

**Bronx Community College
City University of New York
Student Technology Fee Committee MINUTES
Tuesday, October 7, 2025**

Present: Provost Luis Montenegro, Assistant Vice President Luisa Luchy Martich, Nancy De La Rosa, Director Mark Lennerton, Professor Pedro Lopez, Nova Pastor (student representative), and Nelson Santana.

- I. Meeting Called to Order at 3:06 p.m.
- II. Membership Status
 - a. Student members:
 - a. Four of five student applicants have submitted their applications.
 - b. Applications must be approved by the Student Government Association (SGA) before students are seated as voting members.
 - c. The SGA met on Friday, October 3rd, but could not vote because applications had not yet been received; applications were submitted immediately afterward and are now pending review.
 - b. Faculty members:
 - a. The Faculty Council Chair (Professor Andrea Ortuño) circulated a call for faculty nominations to fill STF Committee seats.
 - b. Faculty representatives will be elected at the next Faculty Council meeting scheduled for Thursday, October 16.
 - c. Professor Pedro Lopez has been nominated and is prepared to serve, pending formal approval.

Next step:

The goal is to have officially approved student and faculty representatives in place by the next scheduled STF meeting on October 28, 2025, so that the committee may proceed with formal votes in compliance with policy.

- III. STF Website Update
 - a. Chair Santana reported that the Student Technology Fee Plan 2025–2026 has been uploaded to the BCC Student Technology Fee Committee webpage. This reflects the most recent plan reviewed and submitted to CUNY.
 - b. The committee discussed using the website to increase transparency, including posting information about funded projects and (where possible) short summaries of past successful proposals for public reference.

- IV. Budget Reporting, End-of-Cycle Reporting, and Assessment
 - a. It was noted that a separate budget/reporting meeting has been scheduled with Provost Montenegro, AVP Martich, AVP Pinnock, and Ms. De la Rosa, to discuss STF project reporting and spend-out.
 - b. Provost Montenegro asked that each STF-funded project lead provide:
 - i. A brief end-of-cycle (end-of-year / end-of-funding-cycle) report describing activities delivered (e.g., trainings, implementations, services, upgrades).
 - ii. Participation / usage data (for example, how many faculty trained, how many students served, etc.).
 - iii. Any challenges encountered and suggested improvements for the next cycle.
 - iv. Budget and spend-out information for their line.
 - v. Provost Montenegro emphasized that this documentation should serve two purposes:
 - 1. To help the committee understand how funding was used and how effective each funded activity was.
 - 2. To support institutional assessment requirements, including “closing the loop,” which is important for accreditation and Middle States review.
 - c. Action from discussion:
 - i. Chair Santana will begin contacting all STF project leads to request end-of-cycle narrative summaries and to coordinate spend-out information.
 - ii. AVP Martich noted that some budget categories (particularly software used across many departments) are large and complex; she and the Provost offered to support outreach in those cases.
 - iii. It was also noted that IT and Finance will help provide financial data (rather than asking every project lead to calculate it independently), and that some tracking (especially personnel vs. OTPS) may require coordination with budget and payroll.
- V. Call for Proposals: Student Technology Fee Special Projects (STFSP)
 - a. The committee began planning the timeline and structure for the next cycle of Student Technology Fee Special Projects (STFSP), which is the approximately \$60,000 fund historically used to support innovative, student-centered technology projects proposed by students, faculty, and staff.
 - b. Past calls for proposals invited ideas that:
 - i. Broaden or enhance the quality of the academic experience.
 - ii. Provide students with additional access to technology.
 - iii. Increase integration of technology into the curriculum.
 - iv. Support faculty-mentored student research using new technologies.

- c. For this upcoming call, the committee would like to ensure that student-led or student-facing projects are feasible and sustainable. One recurring challenge is that some student project leads graduate before the funded work is implemented.
 - i. The Provost suggested clarifying eligibility so that student project leads should be students who are expected to remain enrolled in the following semester.
 - ii. One option discussed: require that student applicants be registered (or eligible to register) for the upcoming fall term at the time of award notification, so continuity is preserved.
 - iii. A related question was raised about whether committee members themselves (e.g., faculty on the STF Committee) may apply for STFSP funding. The understanding expressed in the meeting was that serving as a voting committee member and applying for funding could present a conflict of interest.
 - iv. Provost Montenegro recommended that the STF website should include either (a) links to examples of previously funded STF Special Projects or (b) short descriptions of 1–2 recently funded projects, so applicants can understand scope, scale, and expectations. The committee will work to assemble that.

VI. Action Items / Next Steps

- a. Membership Finalization
 - Student applications go to SGA for approval.
 - Faculty nominations go to Faculty Council for vote next week.
 - Goal: have official voting members (students and faculty) in place by October 28, 2025 meeting.
- b. Project Lead Reporting (End-of-Cycle Reports)
 - Chair Santana will contact all STF project leads to request short end-of-cycle summaries and usage data.
 - Finance/IT will assist in gathering budget/spend-out data so that project leads are not individually responsible for financial reconciliation.
- c. Budget / Assessment Meeting
 - Meeting scheduled for Friday, October 17.
 - 1. Attendees include Provost Montenegro, AVP Martich, AVP Pinnock, Ms. De la Rosa, and Chair Santana.
 - 2. Attendees will discuss spend-out reporting and assessment expectations for each STF-funded area.
- d. Website / Transparency
 - Chair and IT will work on ensuring that documents such as the 2025–2026 STF Plan and examples of past Special Projects are available and visible on the STF webpage.

Meeting adjourned at 3:38 p.m.