I. Welcome and Introduction.
The meeting was called to order by Jerry Baudin at approximately 3:05 p.m.

II. Old Business.

A. Approval of the January 26, 2007 Minutes (Jerry Baudin)
Chris Odinet motioned the minutes be approved; Ashley Martin seconded the motion. The minutes were unanimously approved.

B. Continue Discussion of the Information Technology Services FY 2007-2008 Proposal (Brian Voss)
Both Information Technology Service (ITS) and Center for Excellence in Learning and Teaching (CELT) were asked to review their proposals brought before the STF Oversight Committee at the January 26, 2007 meeting to determine if any portions of their original proposals could be held until a future year or eliminated to try and allow for more funding for discipline specific proposals.

Brian Voss stated that Components 1, 2 and 3 are needed and no portion of those components can be eliminated. ITS did, however, suggest four changes in its original proposal that would save $156,250 by reducing the request from $3,049,771 to $2,893,521. First, replacement costs for PCs in Component 2 have been reduced from $1500 per computer to $1000. This reduction, however, may limit ITS’ ability to increase memory (RAM) on the replacement computers from 1 MB to 2 MB. Secondly, furniture upgrades for CEBA have also been reduced from quantity 85 to quantity 60 and the item price has also been reduced from $1500 to $1000. Third, purchase costs for the Macintosh computers in Component 5 have been increased from $1000 per computer to $1500. The lower cost was an oversight and $1500 probably more accurately represents the cost of a new Macintosh. This will increase component 5 by $15,000. Lastly, after reviewing existing labs with Student Government representatives for placement of the new Macintosh computers as proposed in Component 5, the proposal has been changed to reflect placement of the Macintosh computers as follows: (10) CEBA, (10) Middleton 241, and (10) Middleton 141.

Jerry Baudin asked Brian Voss if the life cycle on any equipment could be increased from the current 3 year to a 4 year replacement cycle. Brian replied waiting more than 3 years to replace the equipment would not be a good idea because the older machines would not be able to handle the new software packages such as the introduction of Vista. Also, Melody Childs added that the warranties on the hardware are for 3 years; therefore, the machines would be in use after their warranties have expired.

C. Continue Discussion of the Center for Excellence in Learning and Teaching FY 2007-2008 Proposal (Joe Hutchinson)
CELT presented the Committee with three options to reduce the cost of their original proposal: 1) reduce the number of new multimedia classrooms in Component 4 to two new rooms (Lockett 232 and Williams 206) creating a savings of $32,860; 2) reduce any number of Sympodiums proposed in Component 2, each costing $3,766; and 3) as a last resort, the Committee could opt to fund no multimedia classrooms from Component 4 and no Sympodiums from Component 2, reducing CELT’s total request by $99,614 from $667,919 to $568,305.
After the presentations from ITS and CELT, Jerry Baudin reminded the Committee they had put out a call for discipline specific proposals last November which included a statement that approximately $1 million would be available. Thirty-four proposals were received by February 1, 2007. The Committee decided to review the 34 discipline specific proposals and then decide on the appropriate funding levels for ITS, CELT and discipline specific projects.

D. Outline Process for Discussion of Discipline Specific Proposals (Jerry Baudin)

Jerry Baudin briefly discussed the process for ranking of discipline specific proposals. In past years, scores judged to be an attempt to skew the rankings of proposals were not used. In an attempt to be fair to all proposals, the lowest and highest rankings for each proposal will be thrown out. As in prior years, the proposals will be ranked from highest to lowest total score and discussed for funding in that order by the Committee.

III. New Business.

A. Distribution of the FY 2007-2008 Discipline Specific Proposal Binders

The FY 2007-2008 call for discipline specific proposals resulted in 34 proposals being submitted by February 1, 2007 to the STF Oversight Committee. All of the proposals were distributed to the voting members of the Committee for review and ranking. Bob Kuhn discussed the layout of the ranking sheet. An electronic copy of the ranking sheet, along with the evaluative criteria and the FY 2007-2008 call for discipline specific proposals, will be sent to the Committee via the STF listserv later today for their reference. The ranking sheets are to be completed and turned into the Office of Budget and Planning by Wednesday, February 14, 2007. The final rankings will be compiled and returned to the Committee at the next STF meeting on February 16, 2007.

IV. Next Meeting Date.

The next meeting will be held on Friday, February 16, 2007 from 3:00 – 4:30 p.m. in 135-F Thomas Boyd Hall, Academic Affairs Conference Room.

V. Adjourned.

Heath Hattaway motioned for the meeting to adjourn; Chris Odinet seconded; the motion was unanimously approved. The meeting adjourned at 3:50 p.m.

Reminders: Please forward all agenda items and handouts to Bob Kuhn or Michele Perez 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, Jerry Baudin, Chairman
Minutes recorded by Michele Perez