**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

1. **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.

1. **Old Business.**
2. **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.

1. **New Business**
2. **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).

1. **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.

1. **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.

1. **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.

1. **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.

1. **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*