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

Minutes of Meeting: March 27, 2019

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Ric Simmons (proxy for John Borne), Stewart Lockett, Aaron Harrington, Ashton Vaughn, Rachel Campbell (proxy for Courtney Reeder), Jenn Nguyen (proxy for Rene Petit)

Guests: Maria Fuentes-Martin, Carrie-Anne Slaton, Heather Slagell, Ariane Williams, Lena Williams, Brian Antie, David O’Brien, Tyler Kearney, John Duplantis, Amanda Marshall and Aimee Riggs

**Materials distributed:**

Minutes from February 27, 2019 Meeting

STF FY20 Proposal Amendment

Evaluation Criteria

Allocation Revised w/Priorities

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 February 27, 2019** **Minutes** *(Jane Cassidy)*

Rachel Campbell motioned to approve the minutes; Stewart Lockett seconded the motion. The minutes were unanimously approved.

1. **New Business**
2. **ITS FY 20 Proposal Amendment** *(Slagell)*

The committee decided to update the priorities list, and add the two additional computers from the Proposal Amendment, as number two and shift all other priorities down. Stewart Lockett motioned to approve the proposal amendment as a priority. Aaron Harrington seconded the motion, and it was unanimously approved.

1. **Discipline Specific Evaluation Criteria Updates** *(Cassidy)*

Question 8 language was amended to the following:

“All foreseeable costs should be included. Undergraduate student employees’ salaries, should not exceed 10 percent of the total budget of the project.  Renovations, infrastructure or furniture costs should not exceed 30% of a project’s total budget (e.g., electrical upgrades, architectural renovations, HVAC modifications, acquisition and installation of network connectivity [fiber optics, hubs, nodes, penetrations and the like], etc.)”

Jane Cassidy motioned to approve the update to the Evaluation Criteria. Aaron Harrington seconded the motion, and it was unanimously approved.

1. **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. Aaron Harrington seconded the motion, and it was unanimously approved

1. **Next Meeting Date**

 The next STF Oversight Committee meeting will be held in the Fall of 2019.

1. **Adjourned**

Tommy Smith motioned to adjourn; Aaron Harrington seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:25 p.m.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or Amanda Marshall 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*