

APPROVED 4/4/12

OSU Student University Technology  
Services Fee Committee

November 9, 2011  
290 Student Union  
Meeting Minutes

**Present:** Satish Bukkapatnam, Nik Dalal, Chad Depperschmidt, Caitlin Harris, Kelsey Hembree, Darlene Hightower, Joyce Hise, Heidi Hoart, Robin Leech, Lizzie Madden, Ry Marcatillio-McCracken, Nicholas Materer, Blake Stevison, Maria Moccia-Wolff, Denise Weaver, Joe Weaver, Tracy Wilson

**Absent:** Andrea Cerar, Colby Howser, Sanjay Kapil, Marc Krein, Jared Krittenbrink, Don Turton, Sarah Ward

The meeting of the OSU Student University Technology Services Fee Committee was called to order by the co-chair, Nicholas Materer, at 3:00 pm.

1. Approval of Agenda. **A motion was made to approve the agenda. The motion was seconded and approved by a voice vote.**
2. Introduction of Members. Members introduced themselves and the area they represent.
3. Approval of Minutes. The 4/11/2011 minutes were included in the handouts for the meeting. **A motion was made and seconded to approve the 4/11/2011 minutes as presented. Motion was approved by a voice vote.**
4. Discuss Proposed Revisions to Committee Charge – Darlene outlined the proposed changes to the Committee Charge. The original charge was developed in 2005. The most significant change is how the undergraduate students are selected and how a chair is named. The proposed change allows the Deans to appoint an undergraduate to represent the college and then the SGA will select one of those students to chair the committee. This is the process that we have been following for several years and it has worked very well. Most of the other changes are minor, such as title changes, and frequency and timing of meetings. A concern was raised on the selection of students and whether SGA was consulted on the change. Historically, it has been difficult to get the students appointed each fall. This system has worked better than asking SGA to select all the undergraduate students. The application for accepting requests is open in the Spring semester so that the committee can consider and approve the requests prior to the fiscal year the funds are available. **A motion was made and seconded to approve the changes to the committee charge as presented. Motion was approved by a voice vote.**

Budget Update – Darlene Hightower reviewed the two budget status sheets in the meeting packets, one dated June 30 and one dated October 31. The form is the same as years past. Anticipated revenue and the carryforward from the prior year are listed at the top. Included is a list of the approved projects along with the expenses for each project. On the June 30<sup>th</sup> update, you will see all FY10 and FY11 projects are completed. Historically we have reserved 10% of the budget for emergencies. The revenue that we have is anticipated revenue for projected enrollment. When we meet in the spring, the anticipated revenue may be different as we usually receive an adjusted number based on the enrollment projection at the time. The carryforward amount from last year is the required reserve plus the money for FY11 projects that was encumbered but not yet paid.

**A motion was made and seconded to adjourn the meeting. Motion was approved by a voice vote.**

Meeting adjourned at 3:17 p.m.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on 4/4/2012