

## Minutes from the Student Technology Fee Committee Meeting November 1, 2007

The Student Technology Fee Committee met at 2:30 pm, November 1, 2007, in the Reese Library conference room.

The committee chair for the year is Dr. William Nelson, Director of Reese Library. Those attending the meeting included: Mr. Chip Matson (ITS), Ms. Rose Axton (Media Services), Dr. Rich Griner (Chair of the I.T. Committee), and Dr. Nelson (Reese Library). Student representatives included Ms. Kristen Pye, Ms. April Demsko, Ms. Rebecca White, and Ms. Keturah Jackson. Michelle DeLoach was also present and acted as recorder

After calling the meeting to order and asking everyone to introduce themselves, the chair summarized the purpose of the Student Technology Fee (STF) Committee, the committee's composition and the process for approval of proposals.

Dr. Griner noted a problem saving the PDF proposals during the submission process. Chip Matson agreed to look at the form and consider a solution to the problem.

The chair noted that it is difficult to get students to attend the campus committee meetings, therefore alternates are assigned to the STF committee by the Student Government Association President. Alternates vote in the absence of any of the four assigned students. The chair asked Ms. Demsko, an alternate student representative, to fill out her ballot in case one of the other students did not vote.

Based on the Budget Office's estimate there should be \$650,000 available to fund FY08 proposals. The Budget Office recommends that some of the funds be reserved for refunds and accounts that are not paid. Currently, \$420,000 is available to be spent from the summer and fall 2007 STFs. Due to the large number of proposals submitted, the chair proposed that the committee put the complete list in priority order, and then use current and Spring 2008 funds to cover this list (in priority order) instead accepting new proposals in the Spring Term.

The guidelines from the student technology fee website were reviewed. Proposals were assigned numbers in the order they were received and categorized based on the funding priority levels listed on the STF website. Just as a reminder, department labs were moved up from excluded funding to low priority funding beginning in 2006. The reason for the priority level change was discussed. Thus proposals in the first priority are services provided for campus-wide student use (for example, those provided by ITS, Library, and Media Services); proposals for use by a single department are thus in the second priority.

There were 74 proposals turned in on time. One proposal was turned in late. After review, the committee voted to include the proposal in low level funding. Funding requests for this year total \$1,080,054.87. Proposals 6, 7, 48, and 72 (regarding instructor's stations) have components that are included in proposal 24. ITS submitted the detailed request for computers so a portion of these proposals will be duplicated. Therefore, somewhat less money should be required to fund them and this should allow the committee to fund additional proposals.

A folder with all proposals and the initial priority categorizations were handed out and reviewed. Proposals were categorized into high, low, and excluded funding. The ranking process was reviewed as well as the funding priorities from the student technology website. After further review and additional information, the committee voted to move proposals 2, 9, and 26 to Priority A from the initial classification. The committee voted to exclude proposal 71.

Dr. Griner, speaking on the faculty's behalf, stated that STF funds should be spent on physical technology, not on site licenses, databases, and projector bulbs.

An electronic ballot will be emailed to the committee on Friday, November 2<sup>nd</sup> or Monday, November 5<sup>th</sup>. Responses are due back to the chair by 5:00pm Friday, November 9<sup>th</sup>. The Committee members will prioritize projects within the two categories for funding. The chair will authorize funding based on these priorities subject to the VPAA's review.

The committee is not planning to meet again and will communicate through e-mail, unless it is necessary to hold another meeting. When the spring technology fees are collected the chair will proceed down the list of projects approved by the committee.

Recorded by Michelle DeLoach