



Service Center Committee Meeting
November 3, 2011, 10:00 a.m. to 12:00 p.m.

In attendance: Mary George, John Keatts, Michele Mattoon, Paul Nelson, Kim Salisbury, Heather Taff, Janice Todish, Melissa Husebye, Ann Norton, Mike Quist, Rose Poulin, Candy Ihm.

URO – Optical Imaging Center Rate Renewal

Ann Norton in the Optical Imaging Center has applied as a Service Center for three years but so far has not been able to charge anyone for services. The committee recommends that she not apply as a renewal but as a new Service Center as she has not been able to charge in the past. Ann already has historical data in place and she was encouraged to provide her existing spreadsheets with her application in order to avoid recreating any data. She will send her application to Mary George to review and Larissa Labolle will be looped in to help solve the billing issues that have restricted the Optical Imaging Center from charging in the past.

CNR - Fish & Wildlife Cooperative Research Unit

The Fish & Wildlife Cooperative Research Unit would like to start billing for the use of their materials such as boats and sampling equipment. They would like to be able to bill other department budgets and grant budgets for use of their equipment. The committee encouraged them to fill out the service center application/rate sheet online and submit it to the committee for review.

Facilities Management Budget Consolidation

The committee would like Carolyn Reader and Charles Zillinger to attend the next meeting in order to talk about their desire to combine budgets. The committee feels it is important to meet with them in person to discuss their application and address any concerns they might have.

The meeting was adjourned at 12:00 p.m.

These notes are a summary of the discussion and not a complete transcript of the meeting.