Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: November 24, 2015

Voting Members Present: Jane Cassidy, Tommy Smith, Neal Stoltzfus, Andrew Mahtook, Vernon Dunn, Andrew Mullet (proxy for Adam Grashoff), Zachary Faircloth, and Michael Rodriguez

Guests: Brian Antie, Pam Nicolle, Michael Smith, and John Duplantis

Materials distributed:
Minutes from November 17, 2015 Meeting
Discipline Specific Evaluative Criteria

I. Welcome and Introduction.
The meeting was chaired and called to order by Jane Cassidy at approximately 1:00 p.m.

II. Old Business.

A. Approval of the November 17, 2015 Minutes (Jane Cassidy)
Neal Stoltzfus motioned to approve the minutes; Michael Rodriguez seconded the motion. The minutes were unanimously approved.

B. Discipline Specific Project Wrap-Up (Jane Cassidy)
Dr. Cassidy distributed the current criteria used to evaluate the discipline specific proposals. The committee decided to reduce the Dean/Vice President rank and the Provost’s Office rank from 15 points to 10 points and add “Value of Investment” to the criteria for 10 points. The committee also suggested removing the requirement for attaching a syllabus and instead have the proposal include a summary of classroom uses. It was also decided that, in the future, renovations should not exceed 30% of a project’s total proposed budget. Neal Stoltzfus suggested reducing the abstract to one page single spaced. The Office of Budget and Planning will work with Dr. Cassidy to create a revised draft of the evaluation criteria prior to the first Spring STF meeting.

C. Overhead Projectors in Lockett
Dr. Stoltzfus informed the committee of several overhead projectors that are no longer of use in Lockett Hall. Dr. Cassidy explained the previous policy that was approved by the STF Committee. This policy allows non-computer equipment to be surplused according to normal university procedures with such equipment to be made available for departmental allocation by Property Management, according to their standard procedures.

III. Next Meeting Date
The Spring STF Oversight Committee meetings will be set in January.

IV. Adjourned
Neal Stoltzfus motioned to adjourn; Vernon Dunn seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 1:45 P.M.

Reminders: Please forward all agenda items and handouts to Jane Cassidy or John Duplantis a minimum of one week prior to the next meeting.

Student Representatives: If you are unable to attend the next meeting, please send an alternate representative to ensure a quorum.

Respectfully submitted, Jane Cassidy, Chairman
Minutes recorded by John Duplantis