**March 7, 2019**

**Technology Services Building, Room 129**

**3:00pm – 4:00pm**

**Attendees:** Jeff Delaney,Ginny Boss, Nicholas Clegorne, Cheryl Hassman, Carly Keller, Bailey Veeder, J. J. Lopez, Alan Lebish, Jack Delinsky, Scott Whitlock, Vincent Coakley (virtual), Rebecca Makus (virtual), Justin Cochran, Laura Davis, Barbara Gainey, Rebecca Shabo, Sarah Johnson, Amber Hutchins and Erin Ryan

## Elected Chair: Nicholas Clegorne

**Absentees:** Sherry Oligny, Tamara Powell and Derek Broome

## Recorder: Lori Meadows for Sherry Oligny

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

* Opened the fourth 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 J. J. Lopez (2nd)
	+ Unanimous agreement

**Welcome New Members:**

* Derek Broome
* Vincent Coakley
* J. J. Lopez
* Bailey Veeder
* Rebecca Makus
* Jack Delinsky

**Membership Expectation of Attendance or Participation:**

* Nick encouraged the Committee to please reach out to members if you know they aren’t actively participating
* People are here to request support; the least we can do is participate with a goal of ensuring our students’ best needs are taken care of
* It is okay to send a proxy if you are unable to attend a meeting
* Dr. Delaney encouraged Committee members to vote online when needed

**Quorum Vote Threshold:**

* 51%, or 5 people
* The Committee met the quorum for voting

**Guests and Request Review:**

* Rebecca Shabo, NURS: Privacy Screens – Provided additional information in support of her request to obtain privacy screens in the Nursing Testing Center – Voting eligible through Teams.
* Scott Whitlock, ATHL: Surface Pros – Provided additional information in support of his request to obtain a fleet of Surface Pro computers for Student Athlete Success Services – Voting eligible through Teams.
* Barbara Gainey, SOCM: Adobe Creative Cloud – Provided additional information in support of her request to obtain Adobe Creative Cloud Enterprise for campus – Voting eligible through Teams.
* Alan Lebish, LIB:
	+ 49” Displays for Library System CTRs – Voting eligible through Teams.
	+ Macbooks for Johnson Library – Voting eligible through Teams.
	+ Graphing Calculators – Voting eligible through Teams.
	+ iMacs for Sturgis Library – Voting eligible through Teams.
* Justin Cochran, BUS: Provided additional information in support of his request to obtain LCR for Coles Scholars Cohorts loaner computers – Voting eligible through Teams.

**Budget Review:**

* UITS
	+ No updates.

**Informational Items:**

* UITS
	+ No items.

**Action Items:**

* Cheryl Hassman, IT Operations
	+ Create a Qualtrics survey for Committee to vote on eligible items above, and any additional items that we did not have time to review during this meeting
	+ Add to survey choices: “Needs More Info”.
	+ Schedule one additional meeting for this semester, between Spring Break and the last day of classes
	+ Make the deadline for proposals the Friday before Spring Break begins
* 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 approximately 4:28 pm.