



Student Technology Fee Committee Meeting Minutes

Date: November 18, 2021

To: Student Technology Fee Committee

From: Mike Asoodeh, CIO

Minutes from the November 18, 2021 Student Technology Fee Committee meeting are as follows:

In Attendance: Committee members – L’Oreal Williams, Keron Jackson, Zachary Poche, Kalynne Morris, Mike Asoodeh, Eric Summers, and Jeff Temple. Donna Methvien gave her proxy to Mike Asoodeh. Donna Methvien’s vote will not count so that the students have the majority. Shannon Sciortino was also in attendance. This meeting was conducted electronically via Google Meet.

The meeting began at 2:00 p.m.

- The **October 7, 2021** meeting minutes were reviewed. L’Oreal Williams made a motion to approve the minutes. Kalynne Morris seconded the motion. The vote was 7-0 in favor of approving this motion.
- **Reports on Action Items:**
 - **Request for Software Installation** – Donna Methvien did see to it that the requested software was installed.
 - **Surplus Equipment** – Donna Methvien did see to it that the surplus items were sent to Property Control.
 - **Small Projects** – Shannon Sciortino did notify the recipients.
 - **Matching Projects** – Shannon Sciortino did notify the recipients
- **Request for Software Installation** – On Donna Methvien’s behalf, Mike Asoodeh presented a request for software installation of Autodesk Factory Design to be loaded on the computers in CSTB 2028A. Kalynne Morris made a motion to approve the request for software installation. L’Oreal Williams seconded the motion. The vote was 7-0 in favor of approving this motion. **Action Item: Donna Methvien will see to it that the software is installed.**
- **Surplus Equipment** – On Donna Methvien’s behalf, Mike Asoodeh presented a list of old/obsolete equipment that needs to be surplused. Kalynne Morris made a motion to approve the request to surplus the equipment. Zachary Poche seconded the motion. The vote was 7-0 in favor of approving this motion. **Action Item: Donna Methvien will see that the surplus items are sent to Property Control.**
- **Large Project Proposals** – Eric Summers reported 6 Large Project Proposals were received, requesting a minimum of \$115,767.84. The subcommittee recommended funding of all 6 proposals in the amount of \$115,767.84. Zachary Poche made a motion to approve funding the 6 proposals in the amount of \$115,767.84. Kalynne Morris seconded the motion. The vote was 7-0 in favor of approving this motion. **Action Item: Shannon Sciortino will notify the grant recipients.**
- **Perceptive Software Tokens** – Mike Asoodeh discussed the need for additional Perceptive Software tokens (users). The need for imaging has increased and is needed in additional locations on campus. We currently have 13 tokens, and are requesting an additional 10 tokens. Dr. Summers discussed how he believes this is a good use of funds, and that the tokens will be useful in a number of locations on campus. Kalynne Morris made a motion to purchase the additional 10 tokens and fund them annually. L’Oreal Williams seconded the motion. The vote was 7-0 in favor of approving this motion. **Action Item: Mike Asoodeh will communicate this to Enrollment Services.**



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- **Campus-wide Multifactor Authentication** – Mike Asoodeh reported that there was discussion in the President’s Staff meeting regarding cybersecurity and the need to secure our systems. Multifactor authentication will be phased in campus-wide. Faculty and staff are already using multifactor authentication. In January, communications will be sent to students so they know this is coming, and multifactor authentication will be turned on in March.
- **Request for Additional Critical Needs Funding** – Mike Asoodeh presented a request for additional critical needs funding. Due to an increase in the Fund Balance over the last several years, the funds are available for these needs. Zachary Poche made a motion to provide \$620,075 in additional critical needs funding. L’Oreal Williams seconded the motion. The vote was 7-0 in favor of approving this motion. **Action Item: Mike Asoodeh will inform the appropriate individuals.**
- **A motion to adjourn** was made by Kalynne Morris. Zachary Poche seconded the motion. The vote was 7-0 in favor of this motion. The meeting was adjourned at 2:31 p.m.
- **Next Meeting** – The next meeting will be held on Thursday, December 9, 2021, and will be coordinated by Shannon Sciortino.

Approved by SGA President, L’Oreal Williams

Approved by CIO, Dr. Mike Asoodeh