Cliff Tresner, Tammy Johnson Joydeep
Bhattacharjee, Girish Shah

02/17/17

Approved by committee/council chair Yes on 03/21/17