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

Minutes of Meeting: September 26, 2018

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Sheri Thompson (proxy for Andrea Ballinger), Stewart Lockett, Christina Black, Courtney Reeder, Ashton Vaghn, Aaron Harrington, and Rene Petit

Guests: Rachel Campbell, Kurt Keppler, Brian Antie, Heather Slagell, David O’Brien, Carrie-Anne Slaton, Tyler Kearney, John Duplantis, Aimee Riggs and Amanda Marshall.

**Materials distributed:**

Minutes from March 21, 2018 Meeting

STF Financials

Call for Discipline Specific

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 March 21, 2018** *(Jane Cassidy)*

Rene Petit motioned to approve the minutes; Aaron Harrington seconded the motion.  The minutes were unanimously approved.

1. **Orientation/Brief Overview of STF** *(Jane Cassidy & Tommy Smith)*

Dr. Cassidy and Tommy Smith provided an overview, background information and an explanation of the timing of the STF’s revenues and expenditures. He also explained how some of these funds have been retained by the University in times of budgetary distress to help serve other student technology needs on campus.

**C. FY 2017-2018 PC Reallocation** *(Cassidy)*

 Jane Cassidy briefly explained the PC reallocation process, which happened over the summer. The 17-18 committee decided that a sub-committee consisting of Dr. Cassidy, Mette Gaarde, and Stewart Lockett would determine how these computers will be reallocated. Over the summer, the sub-committee sent out two calls for computers and all 248 computers were distributed to various units across campus.

1. **New Business.**

**A. Financial Status Report** *(John Duplantis)*

John Duplantis gave an overview of the current financial status.

The STF ending balance as of June 30, 2018 was $1,701,904 including Veterinary Medicine. The LSU Campus portion comprised $1,415,279 of this total, while Veterinary Medicine had a carryforward of $286,625. For 18-19 excluding Veterinary Medicine, the estimated new STF Fee Revenues are $3,830,000. The STF previously committed $4,531,301 for FY 18-19 projects (including $1,000,000 for Discipline-Specific projects) and $413,581 remained to be expended for FY 17-18 carryforward projects. The remaining uncommitted funds for FY 18-19 were $350,450 The total uncommitted funds in Veterinary Medicine were $306,572.

**B. FY 2018-2019 Discipline-Specific Proposals** *(Jane Cassidy)*

Jane Cassidy stated that the committee has the opportunity to use $1,000,000 for Discipline-Specific Proposals. She also gave some history of Discipline-Specific Proposals and informed the committee on how the process works. The proposals will be due October 26, 2018, and the committee will be given 2-3 weeks to review. The goal is to disclose which proposals will be funded before the spring semester. More details about the criteria and grading scale will be discussed at the next meeting.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be on October 10, 2018 at 3:00 pm

1. **Adjourned**

Aaron Harrington motioned to adjourn; Sheri Thompson seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:00 P.M.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or Amanda Marshall 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*