STF Minutes December 3, 2010

Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: December 3, 2010

Voting Members Present: Chuck Wilson, Melody Childs proxy for Brian Voss, Neal Stoltzfus, Eric Monday, J Hudson, Scott Sullivan proxy for Broosie Bonvillain, Joe Curry, Colorado Robertson, and Brian Baudoin

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

Materials distributed:
Minutes from September 15, 2010 Meeting
FY 2010 – 2011 Computer Based Testing Lab Proposal
Multimedia Classrooms Funding Request
Revised FY 2010 – 2011 START Budget
FY 2010 – 2011 Fall PC Reallocation Spreadsheet
FY 2010 – 2011 Projector Reallocation Pool

I. Welcome and Introduction.
The meeting was chaired and called to order by Chuck Wilson at approximately 8:00 a.m.

II. Old Business.

A. Approval of the September 15, 2010 Minutes (Chuck Wilson)
J Hudson motioned to approve the minutes; Neal Stoltzfus seconded the motion. The minutes were unanimously approved.

B. Computer Based Testing Lab for STF FY 2010 – 2011 (Bobby Matthews)
After a brief discussion, J Hudson motioned to fund $58,800 of the proposal, which includes 56 workstations, and the remaining proposal request would be contingent on further discussions with the Computer Based Testing Lab staff. Brian Baudoin seconded the motion. The motion was unanimously approved.

C. Review of Student Technology Fee Plan, Objectives, and Guidelines (J Hudson/ Colorado Robertson)
J Hudson led a brief discussion about current progress of the sub-committee. A meeting would be held in January. No action was taken. The item was deferred until a later meeting.

D. Multimedia Classrooms (Robert Doolos)
Robert Doolos led a brief discussion about the proposed multimedia classrooms. Colorado Robertson motioned to fund proposed multimedia classrooms for FY 2010 – 2011 at $252,000. Joe Curry seconded the motion. The motion was unanimously approved.

E. Revised FY 2010 – 2011 START Budget (Greg Brignac)
Greg Brignac led a brief discussion about the Lynda.com pilot program. Information Technology Services would implement a yearlong pilot program and monitor the usage and training. Colorado Robertson motioned to include the Lynda.com pilot program $25,000 in the START budget $101,480. J Hudson seconded the motion. The motion was unanimously approved.

F. FY 2010 – 2011 Fall PC Reallocation (Chuck Wilson)
Chuck Wilson distributed the FY 2010 – 2011 Fall PC Reallocation Spreadsheet to the Committee. The spreadsheet included the sub-committee’s recommendations for allocating the PC’s to the campus units’ requests. A brief discussion followed. Joe Curry motioned to allocate the PC’s based on the sub-committee’s recommendations. Brian Baudoin seconded the motion. The motion was unanimously approved.
III. New Business

A. Miscellaneous Expenditures (Michael Smith)
Michael Smith led a discussion concerning the implementation of authorized Student Technology Fee (STF) projects and the categorization of vendor installation expenditures. LSU Purchasing categorizes these expenditures as object code 3960 “Other Operating Services – Miscellaneous.” Under the current STF policy, these expenditures are not allowed on STF accounts. When a situation arises that involves vendor installations, projects are often delayed until a suitable solution is developed. For efficiency and effectiveness, Information Technology Services (ITS) requested that STF accounts authorize LSU Purchasing to allow expenditures to incur on object code 3960 “Other Operating Services – Miscellaneous” but only for projects approved by the STF Oversight Committee. After a brief discussion, ITS, the Office of Budget & Planning, and the Office of Procurement Services will research the best approach to resolving the vendor installations and present the results to the Committee.

B. Reallocation of Projector Equipment (Michael Smith)
Information Technology Services (ITS) reported that approximately 52 projectors are available for reallocation to units across campus. A call to request reallocated projectors was approved by the Committee and will be distributed by Academic Affairs via broadcast email.

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

V. Adjourned
Chuck Wilson announced that he will be leaving Academic Affairs and returning to his faculty position. Provost Hamilton has selected Eric Monday to serve as chairman and Jane Cassidy to represent him. Colorado Robertson motioned for the meeting to adjourn; Chuck Wilson seconded. The motion was unanimously approved. The meeting adjourned at approximately 9:30 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