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

Minutes of Meeting: October 13, 2016

Voting Members Present: Jane Cassidy, Tommy Smith, Pam Nicolle, Mette Gaarde, Devan Richard (proxy for Zachary Faircloth), Vernon Dunn, Michael Rodriguez, Alexandra DeGravelle, Jacqueline Samson, and Jason Badeaux.

Guests: Kurt Keppler, Brian Antie, Michael Smith, David O’Brien, John Duplantis, and Amanda Marshall.

**Materials distributed:**

Minutes from March 3, 2016 Meeting

Call for Discipline-Specific Proposals

Computers Available for Reallocation

STF Financials

1. **Welcome and Introduction.**

The meeting was chaired and called to order by Jane Cassidy at approximately 3:00 p.m.

1. **Old Business.**

1. **Approval of the March 3, 2016 Minutes** *(Jane Cassidy)*

Vernon Dunn motioned to approve the minutes; Michael Rodriguez seconded the motion.  The minutes were unanimously approved.

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

John Duplantis gave an overview of the current financial status. Tommy Smith contributed with background information and an explanation of the timing of the STF’s revenues and expenditures.

The STF ending balance as of June 30, 2016 was $1,102,336 including Veterinary Medicine. The LSU Campus portion comprised $882,579 of this total, while Veterinary Medicine had a carryforward of $219,757. For 16-17 excluding Veterinary Medicine, the estimated new STF Fee Revenues are $4,060,000. The STF previously committed $4,508,651 for FY 16-17 projects (including $1,000,000 for Discipline-Specific projects) and $131,488 remained to be expended for FY 15-16 carryforward projects. The remaining uncommitted funds for FY 16-17 were $302,440. The total uncommitted funds in Veterinary Medicine were $271,324.

1. **New Business**

**A. FY 2016-2017 PC Reallocation (Cassidy)**

 Jane Cassidy briefly explained the PC reallocation process, which normally would happen over the summer. Due to the delay in upgrading the computers in the labs across campus, the process will occur this fall with the distribution happening over the Christmas break. The committee decided that a sub-committee consisting of Dr. Cassidy, Mette Gaarde, and Zachary Faircloth will determine how these computers will be reallocated. A memo including the descriptions of the available machines will be sent to Deans and Directors. A spreadsheet detailing all the requests received, will be sent to the sub-committee for their reallocation. The final reallocation spreadsheet will then be distributed to the STFOC.

**B. FY 2016-2017 Discipline-Specific Proposals (Cassidy)**

Jane Cassidy stated that the Provost and President will allow the Student Tech Fee to keep the $1,000,000 to use for Discipline-Specific Proposals. She explained how these funds have been retained by the University in times of budgetary distress to help serve other needs on campus. She also gave some history of Discipline-Specific Proposals and informed the committee on how the process works. Proposals will be due November 11th, which gives less than two weeks for committee members to review them before the Nov. 22nd meeting. The goal is to disclose which proposals will be funded before the fall semester ends. 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 October 27, 2016 at 3:00 P.M.

1. **Adjourned**

Michael Rodriguez motioned to adjourn; Mette Gaarde seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 3:30 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*