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

Minutes of Meeting: January 30, 2019

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Sheri Thompson (proxy for Andrea Ballinger), Ashton Vaughn, William Jewell (proxy for Stewart Lockett), Austin Grasshoff (proxy for Christina Black), Rachel Campbell (proxy for Courtney Reeder), Miranda Campbell (proxy for Rene Petit)

Guests: Carrie-Anne Slaton, Heather Slagell, Greg Guillotte, Brian Antie, David O’Brien, Tyler Kearney, John Duplantis, Amanda Marshall and Aimee Riggs

**Materials distributed:**

Minutes from November 14, 2018 Meeting

FY 19-20 ITS Proposal

FY 19-20 CBT Proposal

Current Status Report

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 14, 2018 Minutes** *(Jane Cassidy)*

Ashton Vaughn motioned to approve the minutes; Tommy Smith seconded the motion. The minutes were unanimously approved.

1. **New Business**
2. **Current Financial Status Report** *(John Duplantis)*

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. For 18-19 excluding Veterinary Medicine, the estimated new STF Fee Revenues are $3,825,000. The STF previously committed $4,257,186 for FY 18-19 projects (including $725,000 for Discipline-Specific projects) and $363,528 remained to be expended for FY 17-18 carryforward projects. The remaining uncommitted funds for FY 18-19 were $619,565.

The FY 19-20 ITS Proposal totaled $4,084,675 (updated amount $4,067,675 excluding the training/travel); the CBT Lab Proposal is $221,400. If the STF funds the Discipline Specific at $1,000,000, the proposals would put the STF in a deficit balance of ($844,510).

1. **FY 19-20 Discipline Specific Proposals** *(Jane Cassidy)*

Dr. Cassidy informed the committee that President Alexander has not requested and does not anticipate requesting the use of $1,000,000 to support some of the student information technology services that are funded by the university’s operating budget. This $1,000,000 is free to be used for Discipline Specific projects in FY 19-20.

1. **ITS FY 19-20 Proposal** *(Heather Slagell)*

Heather Slagell discussed the FY 19-20 ITS proposal. The committee analyzed each component of the proposal, but decided to wait until a future meeting to vote on the components.

1. **Computer-Based Testing Lab FY 19-20 Proposal** *(David O’Brien)*

David O’Brien went through the FY 19-20 CBT proposal. The committee discussed each component of the proposal, but decided to wait until a future meeting to vote on the components.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be held on Wednesday, February 27th at 3:00pm in the Academic Affairs Conference Room.

1. **Adjourned**

Tommy Smith motioned to adjourn; Miranda Campbell seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:30 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*