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

New Library – NL 122
10:00 a.m. - 12:00 p.m.

Present: Loïc Audusseau, Jonathan Lacay, Mark Lennerton, Balori Paulino, Mittal Harini, Robert Lupo, Eric Carlson, David Puglia, David Taylor, Karla Williams, Katherine Acevedo, Chris Efthimiou, Lisa Amowitz.

Excused: Gina Galligan-Ugarte, Eugene Mananga, Mehdi Lejmi, Maria Pantoja, Yun Rung Cyphers, Dapo Ibrahim, Stephen Powers, Jordi Getman, Wedsly Guerrier, Elyse Gruttadauria, Olusola Alamu, Michael Miller.

The Co-Chair, Loïc Audusseau, called the meeting to order at 10:20 a.m.

1. **Review and Approval of the 3/29/18 Meeting Minutes**.

   - Co-Chair, Loïc Audusseau distributed copies of the March 29, 2018 meeting minutes.
   - Thirteen (13) Committee members voted in favor to approve (N – 0, Abstain – 0)
   - Co-Chair, Loïc Audusseau called motion to approve Agenda
   - Thirteen (13) Committee members voted in favor to approve (N – 0, Abstain – 0)

2. **Student Technology FEE (STF) Committee Charter – Review of first draft – Part 2 (Action Possible)**

   - Co-Chair, Loïc Audusseau, informed the committee that a minimum of thirteen (13) Committee members had to be present in order to review and approve the STF Committee Charter.
   - Quorum was met.
   - Co-Chair, Loïc Audusseau indicated that sections 4 to 7 of the STF Charter had to be reviewed.
   - Mark Lennerton (ML) informed the Committee they should have received the latest draft of the STF Subcommittee Charter earlier that week.
   - The TOC Committee made the following recommendations and request for changes:
        i.   Section 4: No Comments
        ii.   Section 5: After reviewing this section, ML recommended to change "mid-year and end of the fiscal year" to "mid and end of the fiscal year"
        iii.   Section 6: Karla Williams (KL) recommended to change subsection 6.6 from "Non-voting guests" to "Non-voting attendees"
        iv.   Co-Chair, Loïc Audusseau, recommended to remove 'Section 7' (not applicable).

   v. Lisa Amowitz reminded Committee members of the importance of being transparent with regard to STF and to publicize this document.

   vi. The committee agree to change Section 7 from 'Procedures" to 'Miscellaneous"

   vii. Karla Williams recommended the following changes in Section 7:

    a. In 7.1, remove everything after the fourth sentence and subsection will be updated to "*Meetings: The STF Subcommittee will, at a minimum, conduct monthly meetings with additional meetings scheduled as needed. Additionally, the STF Subcommittee may find it necessary to establish ad hoc working groups for specific issues or projects.*"

    b. Strike the last sentence on 7.3, as deliverables are included in Section 5. Subsection will be updated to "*Communication & Reporting: The STF Subcommittee chairs bears responsibility for bringing all STF Subcommittee recommendations, reports, etc. to the TOC.*"

    c. Remove 7.4 Completely

- Co-Chair, Loïc Audusseau summarized changes made above to the committee
- Motion to approve: Thirteen (13) Committee members voted in favor to approve (N – 0, Abstain – 0)
- STF Subcommittee Charter was approved.

3. **Student Technology Fee (STF) Committee Members Election (Action)**

- Co-Chair, Loïc Audusseau explained the 'Organizational Structure' of the STF Subcommittee.
- Robert Lupo (RL) recommended to recruit students out of the Student Government Association (SGA)
- Co-Chair, Loïc Audusseau indicated that no there was no student represented at this TOC meeting. SGA will be contacted to secure at least two (2) students.
- Co-Chair, Loïc Audusseau also informed the Committee that Gina Ugarte (*formerly known as Gina Galligan*) requested to be removed from the TOC. LA reminded the group of the importance of having a member from the Finance and Budget office part of the STF subcommittee. David Taylor agreed to replace Gina in that role.
- Co-Chair, Loïc Audusseau, volunteered Jonathan Lacay to represent the Office of Information Technology in the STF Subcommittee.
- The following individuals were nominated for the STF Subcommittee:

   1. Chair: Mark Lennerton
   2. Ex-officio: Loïc Audusseau
   3. Faculty: Robert Lupo, Harini Mittal, Katherine Acevedo
   4. Finance & Budget: David Taylor
   5. IT: Jonathan Lacay

- Karla Williams recommended that we reach out to Dean Manny Lopez and VP Irene Delgado to identify students for the STF subcommittee.
- Robert Lupo recommended that we create some type of documentation to distribute to selected students explaining what the Technology Oversight Committee is about.

- Mark Lennerton would like to review the 19 proposals, and informed the TOC that a meeting will be held on Monday, April 16, 2018
- Jonathan Lacay reminded all that everything had to be done by April 20, 2018

The co-chair, Loïc Audusseau, adjourned the meeting at 10:57 a.m.

Respectfully submitted,

Jennifer Reyes, Secretary

Handouts:
- TOC Members List
- Meeting Agenda
- Meeting Minutes for 3/29/2018
- STF Subcommittee Charter of the TOC