

**MTU RESEARCH ADVISORY COUNCIL**  
**NOVEMBER 11, 2004**

**Meeting Minutes**

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Dave Reed announced that Joanne Polzien has a new position as the Research Compliance Administrator. Cathy Banfield is now Dave's Administrative Associate and will be attending the RAC meetings.

**FY 2004 Metrics**

Handouts were reviewed and discussed at length. Suggestion to change the Pie Chart titles from funding to awards was given and accepted, along with the suggestion to put the totals of the pie charts above the charts. These changes will be made, and some additional information will be sent to RAC members. (When reviewing charts please keep in mind that some charts reflect awards, while others reflect expenditures).

**NSF Audits**

Julie Seppala notified the committee that this past summer the National Science Foundation audited two programs. One of the programs was only thirty thousand dollars, while the other was a much larger program. These were program specific audits requiring copies of expenditure receipts including all purchases made on the MTU procurement card. Unfortunately, the PI was unable to provide all or the credit card information requested. We are waiting to hear back from NSF regarding this lack of information. She reminded everyone that procurement card receipts must be kept on file for seven years.

The following item was tabled until the next monthly meeting:

Graduate Assistant Cost Share (GACS) Update

The next RAC meeting to be held Friday December 17<sup>th</sup> 10:30am – Noon.

- ❖ Attached you will also find the recent submission to the Board of Control Report for the 1<sup>st</sup> Quarter of FY 2005.