



Innovation Center Council

Minutes

Date 03/24/2017 Start Time 10:10 AM Adjournment Time 11:15 AM Location AIC, WALK 1-137
 Type of Meeting Regular Special

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

Agenda

GENERAL ANNOUNCEMENTS	
The council met to discuss the budget and planning for Fall 2017. .	
DISCUSSION TOPICS	
<p>The meeting agenda included 2 items:</p> <ol style="list-style-type: none"> 1. Budget Update 2. Shaping the Fall <p>1. The council discussed furniture proposal has been approved. The furniture has to be ordered from the state vendor. Mara Loeb is working with Sabrina on the furniture order and moving forward to have the AIC furnished by Fall 2017. At this point, the council has approximately \$7,000 left in the budget. The council discussed possible uses for the funds. Some of the ideas included:</p> <ol style="list-style-type: none"> a. Window coverings for the large windows in the AIC b. Council travel to gather information on other innovation centers c. Technology that could be checked out from the AIC (laptop, etc.) d. Mini fridge for the AIC e. Marketing supplies (i.e. pens/pencils/additional window signage) f. SMART Notebook access for 28 licenses based on faculty interest <p>2. The council discussed planning for Fall and creating an Academy concept. Co-chairs recently met with Dr. Camille and discussed the idea of an Academy concept as well as subcommittees that will be given a charge going in to the next semester.</p> <ol style="list-style-type: none"> a. The Academy will be led by the following council members: Paula Griswold, Robert Eisenstadt, and Girish Shah. Their charge will be to develop guidelines for the establishment of the Academy. This would include induction of new members, evaluation, and retention. b. The Publicity/Marketing committee will be led by the following council members: Mara Loeb and Tommie Church. Their charge will be to create marketing tools and find effective ways to publicize AIC events. c. The Planning committee will be led by the following council members: Tammy Johnston, Charles Hughes, and Kris Bista. Their charge will be to plan events for the AIC a semester in advance. <p>The council co-chairs (Joydeep Bhattacharjee and Cliff Tresner) as well as the secretary (Mary Elizabeth Bridges) will remain mobile and available to all committees. They will hold separate meetings to discuss ideas as well as attending the committee meetings when available.</p>	

CONCLUSIONS		
The meeting adjourned with a charge to bring ideas for events the council would like to host Fall 2017.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The council will plan to bring ideas and brainstorm events we would like to host in the AIC.	All members =	004/25/17

Approved by committee/council chair Yes on 04/25/17