Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: October 3, 2011


Guests: Robert Kuhn, Melody Childs, Bobby Matthews, David O’Brien, Sandi Guillot, Pam Nicolle, Michael Smith, Phoebe Rouse, Kathleen Bordelon, Bill Grimes, Joshua Bergeron, John Duplantis, and Helen Reaux.

Materials distributed:
Minutes from May 19, 2011 Meeting
Current Financial Status Report
Computer-Based Testing Lab Survey Results

I. Welcome and Introduction.
The meeting was chaired and called to order by Eric Monday at approximately 3:30 p.m.

II. Old Business.

A. Approval of the May 19, 2011 Minutes (Eric Monday)
   Aaron Caffarel pointed out the misspelling of Abbey Vaughn. Neal Stoltzfus motioned to approve the minutes; Landon Hester seconded the motion. The minutes were unanimously approved with the correction of the spelling of Abbey Vaughn.

B. Review of Student Technology Fee Plan, Objectives, and Guidelines (Cody Wells)
   Cody Wells requested the formation of a temporary committee to review the bylaws and current membership of the STF Oversight Committee as stated in the Student Technology Fee Plan, Objectives, and Guidelines. Eric Monday appointed the following STF committee members to serve on this subcommittee; Cody Wells as Chair, Aaron Caffarel, Theo Williams, and Neal Stoltzfus. The Office of Budget and Planning and Information Technology Services staff will serve as support. This committee will submit any recommendations at the November 7th meeting. A 2/3 vote of the STF Oversight Committee, as well as majority of the Student Government, is required for any revision to the Plan.

C. FY 2011-2012 Computer-Based Testing Lab Proposal (Bobby Matthews)
   Bobby Matthews, David O’Brien and Bill Grimes each briefly spoke about the importance of the Computer-Based Testing Lab to the University. Phoebe Rouse then presented success data for College Algebra students using Computer-Based Testing along with other CBT benefits. Cody Wells motioned to approve the FY 2011-2012 Computer-Based Testing Lab request for $138,400 to replace 112 computers in Himes Hall. Theo Williams seconded the motion. The FY 2011-2012 Computer-Based Testing Lab proposal was unanimously approved.

III. New Business

A. Current Financial Status (Bob Kuhn)
   Bob Kuhn discussed the current financial position of the STF funds. For the LSU campus only in FY 2010-2011, the remaining balance was $1,166,188. For FY 2011-2012, the projected new revenue is $3,875,000, and the current FY 2011-2012 commitments total $4,478,542. The current remaining balance available for FY 2011-2012 is $562,646. After the approval of the Computer-Based Testing Lab proposal, $424,246 is remaining for FY 2011-2012. Possible uses of this money were briefly discussed but deferred until the next meeting.
B. **STF Equipment Surplus (Kuhn)**
   Bob Kuhn updated the STF Oversight Committee on current protocol of the disposition of equipment purchased with STF funds. Currently, the department or college submits a request to surplus the equipment. ITS then confirms the recommendation of the unit. Eric Monday briefly discussed the possibility of sending surplused equipment to the Property Management warehouse on River Road. Brian Nichols and Melody Childs will explore more options and submit a proposal for the November 7 meeting.

IV. **Next Meeting Date**
   The next Committee meeting will be November 7, 2011 from 3:30 p.m. – 5:00 p.m. in Room 305 of the Student Union (Caddo Room).

V. **Adjourned**
   Theo Williams motioned for the meeting to adjourn; Aaron Caffarel seconded. The motion was unanimously approved. The meeting adjourned at approximately 4:45 p.m.

**Reminders:** Please forward all agenda items and handouts to Bob Kuhn or John Duplantis a minimum of one week 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, Eric Monday, Chairman*
*Minutes recorded by John Duplantis*