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

Minutes of Meeting: April 3, 2017

Voting Members Present: Jane Cassidy, Tommy Smith, Andrea Ballinger, Mette Gaarde, Vernon Dunn, Alexandra DeGravelle, Jacqueline Samson, and Michael Rodriguez, Josh Nunez (proxy for Jason Badeaux)

Guests: Kurt Keppler, Michael Smith, Sean Robbins, Pam Nicolle, Brian Antie, David O’Brien, John Duplantis, Amanda Marshall and Aimee Riggs

**Materials distributed:**

Minutes from March 24, 2017 Meeting

1. **Welcome and Introduction.**

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

1. **Old Business.**
2. **Approval of the March 24, 2017 Minutes** *(Jane Cassidy)*

Michael Rodriguez motioned to approve the minutes; Vernon Dunn seconded the motion. The minutes were unanimously approved.

1. **IT FY-18 Proposal (Michael Smith)**

Michael Smith discussed the projected balance remaining in his FY 16-17 ITS STF Projects. He estimates approximately $500,000 unspent dollars to return to the STF allocations. Sean Robbins discussed the Network Core Enhancement. He explained that this will help the strain on internal databases. If approved this would be in place 60-90 days after purchase. The committee discussed the possibility of reducing the FY 17-18 Discipline Specific Hold from $1,000,000 to $750,000 in order to fund both proposals, with the caveat that if the funds are not needed to fully fund both proposals, then the amount will be spent on FY 17-18 STF Discipline Specific. Tommy Smith motioned to approve the ITS proposal of $3,501,368. Michael Rodriguez seconded the motion, and it was unanimously approved.

1. **Computer Based Testing Lab FY 17-18 Proposal**

The Committee discussed the backup generator and made the decision to remove it from the Computer Base Testing labs proposal. The committee discussed the possibility of reducing the FY 17-18 Discipline Specific Hold from $1,000,000 to $750,000 in order to fund both proposals, with the caveat that if the funds are not needed to fully fund both proposals, then the amount will be spent on FY 17-18 STF Discipline Specific. Tommy Smith motioned to approve the revised amount of $189,550 for the CBT Lab’s proposal. Michael Rodriguez seconded the motion, and it was unanimously approved.

1. **New Business**
2. **PC Reallocation**

Dr. Cassidy explained the PC reallocation is usually handled by a sub-committee consisting of the Chairperson, Faculty Senate Member, and SG President. Tommy Smith motioned to approve the subcommittee. Vernon Dunn seconded the motion, and it was unanimously approved.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be held in the fall. At that time, the committee will follow a timeline similar to the process used in the current fiscal year to send out the call for proposals and distribute funds for the awarded proposals.

1. **Adjourned**

Vernon Dunn motioned to adjourn; Michael Rodriguez seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:15 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 Amanda Marshall*