**January 10, 2019**

**Technology Services Building, Room 129**

**2:00pm – 3:00pm**

**Attendees:** Jeff Delaney,Ginny Boss (virtual), Thomas Butterworth, Nicholas Clegorne, Cheryl Hassman, Matthew Hunnicutt, Carly Keller, Sherry Oligny, and Tamara Powell

## Elected Chair: Nicholas Clegorne

**Absentees:** Masood Abdul-Salam, Vanessa Benitez, Tariq Bradford, Emily Gunby and Lajuan Simpson-Wilkey

## Recorder: Sherry Oligny

**Call to Order – Nick Clegorne, Chair of the Student Technology Fee Advisory Committee (STFAC):**

* Opened the third Student Technology Fee Advisory Committee (STFAC) Meeting by introducing himself and welcoming everyone.
* The purpose of this committee is to serve as an overview group that reviews and approves or does not approve new STF expenditure requests.

**Approval of Agenda:**

* STFAC voting members approved.
	+ Motioned to approve: Carly Keller (1st) and Ginny Boss (2nd)
	+ Unanimous agreement

**Approval of Minutes:**

* STFAC voting members approved.
	+ Motioned to approve: Carly Keller (1st) and Ginny Boss (2nd)
	+ Unanimous agreement

**Review of Rubric:**

* Work with the rubric created.
* Note:
	+ How many students are impacted?
		- Specify number of students per semester x how many semesters = estimate total impact.
	+ Life of the asset and its’ impact (4 to 7 years typically). However, it can be longer.
	+ Provide a skill to the students once in the workforce.
	+ Review and provide benchmarks and thresholds.

**Review Submissions:**

* STF QL1 – Voting eligible through Teams.
* STF ETC Pad – Voting eligible through Teams.
* STF Surface Pro – **Second reading.** **Invite to meeting to present and answer questions.**
* STF Athletics – Voting eligible through Teams.
* STF Nomad Puck – Voting eligible through Teams.
* STF Queuing System – Voting eligible through Teams.
* STF SOCM Gainey – **Second reading.** **Invite to meeting to present and answer questions.**
* STF FERPA – Voting eligible through Teams.
* STF NURS – **Second reading.** **Invite to meeting to present and answer questions.**
* STF DUO Tokens – Voting eligible through Teams.
* STF DUO Licenses – Voting eligible through Teams.
* STF 3D Center Engineering Design Cluster – Voting eligible through Teams.

**STF Request Form Suggestions:**

* Add to the top of the STF request form:
	+ Note: Incomplete submissions may not be considered.
	+ Asterisk (\*) fields are required.

**Budget Review:**

* UITS
	+ Provided a brief overview of the FY2019 Student Technology Fees (STF) budget and spend as of 12-31-2018.
	+ Committee to review.

**Informational Items:**

* Website:
* Add language to the STFAC website (<http://stfac.kennesaw.edu/>) for proposal submissions deadline.
	+ - Please submit all proposal submissions one week prior to the next STFAC meeting for review.

**Action Items:**

* Cheryl Hassman, IT Operations
	+ Draft an email for the three proposals above to invite to the next meeting to present and/or answer questions.
	+ To set up Teams (Qualtrics) to allow voting for the proposal submissions.
	+ Add to the top of the STF request form:
		- Note: Incomplete submissions may not be considered.
		- Asterisk (\*) fields are required.
	+ Add to STFAC website:
		- Language to the STFAC website (<http://stfac.kennesaw.edu/>) for proposal submissions deadline.
			* Please submit all proposal submissions one week prior to the next STFAC meeting for review.
* Committee Members
* Teams site
	+ Committee to review the FY2019 Student Technology Fees (STF) budget and spend as of 12-31-2018.
* Vote within Teams on the proposal submissions.
* Check Teams before the next STFAC meeting on February 5th to review any new proposal submissions.
	+ Review prior to the meeting.
	+ Prepare to discuss and vote at the meeting.
* Dr. Clegorne
	+ Send email invitation to the three requestors for the following submissions:
		- STF Surface Pro
		- STF SOCM Gainey
		- STF NURS

**Adjournment:** Meeting adjourned at approximately 3:35 pm.