February 15, 2007

Subject: Meeting Minutes from the FY 2007 STFS Organizational Meeting

Present: J.L. Albert, Mary Jane Casto, David Cheshier, Missy Cody, Jeanetta Holley, Susan Laury, Karen Oates, Bill Paraska, George Pullman, Raj Sunderraman, Eboni Walker

Absent: Ina Claggette, Radiance Clay, Adriana de la Torriente, Sean Gleason, Jason McCullough, Michele Mogilski, Jeff Pruett, Cari Randall, Cathy Slade, Ellen Taylor, Duane Truex, Frank Weber

Meeting Agenda:

1. Request from Provost Henry that positions currently funded in FY07 are continued in FY08. The recommendation is to take the funds necessary to continue the positions off the top of the FY08 predicted revenue.
2. Use of FY07 current funding balance.
4. Legacy information.
5. Order of consideration of proposals.
6. Member voting.
7. Format of meetings.

Meeting Minutes:

Item 1:
The request from the Provost asking that the positions currently funded by the (FY 2007) Student Technology Fee continue to be funded by the fee for FY 2008 was approved. There is still dissatisfaction from the STFS of placing the staff positions and other requests in the Pre-funded tech fee requests.

The STF Subcommittee reviewed the FY 2008 Tech Fee Pre-funded spreadsheet. Mary Jane Casto indicated that difference from last year and this year was:
1. Increase in anti-spam request of $90,000 to 1) purchase hardware to “front-end” the spam appliances for “black-list” processing; and 2) absorb price increases for the spam appliances.
2. The addition of Digital Aquarium student assistants to the pre-funding list ($162,000) to be consistent with the pre-funding request for Alpharetta student assistants.
3. The addition of Student Printing ($210,183).

As requested last year, full Stage 2 proposals were provided to the STFS for each of these pre-funded requests. Discussion ensued regarding the continual request to pre-fund these items, which committee members believe should be absorbed into the university’s operating budget.

David Cheshier made the following motion:
1. Fund the items requested,
2. FACP reiterates to the Provost to find another source of funding for these Pre-funded requests.

The motion was seconded. The STFS committee voted, and the motion passed: 6 in favor, 3 oppose and 0 abstentions.

Item 2:
No free balance – nothing to discuss.
Items 3, 5, 6, and 7:
Refer the attached Proposal Review and Meeting Format document. Two changes were made to the FY 2007 document by the FY 2008 STFS:
1) No hard copy of the 100+ proposals will be provided at the review meetings. However, a printed summary spreadsheet and CDs containing the proposals will be available.
2) In the Proposal Evaluation section, we documented the current practice of making a motion to move a proposal to Category 1 at a lower funding level if the previous motion at a higher funding level fails.

The FY 2008 STFS, like the FY 2007 subcommittee, agreed NOT to consider any proposal submitted without its Stage 1 proposals' reviews.

George Pullman will ask the provost for the date the subcommittee report needs to be presented to FACP. **[Note the meeting is April 25, but the report needs to be distributed to FACP by April 18.]** The Stage 2 proposals are due on Friday March 9, 2007 and the proposals will be on the website no later than Monday March 19. The subcommittee agreed to decide on meeting dates via email. Both meetings will begin at 8:30am (with breakfast beginning at 8am), and they will end at 5pm. Locations for the meetings will be announced as soon as they are available.