

BRONX COMMUNITY COLLEGE
of the City University of New York
Technology Oversight Committee
Minutes of the Meeting, February 13th, 2018

Language Hall - President Conference Room
10:00 a.m. - 11:30 p.m.

Present: Mark Lennerton, Robert Lupo, Stephen Powers, Eugene Mananga, Elyse Gruttadauria, Jordi Getman, Mehdi Lejmi, Wedsly Guerrier, Michael Miller, Katherine Acevedo, Maria Pantoja, David Taylor, Chris Efthimiou, Balori Paulino, Gina Ugarte, Yun Rung Cyphers

Excused: Jonathan Lacay, Karla Williams, Lisa Amowitz, Mittal Harini, Eric Carlson, David Puglia, Olusola Alamu, Dapo Ibrahim.

Guests: Debra Gonsher, Eno Darkwa, Walli Ullah.

The meeting was called to order by the Co-Chair, Loïc Audusseau, at 10:05 a.m.

1. New Member Introduction

- Co-Chair, Loïc Audusseau, introduced new TOC member Balori Paulino who was elected by the Biology department. TOC members present at the time introduced themselves to Balori.

2. Review and Approval of the 1/24/18 Meeting Minutes.

- Co-Chair, Loïc Audusseau distributed copies of the minutes of the 1/24/18 TOC meeting for committee members to approve.
- Debra Gonsher indicated that the TOC minutes should be signed by the TOC Secretary.
- Eighteen (18) Committee members voted in favor of approving the minutes of the 1/24/18 TOC meeting (N – 0, Abstain – 0)

3. Student Technology FEE (STF) Committee Charter Discussion

A. Charter Discussion

- Co-Chair, Loïc Audusseau, made two (2) recommendations to the Committee.
 - o First recommendation was not to get caught up in discussing the STF budget in details since most STF numbers needed to be revised. For the first time, CUNY has provided BCC with an exact breakdown of all University Wide Initiatives (UWI) associated costs. The Business Office will be updating the STF plan shortly with exact numbers so a conversation on budget can take place.

- Second recommendation was for all work related to developing standards, specifications, and other documents to take place outside of the TOC. The role of the TOC should be to review, provide feedback on and approve work conducted by sub-committees or work groups. It is not the role of the TOC to do the actual research and/or draft documents.
- The STF Chair, Mark Lennerton (ML), asked whether the STF Committee should focus on the entire plan or just a portion of it. ML also asked what the process would be to transfer some of STF expenses to a different budget (Tax Levy). TOC members confirmed that a decision was made at the 1/24/18 TOC meeting to focus on the entire plan. TOC member Gina Ugarte clarified how STF expenses are managed by both CUNY and BCC.
- Co-Chair, Loïc Audusseau (LA), explained what were Technology Initiatives (STI) and University Wide Initiatives (UWI). LA also informed the Committee that the information currently available on BCC's website regarding STI and UWI needed to be updated.
- TOC member David Taylor asked whether the established STF working group had met (answer was no). Elyse Gruttadauria recommended that the TOC members who volunteered to help with this task at the 1/24/18 meeting be leveraged by ML. TOC member Jordi Getman (JG) recommended to review the 2018 Tech Fee Guidelines issued by the University. JG also mentioned that both the TOC and STF Committees needed to be better informed on the various ways STF funds can be spent. Debra Gonsher requested that the conversation be refocused on the STF charter itself and mentioned that the priority should be to discuss the charge, the oversight, authority and responsibilities, committee composition, meeting frequency and communication. Co-Chair, Loïc Audusseau, suggested ML uses the TOC charter as a model to build up a first draft.
- Co-Chair, Loïc Audusseau (LA), asked the committee for recommendations on how STF representatives should be selected and what should be the committee's size. LA reminded TOC committee members that significant student representation was required, and that the STF plan was scheduled to be completed and submitted to the University by April 30th, 2018.

B. STF Structure recommendation

- The committee recommended a structure based on eight (8) STF representatives which would include:
 - i. Two (2) students (one student from SGA, and one regular student)
 - ii. Five (5) TOC members (3 faculty, 1 I.T., and 1 from the Business office)
 - iii. The STF Chair, Mark Lennerton (CTLT)

- STF Chair, Mark Lennerton (ML) inquired about the number of STF meeting that should be hold. TOC Co-Chair, Loïc Audusseau (LA), recommended as many meeting as required to review and approve submitted proposals. LA informed the Committee that eighteen (18) STF proposals have been received so far. TOC member Michael Miller spoke about how he would like to know more about the history of STF projects (What happened to approved projects? What happens to the funds when projects are not approved?)
- TOC Co-Chair, Loïc Audusseau recommended that the STF call for proposals starts as early as July 1st. Debra Gonsler (DG) explained why July 1st wouldn't work for Faculty members. Instead DG recommended that the process starts in March. A March start date was confirmed as more convenient by TOC member Gina Ugarte. TOC member Jordi Getman recommended a mid-year report for all STF approved projects and requested that this information be shared with BCC students for transparency. Co-Chair, Loïc Audusseau agreed and added that communication was critical and should be clearly addressed in the new STF charter.

C. Next Steps

- Co-Chair, Loïc Audusseau, advised STF Chair, Mark Lennerton (ML) to meet with the working group to begin draft one (1) of the STF Charter. STF Chair ML requested two (2) weeks to have the first draft ready for review.
- TOC member Michael Miller (ML) recommended that the minutes of the TOC meetings be posted on the Faculty Senate portal. ML will work with the Committee's secretary to acquire an account for posting.
- Co-Chair, Loïc Audusseau will send out a doodle pool to schedule the next TOC meeting. STF Chair Mark Lennerton will send out a doodle pool to schedule a meeting with the STF work group. Debra Gonsler would like Department Chairs to be copied on future TOC meeting invitations.

The co-chair, Loïc Audusseau, adjourned the meeting at 11:23 a.m.

Respectfully submitted,

Jennifer Reyes, Secretary

Handouts:

- TOC Members List
- Meeting Agenda
- Meeting Minutes for 1/24/18