Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: January 30, 2004

Voting Members Present: Jerry Baudin, Chair; Ron Hay, Jim Fernandez, Neil Kestner, Allen Richey, Jeremy Griggs, Robert Lay, Michael Busada, Lauren Hayter, Aaron LaRose, and Jesse Guillory.

Guests: Cindy Hadden, Tammy Adams, Joel Williams, Patti Beste, Pat Yancey, and Robert Kuhn.

Materials distributed:
Minutes from October 31, 2003
Outblaze E-mail System Final Bid
Student MM Survey Results
MM Classroom Faculty Utilization Survey Results
ACT STF Spring 2003 Survey Results
Veterinary Medicine FY 2004-05 Proposals
February 2004 Calendar

I. Welcome and Introduction.
The meeting was called to order by Jerry Baudin at approximately 3:00 p.m. Committee members and guests were welcomed and introduced.

II. Old Business:

A. Approval of the October 31, 2003 minutes. (Jerry Baudin)
Jason Wesley motioned for the approval of the minutes; Michael Busada seconded the motion. The minutes were unanimously approved.

B. SMART Lab Hours Extended (Allen Richey)
Allen Richey and Joel Williams will continue discussions with Vice Provost Wilson and Dean Sumichrast to work out details on extending SMART Lab hours for non business majors. The committee will be updated as information becomes available.

C. Outblaze E-mail System Final Bid (Cindy Hadden)
Cindy Hadden presented the final bid for the Outblaze E-mail System. The initial cost would be $118,200 for FY 03-04. The projected annual cost would be $80,400 thereafter for the basic level of service. However, the annual cost will vary depending on the number of mail boxes purchased per year. Outblaze commits to no price increases for five years beginning with FY 03-04. Upon the expiration of the first contract term (2 years), LSU will have the ability to negotiate lower costs. $100,000 had already been approved for FY 03-04. Michael Busada motioned to approve the $18,200 increase for FY 03-04, Lauren Hayter seconded the motion. The increase was unanimously approved.

An annual cost of $100,000 had been approved for FY 04-05. Allen Richey motioned to reduce this amount to $80,400 annually for 30,000 mailboxes. Jason Wesley seconded the motion. The motion was approved unanimously.

D. STF Survey Results & Pending Multi Media (MM) Request for 25 New Classrooms ($557,725) (Jerry Baudin, Joel Williams & Tammy Adams)
The general results from the Student MM Survey, the MM Classroom Faculty Utilization survey, and the ACT STF Spring 2003 survey were positive in favor of continuing to create additional MM Classrooms.

The committee discussed at length the MM Request for 25 new classrooms at a total cost of $557,725. Jeremy Griggs proposed to use some of the requested funds to create five wireless “Visionary” classrooms with mobile
extras and the remainder of the money for additional MM classrooms. Ron Hay stated that the wireless technology progression is necessary and imminent. Jeremy made a motion for the committee to approve 12 new MM Classrooms at a total cost of $270,000 and for Computing Services to develop estimates on the cost of implementing a “Visionary Classroom” and report back to the committee as soon as possible; Michael Busada seconded the motion. The motion was unanimously approved.

Dr. Baudin requested that Joel Williams get good estimates on creating a “Visionary” Classroom. This will be discussed at a later meeting.

E. Tech Fee Liaison Follow-Up  
(Neil Kestner)
Dr. Kestner deferred comment to a future meeting.

III. New Business

A. Vet Med Proposals  
(Bob Kuhn)
The committee reviewed the proposals approved and submitted by the School of Veterinary Medicine Student Technology Fee subcommittee. A motion was made by Jeremy Griggs to approve the Vet Med Proposals for FY 2004-05 for $87,200; the motion was seconded by Lauren Hayter; the motion was unanimously approved.

B. STF/ACT Student Survey Spring 2004  
(Jerry Baudin)
The committee decided to continue the STF/ACT Student Survey in the Spring of 2004. The same basic questions will be used along with 1 or 2 additional questions. Dr. Baudin said questions must be submitted to Bob Kuhn by Thursday, February 5.

C. FY 2004-05 Proposal Update  
(Jerry Baudin & Bob Kuhn)
Proposals are due in the Office of Budget and Planning on Monday, February 2, 2004 by 4:30pm. The Budget and Planning office will put the proposal binders together for distribution on Thursday, February 5. Budget and Planning will send out an e-mail to committee members when the binders are ready to be picked up.

The deadline for committee members to submit their proposal ranking scores to the Office of Budget and Planning is 12:00 noon Friday, February 20, 2004.

Discussion of the Discipline Specific Proposals will begin on Friday, February 27, 2004.

IV. Next meeting date.
Tech fee meetings are canceled on February 6, 13, and 20. The next regularly scheduled meeting will be on Friday, February 27, 2004 at 2:30 p.m. in the LSU Union, Caddo Room.

V. Adjourned.
Michael Busada motioned to adjourn; Jason Wesley seconded; the motion was unanimously approved. The meeting adjourned at approximately 4:15 p.m.

Reminders:
Please forward all agenda items and handouts to Bob Kuhn or Lisa Ruiz prior to the meeting.

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

Respectfully submitted, Jerry Baudin, Chairman
Minutes recorded by Lisa Ruiz