Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: March 20, 2017

Voting Members Present: Jane Cassidy, Tommy Smith, Andrea Ballinger, Mette Gaarde, Vernon Dunn, Alexandra DeGravelle, Jacqueline Samson, and Michael Rodriguez,

Guests: Michael Smith, Pam Nicolle, Brian Antie, Derek Wilson, John Duplantis, Amanda Marshall and Aimee Riggs

Materials distributed:
Minutes from November 22, 2016 Meeting
FY 17-18 ITS Proposal
FY 17-18 CBT Proposal
Current Status Report

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

Andrea Ballinger discussed her new role as Chief Technology Officer and gave an overview for next year.

II. Old Business.

A. Approval of the November 22, 2016 Minutes (Jane Cassidy)
Michael Rodriguez motioned to approve the minutes; Vernon Dunn seconded the motion. The minutes were unanimously approved.

III. New Business

A. Current Financial Status Report (John Duplantis)
John Duplantis discussed the current financial status of STF funds. Excluding the FY 16-17 Carryforward funds, the total available funds for FY 17-18 are projected to be $4,079,500. The FY 17-18 ITS Proposal is currently $3,501,368; the CBT Lab Proposal is $500,550. If the STF funds the Discipline Specific at $1,000,000, the proposals would put the STF in a deficit balance of ($922,418).

B. FY 17-18 Discipline Specific Proposals (Jane Cassidy)
Dr. Cassidy informed the committee that President Alexander has not requested and does not anticipate requesting the use of $1,000,000 to support some of the student information technology services that are funded by the university’s operating budget. This $1,000,000 is free to be used for Discipline Specific projects in FY 17-18. The committee will follow a timeline similar to the process used in the current fiscal year to send out the call for proposals and distribute funds for the awarded proposals.

C. ITS FY 17-18 Proposal (Michael Smith)
Mike Smith discussed the FY 17-18 ITS proposal. The committee briefly analyzed each component of the proposal, but decided to wait until a future meeting to vote on the components.

D. Computer-Based Testing Lab FY 17-18 Proposal (Derek Wilson)
Derek Wilson went through the FY 17-18 CBT proposal. The committee briefly discussed each component of the proposal, but decided to wait until a future meeting to vote on the components.

IV. Next Meeting Date
The next STF Oversight Committee meeting will be held on Monday, April 3rd at 3:00pm in the Academic Affairs Conference Room.
V. Adjourned
Vernon Dunn motioned to adjourn; Michael Rodriguez seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:25 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 Amanda Marshall