**September 6, 2018**

**Technology Services Building, Room 036**

**2:00pm – 3:00pm**

**Attendees:** Jeff Delaney,Ginny Boss, Tariq Bradford, Nicholas Clegorne, Cheryl Hassman, Matthew Hunnicutt, Sherry Oligny, Brichaya Shah and LaJuan Simpson-Wilkey

## Elected Chair: Nicholas Clegorne

**Absentees:** Masood Abdul-Salam, Emily Gunby, Carly Keller and Tamara Powell

## Recorder: Sherry Oligny

**Opening and Welcome – Dr. Jeff Delaney, Vice President of IT and CIO**

* Opened the inaugural Student Technology Fee Advisory Committee Meeting by introducing himself and welcoming everyone.
* The purpose of this committee is to serve as an overview group that reviews and approves or denies any new expenditure requests.

**USG Governing Policy – Dr. Jeff Delaney, Vice President of IT and CIO**

* Summarized the USG Business Procedure regarding Mandatory Student Fees, Technology Fees.
* Source: <https://www.usg.edu/business_procedures_manual/section24/C2050/#p24.3.1_mandatory_student_fees>
* Suggested a small label indicating the equipment was purchased using Student Technology funds. Observed this process being utilized at other universities.

**Chair Election – Dr. Jeff Delaney, Vice President of IT and CIO**

* Requested an election of a faculty chair of this committee.
  + Nicholas Clegorne self-nominated and Ginny Boss seconded.

**Bylaws – Cheryl Hassman, Executive Director, IT Operations**

* Provide an overview of the bylaws that are in draft.
* The committee members to review, provide feedback and/or approve by 9/24. This will be done through email.
* Committee Members should consist of:
  + 4 Student Representatives
  + 3 Faculty Representatives
  + 1 Representative from the Chairs and Directors Assembly

**Review Fiscal Year Budgets – Cheryl Hassman, Executive Director, IT Operations**

* Provided an overview of the FY2018 Student Technology Fees budget and spend.
* Review the Annual Life Cycle Replacement Document
  + Annual Classroom and Lab Computer Life Cycle Replacement (3 year cycle)
    - FY2018 – Year-end funded: $1.4 million
    - FY2018 – Student Technology Fee funded: $412K
    - FY2019 – Student Technology Fee estimated to fund: $1.4 million
    - FY2020 – Student Technology Fee estimated to fund: $1.3 million
  + Annual Classroom Audio Visual Life Cycle Replacement (5-7 year cycle)
    - FY2018 – Year-end funded: $1.69 million
    - FY2018 – Student Technology Fee funded: $0
    - FY2019 – Student Technology Fee estimated to fund: $2.4 million
    - FY2020 – Student Technology Fee estimated to fund: $2.4 million
    - FY2021 – Student Technology Fee estimated to fund: $2.4 million
    - FY2022 – Student Technology Fee estimated to fund: $2.4 million
    - FY2023 – Student Technology Fee estimated to fund: $2.4 million
    - FY2024 – Student Technology Fee estimated to fund: $2.4 million
    - FY2025 – Student Technology Fee estimated to fund: $2.4 million
* The above figures are estimates and will most likely fluctuate through the fiscal year.
* For FY2018 the Student Technology Fee spend was minimized since the university funded through year-end one-time funding. This is the reason for the large carry forward into FY2019.
* The student technology fee is $55 per student per semester.
  + - * Requested information:
        + Implementation of the fee
        + Historical fee cost
* Provide the detail of the fiscal years presented (FY2018 and FY2019 to date).
* Provide the past two fiscal years (FY2016 and FY2017) at the detail and summarized levels.
* There is a website in test and will be published soon.
  + The budget details will be posted as well as any other information regarding the Student Technology Fee.
* Create a “Teams” space to share data.

**Review Request Process – Cheryl Hassman, Executive Director, IT Operations**

* Reviewed the two page form and process.
  + Add hardware/maintenance component to the request form.
  + Request will be completed by a faculty or faculty sponsor (for student requests).
  + Submit to [stf@kennesaw.edu](mailto:stf@kennesaw.edu).
* The chair and Cheryl Hassman (change from Dr. Jeff Delaney) will receive the emails from [stf@kennesaw.edu](mailto:stf@kennesaw.edu).
* Possible 2-3 week lead time to review and approve/deny.
* The faculty member proposing the purchase is welcome to attend the next meeting to discuss. Also, the faculty member will provide the campus impact (small, medium and large).
* Chair will facilitate the criteria of what defines the different tiers of impact (i.e. small, medium, and large).
* Requested a rubric to be created. Brichaya Shah to create and send to the chair, Nicholas Clegorne.
* The spend that has been established from previous fiscal years will be allowed to flow through the student technology fee without the approval process.
  + Personal Services
  + Supplies (i.e. copies, telecom, other general supplies)
  + Classroom and Lab Computer Life Cycle Replacement
  + Classroom Audio Visual Life Cycle Replacement
  + Ongoing Licensing and Support Maintenance
* Any new items will be submitted through the approval process.

**Future Meetings – Cheryl Hassman, Executive Director, IT Operations**

* One November meeting to be scheduled. Doodle poll to be sent.
* Two Spring Semester (late January and March) meetings to be scheduled. Doodle poll to be sent.

**Action Items Listing:**

* Cheryl Hassman, IT Operations:
* Research the label for student technology fee equipment purchased and report status.
* Research the Student technology implementation of the fee and historical fee costs.
* Provide the detail of the fiscal years presented (FY2018 and FY2019 to date).
* Provide the past two fiscal years (FY2016 and FY2017) at the detail and summarized levels.
* Publish the Student Technology Fee Advisory Committee website.
* Post on the website the budget summary and details as well as any other information regarding the Student Technology Fee.
* Create a “Teams” space to share data.
* Add hardware/maintenance component to the request form.
* Substitute Cheryl Hassman in place of Dr. Jeff Delaney to receive the emails from [stf@kennesaw.edu](mailto:stf@kennesaw.edu).
* Schedule the additional meetings (one November and two Spring Semester (late January and March).
* Committee Members:
* Bylaws review, provide feedback and/or approve by 9/24. This will be done through email.
* Chair, Nicholas Clegorne:
* Facilitate the criteria of what defines the different tiers of impact (i.e. small, medium, and large).
* Brichaya Shah:
* Create a rubric for the review process and send to the chair, Nicholas Clegorne.

Meeting adjourned at approximately 2:50pm.