Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: March 24, 2015

Voting Members Present: Jane Cassidy, Tommy Smith, Brian Nichols, Bogdan Oporowski (proxy for Neal Stoltzfus), Clayton Tufts, Olivia Olinde, Adam Grashoff, and Andrew Mahtook

Guests: Steve Waller (proxy for Kurt Keppler), Pam Nicolle, Michael Smith, David O’Brien, Brian Antie, Jose Alejandro Bastidas, John Duplantis, and Brian McNamara

Materials distributed:
Minutes from February 10, 2015 Meeting
FY 15-16 ITS Proposal

I. Welcome and Introduction.
   The meeting was chaired and called to order by Jane Cassidy at approximately 3:00 p.m.

II. Old Business.

   A. Approval of the February 10, 2015 Minutes (Jane Cassidy)
      Clayton Tufts motioned to approve the minutes; Tommy Smith seconded the motion. The minutes were unanimously approved.

III. New Business

   A. Wireless Survey
      The committee discussed surveying students to gauge wireless usage and satisfaction on campus. It was decided that the survey would be open for a two-week period before finals. A broadcast e-mail and social media would be used to promote responses.

   B. ITS FY 15-16 Proposal (Mike Smith)
      The committee discussed components of the FY 15-16 ITS proposal to decide which components would be approved for funding.

      David O’Brien shared the Computer-Based Testing Lab’s need to upgrade the security camera system, while the computer life cycle upgrades could be deferred. FY 17 life cycle computer upgrade expenses will need to be increased if deferred for FY 16.

      After some discussion, the committee decided to take the following actions regarding the ITS proposal:
      1. Component 4 (Moodle) was removed from the ITS proposal; it will be funded with the ITS budget.
      2. Components 1 (Recurring Maintenance), 2 (Life Cycle), 3 (Campus Software), 5 (Classroom Supplies, Service, Support), 6 (Retrofitted Classrooms), 7 (Portable & Reserve Equipment), and 9 (Institutional Support) were approved for funding.
      3. Components 8 (New WiFi Projects) and 10 (Computer-Based Testing in Himes) were deferred, with the understanding that Component 10 will be prioritized over Component 8 in the event of carry-forward funds becoming available.

      Adam Grashoff motioned to approve these actions; Andrew Mahtook seconded the motion. The motion was unanimously approved.

   C. PC Reallocation Committee (Michael Smith)
      Michael Smith reminded the committee about creating a PC Reallocation sub-committee. Dr. Cassidy volunteered herself and Neal Stoltzfus to be on the sub-committee, while Andrew Mahtook volunteered himself.
IV. Next Meeting Date
The next STF Oversight Committee meeting will be held in the fall. At that time, the Provost will visit the committee and disclose if $1 million is needed for institutional support or if the committee will be able to review discipline specific proposals.

V. Adjourned
Andrew Mahtook motioned to adjourn; Adam Grashoff seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:00 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 Brian McNamara