Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: February 26, 2010

Voting Members Present: Chuck Wilson, Brian Voss, Neal Stoltzfus, Eric Monday, Martina Scheuermann proxy for Stuart Watkins, Gentry Hanks proxy for Nitin Kumar, Joe Curry, Andrew Palermo, Tyler Martin, and Colorado Robertson

Guests: Bob Kuhn, Pam Nicolle, Michael Smith, Greg Brignac, Robert Doolos, Daniel Roberts, and John Duplantis

Materials distributed:
Minutes from December 1, 2009 Meeting
Doolos Report on Multimedia Classrooms Listed in Campus Computer Resource Proposal
Detailed Budget for Campus Computer Resource Proposal
Detailed Budget for Collaborative Learning Spaces Proposal

I. Welcome and Introduction.
Provost Merget thanked the Committee for its work and announced that Chuck Wilson will replace Jerry Baudin as chairman of the Student Tech Fee Oversight Committee. Dr. Baudin retired from the University in December. The meeting was chaired and called to order by Chuck Wilson at approximately 8:00 a.m.

II. Old Business.

A. Approval of the December 1, 2009 Minutes (Chuck Wilson)
Colorado Robertson motioned the minutes be approved; Andy Palermo seconded the motion. The minutes were unanimously approved.

B. Remaining Proposal Requests for Unallocated Funding (Brian Voss)

i. Campus Computer Resources Proposal
Projects assigned an adjusted priority one and two were approved at the December 1st meeting contingent upon a review by Robert Doolos of certain classrooms and the submission of detailed discipline-specific budget request forms with revised allocation amounts. Robert Doolos distributed to the Committee his report on the multimedia classrooms, and he made recommendations about the requests from English, Mass Communications, Business and Social Work. The detail budget requests were distributed, which consisted of a completed budget form identifying the items to be purchased, along with the responsible department and principal implementer. The Committee decided to evaluate each proposal based on the discipline specific budget request rather than the summary spreadsheet of all proposals. Following a discussion of each proposal, the discipline specific requests listed below were approved:

$39,749, and Center for Academic Success & Career Services “Web-Enabled Advising Resources” at $10,352.

The following two discipline specific budget requests were held out for further discussion:

The discipline specific budget request from Basic Sciences Communication Studio project titled “Enhancement to Technological Infrastructure” at $14,495 was discussed in detail. Chuck Wilson called for a vote by the Committee to approve the request. The following committee members voted in favor of the request: Brian Voss, Gentry Hanks, and Neal Stoltzfus. The following committee members voted against the request: Colorado Robertson, Joe Curry, Tyler Martin, and Andrew Palermo. The following committee members abstained: Chuck Wilson and Eric Monday. The request was not approved by a 4-3 vote.

The discipline specific budget request from Mass Communications project titled “Multimedia Classroom Upgrade” at $58,230 was discussed in detail. The Committee approved the request provided Robert Doolos and the School of Mass Communication could come to an agreement on how these rooms would be used/scheduled.

Discipline specific budget requests in the Campus Computer Resources Proposal identified as a priority three were not approved.

ii. **Collaborative Learning Spaces Proposal** *(Brian Voss)*
A detailed adjusted budget was distributed to the Committee as requested at the December meeting. No other action was needed due to the proposal being approved at the December 1st meeting.

iii. **Adobe Licensing Proposal** *(Chuck Wilson)*
This proposal was brought back into consideration due to the Chancellor’s suggestion to consider having approximately $1 million of Student Tech Fee funds available due to the impact of possible cuts in FY 2010-2011. As a part of the Information Technology Services (ITS) Sponsored Proposals, the Adobe Licensing Proposal was approved at the December 1st meeting. After a brief discussion, Chuck Wilson motioned to hold the Adobe Licensing Proposal at $450,000. Tyler Martin seconded the motion. The motion was unanimously approved.

III. **New Business**

A. **ITS Retrofit Classrooms, Adjustment to Project Request** *(Melody Childs)*
Michael Smith discussed installation process and the project titled “ITS Retrofit Classrooms” in the Information Technology Services (ITS) Annual Student Tech Fee Budget. ITS is requesting to do a portion of the installations with internal ITS personnel instead of using an outside vendor. The benefit is that it gives support people experience with the equipment, and it also lowers the installation costs. The estimated savings would be approximately $8,000. Last year, ITS was granted permission to do a portion of the installations with internal ITS personnel and would like to do the same again this year. This request will be included in future ITS Annual Proposals. Colorado Robertson motioned to allow ITS personnel to perform installations on the “ITS Retrofit Classrooms” project. Joe Curry seconded the motion. The motion was unanimously approved.

B. **ITS Marketing/Communications, The Daily Reveille Ads** *(Melody Childs)*
Melody Childs discussed a question that comes up in the context of existing funding, not a request for additional Student Tech Fee (STF) funding. Information Technology Services (ITS) has a project titled “Marketing/Communications” in the ITS Annual STF Budget. Two years ago, ITS asked for $30,000 in this budget. Last year, ITS reduced the amount requested to $22,500 because money could not be expended on The Daily Reveille ads, and it was decided not to increase spending on printed materials. Although some of the budget is also spent on developing the marketing materials, ITS will probably reduce the amount again if the budget cannot be used to fund The Daily Reveille ads. ITS found this type of advertising to be more effective than printed materials. ITS is focusing more on electronic communication/delivery and having some flexibility to promote via The Daily Reveille would be appreciated. After a brief discussion, Eric Monday motioned to allow the “Marketing/Communications” project in the ITS Annual STF Budget be used for The Daily Reveille ads. Joe Curry seconded the motion. The motion was unanimously approved.
C. PC Reallocation Subcommittee (Chuck Wilson)
Information Technology Services (ITS) reported that approximately 210 public access computers would be made available for reallocation to units across the campus. A call to request reallocated computers was approved by the Committee and will be sent out by Academic Affairs via broadcast email. Chuck Wilson agreed to serve as chairman of the PC Reallocation Subcommittee. Neal Stoltzfus, Martina Scheuermann, Colorado Robertson, Andrew Palermo, and Joe Curry agreed to serve on the PC Reallocation Subcommittee.

D. Review of STFOC objectives and guidelines (Colorado Robertson)
The Committee discussed the possibilities of holding a campus forum to review the Student Technology Fee Oversight Committee objectives and guidelines. The item was deferred until next meeting.

IV. Next Meeting Date
The next STF Oversight Committee meeting is scheduled for Friday, March 19, 2010.

V. Adjourned
Neal Stoltzfus motioned for the meeting to adjourn; Colorado Robertson seconded. The motion was unanimously approved. The meeting adjourned at approximately 10:00 a.m.

Reminders: Please forward all agenda items and handouts to Bob Kuhn or Daniel Roberts a minimum of 24 hours 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, Chuck Wilson, Chairman
Minutes recorded by Daniel Roberts