**Student Tech Fee (STF) Oversight Committee**

Minutes of Meeting: April 23, 2020

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Ric Simmons (proxy for John Borne), William Jewell, Cassie Bonavita, Austin Grashoff, Taylor Scott, Ashton Vaughn, and Parker Peltier

Guests: Jeremiah Shinn, David O’Brien, Susan Crochet, Theresa Markey, Adam Clary, John Duplantis, Aimee Riggs, and Amanda Marshall

**Materials distributed:**

Minutes from March 18, 2020 Meeting

Allocation Spreadsheet Revised w/Priorities

1. **Welcome and Introduction**

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

1. **Old Business**
2. **Approval of the March 18, 2020** **Minutes** *(Jane Cassidy)*

William Jewell motioned to approve the minutes; Austin Grashoff seconded the motion. The minutes were unanimously approved.

1. **ITS FY 21 Proposal** *(Simmons)*

The committee decided to update the priorities list and added Free Printing Initiative as the last priority. Austin Grashoff motioned to approve the proposal of $3,273,555 with the cuts listed as priorities. William Jewell seconded the motion, and it was approved by nine members (one absent).

1. **CBT FY 21 Proposal** *(Cassidy)*

The committee discussed the budget cut amount and agreed with the priority rank. Austin Grashoff motioned to approve the proposal of $218,500 with the cut listed as the second priority. William Jewell seconded the motion, and it was approved by nine members (one absent).

1. **Free Printing** **Initiative** (*Jewell*)

The committee agreed that the amount should be up to $100,000 and would be ranked 11 in the priority list. Austin Grashoff motioned to approve the initiative as priority 11. William Jewell seconded the motion, and it was approved by nine members (one absent).

1. **New Business**
2. **FY20-21 Discipline Specific Proposals** (*Cassidy*)

The committee agreed that this would be evaluated in the proposed fiscal year.

1. **STF Website retention of Completion Reports** (*Smith*)

The committee discussed the difficulty of requiring Completion Reports on the website with accessibility requirements. The committee agreed to have them listed as available upon request on the website.

1. **STF Classroom Cell Phone** (*Simmons*)

Simmons discussed the need for a cell phone intended for maintenance calls in multimedia classrooms**.** The phone's initial cost will be charged to the MMC Maintenance Project; the recurring charging will continue on this project. Austin Grashoff motioned to approve this adjustment. William Jewell seconded the motion, and it was approved by nine members (one absent).

1. **PC Reallocation** (*Cassidy)*

Dr. Cassidy explained the PC reallocation is usually handled by a sub-committee consisting of the Chairperson, Faculty Senate Member, and SG President. In the current quarantine climate, ITS and CBT will not be able to distribute the computers over the summer.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be held in the Fall of 2020.

1. **Adjourned**

Austin Grashoff motioned to adjourn; William Jewell seconded the motion. The motion was approved by nine members (one absent). The meeting adjourned at approximately 3:50 p.m.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or Amanda Marshall 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*