**April 25, 2019**

**Technology Services Building, Room 129**

**3:30pm – 5:00pm**

**Attendees:** Jeff Delaney,Ginny Boss, Nicholas Clegorne (virtual), Bailey Veeder, Jack Delinsky, Rebecca Makus (virtual), Justin Cochran and Tris Utschig

## Elected Chair: Nicholas Clegorne

**Absentees:** Carly Keller, J. J. Lopez, Vincent Coakley, Tamara Powell and Derek Broome

## Recorder: Lori Meadows

**Call to Order 3:37 PM – Nick Clegorne, Chair of the Student Technology Fee Advisory Committee (STFAC):**

* Opened the fifth 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 and Minutes:**

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

**Consent to Record:**

* Nicholas Clegorne provided single-party consent for the Recorder to capture an audio recording of this meeting to help ensure accuracy of the Minutes

**Quorum Vote Threshold:**

* 51%, or 5 people
* The Committee did not meet the quorum for voting; only four voting members present
* Voting should take place electronically

**Guests and Request Review:**

* Justin Cochran, BUS: Provided additional information in support of his request to obtain LCR for Coles Scholars Cohorts loaner computers – Voting eligible through Teams.
* Tris Utschig, CETL: (Delayed arrival) Provided additional information in support of his request for CATME team builder and management software request – More information requested.
* Alan Lebish, LIB: Wireless Presentation System/Room – Voting eligible through Teams.
* Heather Abbott-Lyon, CSM: OriginPro software enterprise license – Table until next meeting; more information needed.

**Budget Review:**

* UITS
  + Jack Delinsky improved the STF budget reporting to make it easier to understand.
  + The report is located in the Committee’s folder in Microsoft Teams.
  + There is $3.9 million in the plan for scheduled LCR.
  + Annual licenses and support has gone up a little because there has been an increase in the number of licenses supported by STF.
  + Next year’s budget will give us a much better view of what our costs will be on an ongoing basis, as things become regulated.
  + We project we will have $1.8-$2.0 million in our carry over to next fiscal year.
  + We can’t project any future deficits yet but we are working towards being able to.
  + We should understand the difference between one-time funding requests and recurring funding requests when making funding decisions.

**Informational Items:**

* + No items.

**Announcements:**

* + Lori Meadows will serve as Recorder for these meetings moving forward.

**Standing Action Items:**

* Committee Members
* Teams site
* Vote within Teams on the proposal submissions.
* Check Teams before the next STFAC meeting (date TBD) to review any new proposal submissions.
  + Review prior to the meeting.
  + Prepare to discuss and vote at the meeting.

**Adjournment:** Meeting adjourned at 4:42 PM.