

**BRONX COMMUNITY COLLEGE**  
**of the City University of New York**  
**Technology Oversight Committee**  
**Minutes of the Meeting, February 13<sup>th</sup>, 2018**

South Hall – Room 109  
12:00 p.m. - 1:00 p.m.

**Present:** Loïc Audusseau, Jonathan Lacay, Mark Lennerton, Balori Paulino, Mittal Harnin, Robert Lupo, Eric Carlson, Stephen Powers, David Puglia, Elyse Gruttadauria, Jordi Getman, Wedsly Guerrier, Olusola Alamu, Michael Miller, David Taylor

**Excused:** Gina Galligan-Ugarte, Karla Williams, Lisa Amowitz, Eugene Mananga, Mehdi Lejmi, Katherine Acevedo, Maria Pantoja, Yun Rung Cyphers, Chris Efthimiou, Dapo Ibrahim.

**Guests:** Debra Gonsher

The Co-Chair, Loïc Audusseau, called the meeting to order at 12:04 p.m.

**1. Introduction**

- Co-Chair, Loïc Audusseau, indicated that the 2018-2019 TOC schedule was shared with the group on 3/20/18. Members were reminded to email the co-chairs in the event they couldn't attend certain dates.

**2. Review and Approval of the 2/13/18 Meeting Minutes.**

- Co-Chair, Loïc Audusseau distributed copies of the minutes of the 2/13/18 TOC meeting for committee members to approve.
- Debra Gonsher indicated that the 2/13/18 TOC minutes didn't make any mention of the STF chair election. This point was clarified by another TOC member who confirmed this election took place during the 1/24/18 TOC meeting as indicated in the corresponding minutes.
- The acronym for Michael Miller was incorrect on page three of the 2/13/18 TOC minutes.
- The revised minutes of the 2/13/18 TOC meeting were approved with two (2) abstentions and no objections

### 3. Student Technology Fee (STF) Subcommittee Charter Discussion

#### A. Charter Discussion

- Committee members reviewed the 1<sup>st</sup> draft of the STF subcommittee charter that was put together by a working group of the TOC led by Mark Lennerton.
- Debra Gonsler suggested that the following line be removed: *“The purpose of this document is to provide, in summary form, a general understanding of the Student Technology Fee (STF) Subcommittee objectives, purpose, structure and procedures.”* Jordi Getman confirmed that Section 3 of the charter covers this aspect already.
- Debra Gonsler recommended that the language of the STF subcommittee charter be aligned with current terminology used in other BCC Governance charter documents.
- Section 1 - Background. “Technology Fee Committee” was updated to “Student Technology Fee”.
- Section 2 - Objective and Scope. “Student Tech Fee” was updated to “Student Technology Fee”.
- Section 3 - Purpose. Loïc Audusseau will verify the numbering convention used in the TOC charter.
  - Debra Gonsler reminded committee members that the use of the terms “review and assure” in subsection 3.1.3 shouldn’t be underestimated. This will mean regular reporting and vetting on past and current STF funded initiatives to be conducted by the STF subcommittee (quality control).
  - It was agreed that all STF funded initiatives should be reviewed after one (1) year. Findings should be compiled by the STF subcommittee in a report to be communicated to the TOC.
  - Content of subsection 3.1.3 was moved to 3.1.2 and vice versa. The new subsection 3.1.2 was updated to *“Discuss, review and assure technologies and technological services **to be** procured using STF funds are in support of student learning, student services and institutional priorities”*. The new subsection 3.1.3 was updated to *“Develop mechanisms for annually reviewing and assuring the expenditure **and utilization** of STF funds direct benefits student learning, student services and institutional priorities”*.
  - Subsection 3.2 should have specific assessment tasks (i.e. request and review reports from previously funded initiatives to assess the impact on student learning, student services and institutional priorities).

## **B. Next Steps**

- Co-Chair, Loïc Audusseau asked that committee members review and provide feedbacks on sections 4, 5, 6 and 7 of the STF charter before the 4/13/2018 meeting.
- The STF budget submission to Central Office is due April 30<sup>th</sup> 2018; however, an extension will need to be requested to no later than May 15<sup>th</sup>
- Elections of the STF Subcommittee members should take place during the 4/13/2018 TOC meeting.
- Debra Gonsler recommended that Section 7 - Procedures be removed.
- Jordi Getman suggested that committee members pay particular attention to section 5 - Deliverables.

The co-chair, Loïc Audusseau, adjourned the meeting at 12:50 p.m.

Respectfully submitted,

Kristen Toledano

## **Handouts:**

- Meeting Agenda
- Meeting Minutes for 2/13/18
- STF Subcommittee Charter