Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: December 1, 2009

Voting Members Present: Jerry Baudin, Jerry Baudin proxy for Chuck Wilson, Melody Childs proxy for Brian Voss, Neal Stoltzfus, Gentry Hanks proxy for Stuart Watkins, Dhruva Dharale proxy for Nitin Kumar, John Viviano proxy for Joe Curry, Christopher Neely proxy for Andrew Palermo, Tyler Martin, Colorado Robertson

Guests: Bob Kuhn, Pam Nicolle, Michael Smith, Greg Brignac, Robert Doolos, Jonathan Truelson, Saundra McGuire, Daniel Roberts, John Duplantis

Materials distributed:
Minutes from July 27, 2009 Meeting
FY 2008-09 Financial Report
FY 2009-10 Budget
FY 2009-10 Project Approval List
Proposal Spreadsheets (Campus Computer Resources, ITS Sponsored Proposals, & Collaborative Learning Spaces)
Prescott Multimedia Classroom Budget Estimate

I. Welcome and Introduction.
The meeting was chaired and called to order by Jerry Baudin at approximately 11:30 a.m.

II. Old Business.

A. Approval of the July 27, 2009 Minutes (Jerry Baudin)
Colorado Robertson motioned the minutes be approved; Gentry Hanks seconded the motion. The minutes were unanimously approved.

III. New Business

A. Update on Financial Status (Bob Kuhn)

Bob Kuhn distributed and discussed the financial report on the FY 2008-09 activities and the budget for FY 2009-10.

For FY 2008-09, the STF account began the year with a balance of $730,228 and added $68,496 in interest and $3,818,455 in student fees generating a total of $4,617,179 in revenues. A total of $2,906,466 was allocated during the fiscal year leaving a year-end balance of $1,710,713. However, of the $2,906,466 allocated, $243,658 was “carried-forward” into FY 2009-10 to complete projects began in FY 2008-09.

In the FY 2009-10 budget, projected revenues of $5,510,713 consist of the beginning balance of $1,710,713 and projected student fee income of $3,800,000. Expenditures were budgeted at a total of $3,222,808 consisting of $243,658 for projects “carried-forward” from the prior year and new allocations of $2,979,150. The current uncommitted balance in the STF account is $2,287,905.

The School of Veterinary Medicine is allowed to separately budget and allocate the STF funds paid by Veterinary Medicine students. In FY 2009-10, the STF account for Vet. Med. has total projected revenues of $152,545 and $74,350 of allocations leaving a balance of $78,195 uncommitted at this time.

The STF Oversight Committee should consider a total of $2,209,710 to be available for their allocation at this time, which is the overall total of $2,287,905 minus the $78,195 available to the School of Veterinary Medicine.

B. Proposals for use of FY 2009-10 Unallocated Funds

1. Campus Computer Resources Initiative (Melody Childs)
Information Technology Services (ITS) presented proposals received from some academic colleges. The individual proposals were assigned to one of three priority categories by ITS. Robert Doolos was asked to research and report back to the committee his recommendations on the requests for multimedia classrooms from English, Mass Communications, Business and Social Work. Bob Kuhn asked that detailed budgets, included any revised allocation amount, be presented to the committee prior to final approval. Following a discussion of the individual projects by the committee, which included adjustments to the initially assigned priority, Colorado Robertson motioned to approved the projects assigned an adjusted priority one and two contingent upon a final review at the next meeting. Tyler Martin seconded the motion. The motion was unanimously approved.

2. **ITS Sponsored (Melody Childs)**
   After a brief discussion, Colorado Robertson motioned to approve Gear-to-Geaux at $25,000, Server Infrastructure at $80,050, Adobe Licensing at $450,000 for one year only, START Relocation at $30,000, Pleasant Hall Math Lab Replacements-Phase 1 at $117,000, and eliminate Pleasant Hall Math Lab Replacements-Phase 2 from the proposal since it will be considered in FY 2010-11. Tyler Martin seconded the motion. The motion was unanimously approved.

3. **Collaborative Learning Spaces (Colorado Robertson)**
   Colorado Robertson explained the adjustments made to the proposal. After a brief discussion, Colorado Robertson motioned to approve the adjusted items at a total project cost of $430,140. John Viviano seconded the motion. The motion was unanimously approved. Bob Kuhn recommended a discipline specific agreement be signed and an adjusted detail budget be provided to the Office of Budget and Planning prior to funds being released to the projects.

4. **Prescott Multimedia Classroom (Robert Doolos)**
   Rooms 128, 130, and 132 in Prescott Hall were renovated and combined into one room, making the capacity a total of 71 stations. Robert Doolos explained the benefits of installing multimedia equipment in the room. After a brief discussion, John Viviano motioned to approved the $20,000 proposal. Tyler Martin seconded the motion. The motion was unanimously approved.

C. **PC Reallocation Subcommittee (Chuck Wilson)**
   No action was taken. The item was deferred until a later meeting

D. **Review of STFOC objectives and guidelines (Colorado Robertson)**
   No action was taken. The item was deferred until a later meeting

E. **Review of STF Inventory Policy (Bob Kuhn)**
   Bob Kuhn discussed information about using STF equipment and noted that all STF equipment is labeled in the Property Management Inventory System and each entity acquiring STF equipment has a responsibility to maintain appropriate University records.

IV. **Next Meeting Date**
   The next STF Oversight Committee meeting should meet again in January.

V. **Adjourned**
   Neal Stoltzfus motioned for the meeting to adjourn; Jerry Baudin seconded. The motion was unanimously approved. The meeting adjourned at approximately 1:25 p.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, Jerry Baudin, Chairman
Minutes recorded by Daniel Roberts