I. Welcome and Introduction.
The meeting was called to order by Jerry Baudin at approximately 2:10 p.m.

II. Old Business:

A. Approval of the March 16, 2005 Minutes (Jerry Baudin)
Will Hennegan motioned for the approval of the minutes; Brad Golson seconded the motion. The minutes were unanimously approved.

B. FY 2005-2006 Discipline Specific Final Funding Distribution (Jerry Baudin)
A report was provided by the Office of Budget and Planning showing total commitments by the Student Technology Fee (STF) Oversight Committee of $3,860,015, which includes $1,675,970 for Public Access, $804,400 for General Classroom, and $1,379,645 for Discipline specific. The total estimated fees to be collected for FY 2005-2006 is $4,100,000 leaving total uncommitted funds of $239,985. Jerry Baudin motioned to receive the report into the official record; Brad Golson seconded the motion. The report was unanimously accepted.

III. New Business:

A. Update on Public Access Lab in Williams Hall (John Borne)
The Office of Computing Services (OCS) has learned that the public access lab in Williams Hall will be permanently converted to lab space. John Borne advised the Committee that the room currently occupying the public access lab will become science labs and therefore OCS recommends redistributing the furniture and computers in the Williams lab as follows: the furniture will be taken to the public access lab in CEBA 1302, any furniture that can not be used in CEBA 1302 will be surplused, computers will be used to upgrade computers in the Spinosa lab, and the computers in the Spinosa lab will be placed into the PC reallocation pool. The Committee requested that OCS submit a revised budget on the FY 05-06 funding for the renovations in CEBA 1302 approved at the January 19, 2005 meeting since the moving of furniture from Williams to CEBA will impact the proposed budget.

Brad Golson motioned for the approval of the redistribution of furniture and computers as outlined by OCS and any savings from the CEBA renovations is returned to the Student Tech Fee account; Will Hennegan seconded the motion. The motion was unanimously approved.

B. Revised Budget for Arts & Sciences Communication Sciences & Disorders “Observation Equipment Enhancement Grant” FY 2004 – 05 Discipline Specific Project (Jerry Baudin)
Elise Kaufman, Department of Communication Sciences & Disorders, requested the committee’s approval to use $16,500 of the $22,613 savings from her FY 2004-2005 discipline specific proposal. The project was originally approved for $91,000 but the department only spent $68,387 to complete the project. The department would like to
make further enhancements using $14,000 to supply and install multimedia equipment and $2,500 to purchase five video monitors. William Beyer motioned for the approval of the additional enhancements; Brad Golson seconded the motion. The motion was unanimously approved.

C. PC Reallocation for FY 2005 – 2006 (John Borne)
Jerry Baudin appointed Chuck Wilson to chair the subcommittee to review requests and make recommendations to the Oversight Committee as to how best to use the computers being replaced in the public access labs. Other members of the committee will include Neal Stoltzfus, Brad Golson, Will Hennegan and the new Student Government President elected on March 30, 2005. John Borne, OCS, will draft the email calling for requests for the reallocated computers and work with the committee. John informed the Committee that at current count there will be 181 computers available for reallocation and there will be an additional 40 from the Spinosa lab after the move of computers from Williams Hall to Spinosa. This will give the subcommittee a total of 221 computers for reallocation. The request to submit proposals to get these computers will be sent out by the Office of Academic Affairs as soon as possible.

D. Requests from Faculty to Review Evaluations of their FY 05-06 Discipline Specific Proposal (Bob Kuhn)
The Committee discussed if changes were needed in the evaluation of proposals so feedback could be given to the principle implementers in the future. The committee was asked to come up with ideas and suggestions which will be discussed at the next meeting.

E. Discussion of Future Changes to Discipline Specific Proposal Submission (Neal Stoltzfus)
Neal Stoltzfus asked the Committee to consider an electronic submission form for discipline specific proposals. His specific recommendation was to begin with a savable and uploadable version of the budget form and the title page. Neal pointed out that it is critical that the budget form and title page be savable so revisions can be made easily. John Borne, OCS, will work on getting at least these two parts operational by late summer for use in submission of FY 2006 – 2007 discipline specific proposals. All other discussion of changes will be continued at a later meeting.

F. Discussion of Possible Revisions to the STF Plan (Jerry Baudin)
The Committee reviewed the current STF Plan which was last revised in May 2002. It was decided that discussions will be held at the next meeting on if, and how, the plan should be revised. Neal Stoltzfus will draft revisions to the plan for the Committee to review.

IV. Next Meeting Date.
The next regularly scheduled meeting will be held on Wednesday, April 6, 2005 from 2:00 – 3:30 pm in the Union – Ouachita Room.

V. Adjourned.
Theresa LoBianco motioned for the meeting to adjourn; Brad Golson seconded; the motion was unanimously approved. The meeting adjourned at 3:24 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