Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: September 15, 2010

Voting Members Present: Chuck Wilson, Brian Voss, Neal Stoltzfus, Eric Monday, J Hudson, Brooksie Bonvillain, Joe Curry, and Colorado Robertson

Guests: Michael Martin, Jane Cassidy, Bob Kuhn, Melody Childs, David O'Brien, Pam Nicolle, Michael Smith, Greg Brignac, Melissa Brocato, Saundra McGuire, Celeste Ansley, Daniel Roberts, and John Duplantis

Materials distributed:
Minutes from June 2, 2010 Meeting
FY 2010 – 2011 Computer Based Testing Lab proposal
STF Financial Status Spreadsheets
Wireless Usage by Community/Institutional Hardware & Software Expenses Document
Revised FY 2010 – 2011 START budget
SMARTTHINKING Proposal
FY 2010 – 2011 Fall PC Reallocation Spreadsheet
Adobe Connect Pro Proposal

I. Welcome and Introduction.
Chancellor Martin spoke to the Committee and thanked them for allocating $1 million of FY 2010 – 2011 budget to offset the Information Technology Services (ITS) expenses related to student associated services. The meeting was chaired and called to order by Chuck Wilson at approximately 7:40 a.m.

II. Old Business.

A. Approval of the June 2, 2010 Minutes (Chuck Wilson)
Chuck Wilson amended the June 2 minutes by adding “The Chancellor requested that $1 million of FY 2010 – 2011 budget be available to offset the Information Technology Services (ITS) expenses related to student associated services” to the “Welcome and Introduction” item. Colorado Robertson amended the June 2 minutes by adding “A request was made to solicit alternatives to computer based testing and to discuss the policies and procedures of the computer based testing center” to the “Computer Based Testing Lab for STF FY 2010 – 2011” item. Colorado Robertson motioned to approve the June 2, 2010 minutes with the amendments. J Hudson seconded the motion. The minutes were unanimously approved.

B. Computer Based Testing Lab for STF FY 2010 – 2011 (Melody Childs/Bobby Matthews)
After a brief discussion, Colorado Robertson motioned to fund the “Yearly Maintenance for Computers That Are Out of Warranty” item of the FY 2010 – 2011 budget at $2,000 and defer the remaining items to a later meeting. Chuck Wilson seconded the motion. The motion was unanimously approved.

C. Review of Student Technology Fee Plan, Objectives, and Guidelines (Colorado Robertson)
J Hudson announced a forum would be held on September 28, 2010 at 5:00 p.m. in the LSU Capital Chambers, and the Student Government (SG) sub-committee will meet on September 30, 2010 at 11:00 a.m. in the LSU Union Council Room. Hudson requested that four Committee members serve as ex officio on this SG sub-committee. The request called for two non-student members and two student members. Neal Stoltzfus and Brian Voss agreed to serve as the non-student members. Voss designated Melody Childs as his proxy. Colorado Robertson and J Hudson agreed to serve as the student members. Hudson indicated that he will appoint a proxy. Chuck Wilson reminded the Committee that any revisions to the Student Technology Fee Plan would have to be reviewed and approved by the Committee.
III. New Business

A. Update of Financial Status (Bob Kuhn)

For FY 2009 – 2010, the Student Technology Fee (STF) account began the year with a balance of $1,710,713 and added $76,626 in interest and $3,804,275 in student fees generating a total of $5,591,613 in revenues. A total of $3,673,381 was allocated during the fiscal year leaving a year-end balance of $1,918,232. However, of the $3,673,381 allocated, $433,908 was “carried-forward” into FY 2010 – 2011 to complete projects that began in FY 2009 – 2010.

In the FY 2010 – 2011 budget, projected revenues of $5,768,232 consist of the beginning balance of $1,918,232 and projected student fee income of $3,850,000. Expenditures were budgeted at a total of $3,816,770 consisting of $433,908 for projects “carried-forward” from the prior year and new allocations of $3,382,862. The current uncommitted balance in the STF account is $1,951,462.

The School of Veterinary Medicine (SVM) is allowed to separately budget and allocate the STF funds paid by Veterinary Medicine students. In FY 2010 – 2011, the STF account for SVM has total projected revenues of $142,570 and total allocations of $106,498 leaving a balance of $36,072 uncommitted at this time.

After subtracting the Chancellor’s $1 million allocation, the STF Oversight Committee should consider a total of $915,390 to be available for their allocation at this time, which is the overall total of $1,951,462 minus the $36,072 available to the School of Veterinary Medicine.

B. Use of $1 Million per Chancellor’s Request (Brian Voss)
Brian Voss distributed and discussed a report highlighting the uses of the $1 million requested by the Chancellor. The funds were allocated to the following: $339,120 Wireless Networking, $39,533 Moodle Hosting Fees, $16,200 GA in Bo Campbell Auditorium, and $605,120 Institutional Systems/Software.

Following a brief discussion, Colorado motioned that in light of record state budget cuts to the University’s academic core and student services, the Committee support the Chancellor’s allocation of STF funds to assist with ITS infrastructure used in support of academic and student support services, $1 million for FY 2010-2011 and additional $1 million for FY 2011-2012. Brian Voss seconded the motion. The motion was unanimously approved.

C. Revise FY 2010 – 2011 START Budget (Melody Childs/Greg Brignac)
Melody Childs previewed the revision to the FY 2010 – 2011 budget. She informed the Committee that a strategic plan for START is in the works and tabled the item until a later meeting.

D. SMARTTHINKING Proposal (Melissa Brocato)
Melissa Brocato discussed the proposal and made reference to the success of the similar FY 2007 – 2008 proposal that was approved by the Committee. J Hudson motioned to fund the proposal at $60,000 each year for 3 years. Brian Voss seconded the motion. The motion was unanimously approved. Chuck Wilson added that the funding for year two and three would depend on future student enrollment.

E. FY 2010 – 2011 Fall PC Reallocation (Michael Smith)
Information Technology Services (ITS) reported that approximately 100 computers would be made available in December 2010 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 and Joe Curry agreed to serve on the PC Reallocation Subcommittee.

F. Adobe Connect PRO (Melody Childs)
Melody Childs discussed that the FY 2009 – 2010 Collaborative Learning Commons and FY 2009 – 2010 START Relocation projects were extended into FY 2010 – 2011 and have remained under budget. Childs requested that the unused funds remaining in these two projects be used for Adobe Connect Pro. The total request of unused funds is $100,000. Colorado Robertson motioned to approve the request, and Eric Monday seconded the motion. The motion was unanimously approved.
G. STF Orientation Request (J Hudson)
J Hudson requested a Student Technology Fee Orientation once the new Committee members are appointed.

IV. Next Meeting Date
The next Committee meeting will be announced at a later date.

V. Adjourned
Brian Voss motioned for the meeting to adjourn; Chuck Wilson seconded. The motion was unanimously approved. The meeting adjourned at approximately 9:00 a.m.

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