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

Minutes of Meeting: February 7, 2018

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Camille Faircloth (proxy for Jason Badeaux), David Trepagnier Jr (proxy for Jimmy Mickler), Aaron Harrington, Erica Borne, and Rene Petit.

Guests: Kurt Keppler, Brian Antie, Sheri Thompson, Tyler Kearney, Heather Slagall, John Duplantis, Aimee Riggs and Amanda Marshall.

**Materials distributed:**

Minutes from November 28, 2017 Meeting

Discipline-Specific Proposal Guidelines and Information

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 November 28, 2017 Minutes** *(Jane Cassidy)*

Tommy Smith motioned to approve the minutes; David Trepagnier Jr. seconded the motion.  The minutes were unanimously approved.

1. **New Business**

**A. Discipline Specific Voting Criteria**

Jane Cassidy and Tommy Smith led the committee through the updated evaluation criteria for discipline-specific proposals. The committee will rank proposals, based on the established criteria, to determine which proposals will be approved for funding. Committee members will have access to view the submitted proposals for evaluation and ranking. Final rankings should be sent via email to John Duplantis at jdupl12@lsu.edu by February 25, 2018. The combined rankings will be sent back to the committee prior to the February 28th meeting.

**B. Reallocation of ITS Proposal Funds**

Sheri Thompson requested to reallocated funds from various STF IT accounts to purchase new computers for the Patrick F. Taylor Computer Lab in lieu of moving aging computers across campus. The committee requested a formal proposal be submitted.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be February 28, 2018 at 3:00 P.M.

1. **Adjourned**

Camille Faircloth motioned to adjourn; Rene Petit seconded the motion.  The motion was unanimously approved.  The meeting adjourned at approximately 3:40 P.M.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or John Duplantis 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*