Student Technology Fee Committee Meeting Minutes

Date: October 2, 2020

To: Student Technology Fee Committee

From: Mike Asoodeh, CIO

Minutes from the October 2, 2020 Student Technology Fee Committee meeting are as follows:

In Attendance: Committee members – Dean Gautreau, L'Oreal Williams, Kalynne Morris, KeRon Jackson, Asia Jupiter, Donna Methvien, Eric Summers, Jeff Temple, and Mike Asoodeh were present. Shannon Sciortino and Brendan Daigle were also in attendance. This meeting was conducted electronically via Google Meet.

The meeting began at 11:00 a.m.

▪   The **July 21, 2020** meeting minutes were reviewed. L'Oreal Williams made a motion to approve the minutes. Asia Jupiter seconded the motion. The vote was 9-0 in favor of approving this motion.

▪   **Reports on Action Items:**
   o   **Surplus Computers** – Donna Methvien did see that the surplus computers were distributed.
   o   **Software Installation** – Donna Methvien did see that the software was installed.

▪   **Fall Schedule** – Shannon Sciortino reviewed the meeting dates for fall and the date by which a decision on funding for Matching Projects is due to Sponsored Research.

▪   **Surplus Computer Request --** Donna Methvien reported we received a surplus computer proposal from Student Affairs to place 36 computers in Tinsley 101 for student use. Due to social distancing, only 18 computers can currently be installed; however, when restrictions are lifted, all 36 computers will be installed. Donna Methvien made a motion to approve the surplus computer request. Kalynne Morris seconded the motion. The vote was 9-0 in favor of approving this motion. **Action Item: Donna Methvien will see that the surplus computers are put in place.**

▪   **Surplus Equipment Request --** Donna Methvien provided a list of old/obsolete equipment that can no longer be of use, and needs to be surplused to Property Control. Donna Methvien made a motion to approve the surplus equipment request. L'Oreal Williams seconded the motion. The vote was 9-0 in favor of approving this motion. **Action Item: Donna Methvien will see to it that the equipment is surplused to Property Control.**

▪   **Matching Projects** – Dr. Summers held a brief subcommittee meeting to discuss the Matching Projects. The Matching Projects subcommittee recommended funding four proposals in the amount of $120,132.30. L'Oreal Williams made a motion to approve the recommendation. Asia Jupiter seconded the motion. The vote was 9-0 in favor of approving this motion. **Action Item: Shannon Sciortino will notify the grant recipients.**

▪   **Updates to STF Budget and Fund Balance Spending for 2020-2021** – Mike Asoodeh discussed updates to the 2020-2021 Fund Balance Spending and 2020-2021 STF Budget. These changes are in alignment with what was discussed at the budget hearing with the President, Vice Presidents, and former/current SGA Presidents. Small and Large Projects were eliminated to allow for increases in Fund Balance Spending.

Dean Gautreau made a motion to approve increasing the Fund Balance spending from $800,000 to $1,070,000, as recommended. L'Oreal Williams seconded the motion. The vote was 9-0 in favor of approving this motion.

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Asia Jupiter made a motion to approve eliminating funding for current year Small Projects and Large Projects, retaining a small amount for projects carried over from previous years, and providing funding for Matching Projects, with the reduced funds being redirected to the Fund Balance Spending. Dean Gautreau seconded the motion. The vote was 9-0 in favor of approving this motion. **Action Item: Shannon Sciortino will send the revised budgets to the President's Office for approval.**

Action Item: Shannon Sciortino will submit a budget adjustment to move the funds from Small and Large Project budgets into the Fund Balance Spending budget.

▪	**A motion to adjourn** was made by Asia Jupiter. Kalynne Morris seconded the motion. The vote was 9-0 in favor of this motion. The meeting was adjourned at 11:30 p.m.

▪	**Next Meeting –** The next meeting will be held October 23, via Google Meet, and will be coordinated by Shannon Sciortino.

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Approved by SGA President, L'Oreal Williams

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Approved by CIO, Dr. Mike Asoodeh