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

Minutes of Meeting: October 23, 2019

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

Guests: Brian Antie, Theresa Markey, John Duplantis, Aimee Riggs and Amanda Marshall

**Materials distributed:**

Minutes from September 11, 2019 Meeting

Evaluation Criteria for 2019-2020 Discipline-Specific Projects

Ranking Sheet- Example

1. **Welcome and Introduction.**

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

1. **Old Business.**
2. **Approval of the September 11, 2019 Minutes** *(Jane Cassidy)*

Ashton Vaughn motioned to approve the minutes; Ric Simmons seconded the motion.  The minutes were unanimously approved.

1. **New Business**

**A. Discipline Specific Voting Criteria**

Jane Cassidy and Tommy Smith led the committee through the evaluation criteria for discipline-specific proposals. The committee will rank proposals, based on the established criteria, to determine which proposals will be approved for funding. Proposals should be submitted through Community Moodle by October 25, 2019. Committee members will have access to view the submitted proposals for evaluation and ranking. Final rankings should be sent via email to Amanda Marshall at aknipp1@lsu.edu by November 10, 2019. The combined rankings will be sent back to the committee prior to the November 13th meeting.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be November 13, 2019 at 3:00 P.M.

1. **Adjourned**

Mette Gaarde motioned to adjourn; Austin Grashoff 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 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*