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

Minutes of Meeting: February 18, 2020

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Ric Simmons (proxy for John Borne), William Jewell, Cassie Bonavita, Austin Grashoff, Taylor Scott, William Black (proxy for Ashton Vaughn), and Brandon Means (proxy for Parker Peltier)

Guests: Jeremiah Shinn, David O’Brien, Brian Antie, Susan Crochet, Theresa Markey, Buddy Ethridge, Adam Clary, John Duplantis, Aimee Riggs and Amanda Marshall.

**Materials distributed:**

Minutes from November 13, 2019 Meeting

FY 20-21 ITS Proposal

FY 20-21 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 13, 2019 Minutes** *(Jane Cassidy)*

Austin Grashoff 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 Uncommitted balance for the STF FY19-20 is $277,030 with estimated revenues for FY 20-21 $3,830,000 for a total of $4,107,030.

The FY 20-21 ITS Proposal totaled $3,608,555; the CBT Lab Proposal is $233,500. If the STF funds the Discipline Specific at $1,000,000, the proposals would put the STF in a deficit balance of ($735,025).

1. **ITS FY 20-21 Proposal** *(Ric Simmons)*

Ric Simmons discussed the FY 20-21 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 20-21 Proposal** *(David O’Brien)*

David O’Brien went through the FY 20-21 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**

The next STF Oversight Committee meeting will be held on Wednesday, March 18th at 3:00pm in the Academic Affairs Conference Room.

1. **Adjourned**

Jane Cassidy motioned to adjourn; William Jewell 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*