

**Bronx Community College  
City University of New York  
Student Technology Fee Committee MINUTES  
Tuesday, November 18, 2025**

**Present:** Provost Luis Montenegro, Director Mark Lennerton, Professor Pedro Lopez, Professor James Watson, Victor Carrion, and Professor Nelson Santana.

- I. Meeting called to order at 3:07 p.m.
- II. Approval of Previous Meeting Minutes
  - a. Minutes for Sept. 30, Oct. 7, and Oct. 28 were approved.
    - i. Director Mark Lennerton abstained from voting.
- III. Website
  - a. Chair met with Ms. Nancy De La Rosa. Will work together to collect and post prior winning proposals for transparency.
  - b. Ms. De La Rosa noted she has access to the most recent round; earlier rounds may reside in SharePoint and will be verified before posting.
- IV. 2024–2025 End-of-Cycle (EOC) Reports — Status
  - a. Chair reported outreach to all project leads; several reports submitted; others in progress.
  - b. AVP Pinnock (Finance) and AVP Martich (IT) can assist leads, especially where personnel/PayServ/PO details are needed. Example: Director Robinson received payroll support to complete his report.
  - c. The Committee emphasized concise reporting focused on spend-out and student impact, with the Provost noting the value of robust internal reporting and a lighter, outward-facing summary on the website.
- V. STF Plan 2026–2027 — Drafting
  - a. Draft project write-ups have been circulated to leads for validation; some edits (e.g., assessment measures) may be needed to match what units can track.
  - b. Noted that some allocations moved “from one manager to another” in prior cycles; future changes should be formally noted and voted when appropriate.
- VI. STF Special Projects — Call for Proposals (AY 2026–2027)
  - a. Committee agreed to proceed with the STFSP memo and early release so applicants can work over winter.
  - b. Deadline discussed as Tuesday, January 27, 2026. Chair to finalize memo language and circulate for approval and campus distribution.
  - c. Two-step screening endorsed to avoid duplication with existing services:
    - i. Quick technology review (IT/Nancy) to flag overlaps and help re-scope or withdraw if needed.

- ii. Full committee review of eligible proposals.  
Provost Montenegro recommended adding explicit “no duplication” guidance in the memo and email.
  - d. CUNY Central clarifications: AVP Martich and Ms. De La Rosa are preparing responses to recent questions from CUNY; memo/questions alignment will be checked before release.
  
- VII. Reporting for Cross-Unit Software (Academic Affairs & Institutional)
  - a. For discipline-specific tools, departmental leads should provide: numbers served, courses/sections integrating the tools, and brief qualitative outcomes.
  - b. Academic Affairs will help connect departmental leads with Ms. De La Rosa to streamline usage and outcomes reporting.
  
- VIII. Action Items
  - a. Chair
    - i. Revise STFSP memo to add duplication language; circulate for approval; target distribution this week/next.
    - ii. Check SharePoint for prior winning proposals; report back via email.
  - b. Nancy De La Rosa:
    - i. Confirm techfee@bcc.cuny.edu mailbox functionality and access.
    - ii. Compile any accessible winning proposals and coordinate website updates.
  - c. AVP Martich and Ms. De La Rosa:
    - i. Respond to CUNY questions; share any implications with the committee.
  - d. Academic Affairs/Provost’s Office:
  - e. Coordinate with departmental leads for usage/outcomes data on cross-unit software.

Meeting adjourned at 3:49 p.m.