**Student Tech Fee (STF) Oversight Committee**

Minutes of Meeting: March 3, 2016

Voting Members Present: Jane Cassidy, Tommy Smith, Neal Stoltzfus, Vernon Dunn, Adam Grashoff, Zachary Faircloth, and Michael Rodriguez

Guests: Kurt Keppler, Brian Antie, Pam Nicolle, Michael Smith, David O’Brien and John Duplantis

**Materials distributed:**

Minutes from November 24, 2015 Meeting

Revised Discipline Specific Evaluative Criteria

Current Financial Status Report

ITS FY 16-17 Proposal

CBT FY 16-17 Proposal

1. **Welcome and Introduction.**

The meeting was chaired and called to order by Jane Cassidy at approximately 3:00 p.m.

1. **Old Business.**

1. **Approval of the November 24, 2015 Minutes** *(Jane Cassidy)*

Zachary Faircloth motioned to approve the minutes; Michael Rodriguez seconded the motion. The minutes were unanimously approved.

**B. Evaluation Criteria Updates** *(Jane Cassidy)*

Dr. Cassidy briefly discussed the revised Evaluation Criteria used for discipline-specific proposals. All of the changes discussed and approved at the November 24 meeting have been implemented. After a brief review of the updated document, Michael Rodriguez motioned to approve the revised document. Adam Grashoff seconded the motion and it was unanimously approved.

1. **New Business.**

**A. Current Financial Status Report** *(John Duplantis)*

John Duplantis discussed the current status of STF funds. Excluding the FY 15-16 unspent or carryforward funds, the total available funds for FY 16-17 are projected to be $3,999,528 or approximately $4,000,000. The ITS FY 16-17 proposal totaled $3,348,951, and the Computer-Based Testing Lab FY 16-17 proposal totaled $159,700. Including the $1 million reserved for discipline-specific proposals, these two proposals are in excess of ($509,123) over the projected available funds for FY 16-17. Dr. Cassidy requested that ITS and the Computer-Based Testing Lab try to get their proposals as close to the $3,000,000 ($4,000,000 less $1,000,000) as possible, and the committee will prioritize the remaining projects depending on fund availability at the end of the year.

1. **FY 16-17 President’s Request** *(Tommy Smith)*

Tommy Smith discussed the current budget situation that the University is facing. It is still early in the FY 16-17 budget development process, but there is a chance the university will request funds from the Student Tech Fee to support some of the student information technology services that are funded by the university’s operating budget. In previous years, the university has requested $1 million in support funds from the STF. Although it is not a certainty that this amount will be requested for FY 16-17, the committee should plan accordingly in order to prepare for such a request. Dr. Cassidy stated that if the $1 million is not requested by the president, then a call for discipline-specific proposals will go out to the faculty in August. Michael Rodriguez motioned to approve holding back $1 million in case the president requests it and going forward with a call for discipline-specific proposals in August if the funds are not needed to help the University manage a state budget cut. Vernon Dunn seconded the motion and it was unanimously approved.

1. **ITS FY 16-17 Proposal** *(Mike Smith)*

Mike Smith presented the FY 16-17 ITS proposal. The committee briefly discussed each component of the proposal. Mike suggested some portions of the proposal that could be deferred until it is known that funding will be available. The items suggested for deferral are: Life-Cycle Computer Upgrades (Component 2) for $222,650, Gear-to-Geaux Life-Cycle Upgrades (Component 2) for $44,800, Wireless Expansion (Component 7) for $79,600, and VLAB Expansion (Component 7) for $40,000. Deferring these items brought the ITS proposal total to $2,961,901. Michael Rodriguez motioned to approve the revised ITS proposal of $2,961,901. Adam Grashoff seconded the motion, and it was unanimously approved.

1. **Computer-Based Testing Lab FY 16-17 Proposal** *(David O’Brien)*

David O’Brien presented the FY 16-17 proposal for the Computer-Based Testing Lab. After a brief discussion, it was determined that the purchase of 116 computers could be deferred until it is known if funding will be available. Excluding these computers, the CBT Lab’s proposal totals $32,100. Michael Rodriguez motioned to approve $32,100 for the CBT Lab’s proposal. Adam Grashoff seconded the motion, and it was unanimously approved.

1. **Deferred Projects from ITS and CBT**

As FY 15-16 carryforward funding is deemed available for FY 16-17, the deferred projects will be funded based on the following priority:

* CBT Lab 116 computers for $127,600
* Life-Cycle Computer Upgrades for $222,650
* Gear-to-Geaux Life-Cycle Upgrades for $44,800
* Wireless Expansion for $79,600
* VLAB Expansion for $40,000

Vernon Dunn motioned to approve the above prioritized list. Adam Grashoff seconded the motion, and it was unanimously approved.

1. **PC Reallocation** *(Jane Cassidy)*

Dr. Cassidy briefly informed the committee about the PC Reallocation process that normally happens each summer. However, since the computer upgrades have all been deferred, this process will not occur until the fall semester.

1. **Next Meeting Date**

There will be no additional meetings this semester. The dates and times of the Fall 2016 meetings will be determined in August or September.

1. **Adjourned**

Zachary Faircloth motioned to adjourn; Adam Grashoff seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:30 P.M.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or John Duplantis a minimum of one week prior to the next meeting.

Student Representatives: If you are unable to attend the next meeting, please send an alternate representative to ensure a quorum.

*Respectfully submitted, Jane Cassidy, Chairman*

*Minutes recorded by John Duplantis*