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

Minutes of Meeting: September 28, 2023

Voting Members Present: Tommy Smith, Jane Cassidy, Ric Simmons (proxy for Craig Wooley), Anna Cate Strong, Lyric Mandell, Emma Long (proxy for Emma Bruney), Sam Staggs, Ella Millet, and Kristen Richard

Guests: Emily Hester (proxy for Brandon Common), Wen Fan, David O’Brien, Aimee Riggs, and Amanda Marshall

**Materials distributed:**

Minutes from March 29, 2023, Meeting

STF Financials

1. **Welcome and Introductions.**

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

1. **Old Business.**
2. **Approval of the March 29, 2023, minutes** *(Smith)*

Anna Cate Strong motioned to approve the minutes; Sam Staggs seconded the motion. The minutes were unanimously approved.

1. **PC Reallocation update** *(Smith)*

Tommy Smith explained that the computer reallocation inventory was recently completed and the call for requests went out Monday, September 25 with a deadline of Friday, October 13. The sub-committee consisting of the Chairperson, Faculty Senate Member, and SG President will meet if the number of computers requested exceeds inventory.

1. **New Business.**
2. **Orientation/Brief Overview of STF** *(Cassidy/Smith)*

Jane Cassidy and Tommy Smith provided a brief overview and background information of the student tech fee and the responsibilities of the committee.

1. **FY 23-24 Discipline Specific** *(Cassidy/Smith)*

Tommy Smith provided a brief explanation and timeline of the discipline specific portion of STF.

Sam Staggs motioned to approve the call for proposals; Lyric Mandell seconded the motion. The motion passed unanimously.

1. **Current Financial Status Report** *(Marshall)*

Amanda Marshall gave an overview of the current financial status.

The beginning balance for the STF FY24 is $2,915,483 with estimated revenues of $4,691,800 for a sub total of $7,607,283, less the FY 23-24 commitments of $4,301,735, FY24 Discipline Specific (TBD) $1,000,000, and FY23 Carryforwards of $809,528 totals to $1,496,020 in uncommitted funds.

1. **Vet Med Software budget approval** *(Smith)*

Tommy Smith explained that Vet Med retains their own student tech fees, but both their committee and this committee approve the projects. Vet Med is requesting an additional $6,900 for Microsoft licensing increase.

Anna Cate Strong motioned to approve the increase; Lyric Mandell seconded the motion. The motion passed unanimously.

1. **Upcoming Meetings**

Thursday, October 26, 2023, at 3:00 pm via Zoom

Thursday, November 16, 2023, in person

1. **Adjourned**

Lyric Mandell motioned to adjourn; Anna Cate Strong seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 3:35 pm.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy, Tommy Smith, 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, Tommy Smith, Chairman*

*Minutes recorded by Aimee Riggs*