SCFC Meeting Minutes  
Tuesday, April 21, 2015  3-4 PM  SS127

Present:
Voting Members: Josef Crepeau  Martin Horejsi  Jesse Neidigh  Cale Patenaude  Chuck Harris  
Non-Voting Members: Valerie Crepeau  Indy Singh  Beckie Christiaens  Jonathon Knudson

Absent:
Voting Members: Tell Bailey  Matt Riley  Brian Birdeo  Ben Campbell  Jonathon Knudson  Andrew Larson (resigned)  Sarah Schraeder

Non-Voting Members: 

Approve minutes from 3/24/15 SCFC meeting - Approved
Minutes from the 3/24/15 were approved.

Review DSS equipment expenditure request.
The SCFC reviewed an equipment expenditure request from DSS for that included iPad Minis, cases, a Learning Ally Yearly Access Fee and a Dragon Naturally Speaking Yearly Maintenance Fee. The committee recommended that DSS submit a revised proposal with the updated Apple Mini 2 and with more robust cases that still meet student needs. A suggestion was for the Shockwave Mini case by Uzbl. The committee voted against the yearly fees as it is not currently the policy for SCF funds to cover ongoing expenses. The committee approved the purchase of a Canon PIXMA MX472 printer.

Approve final student role description for SCF website design.
The draft role description for a student to design the SCF website was finalized with minor changes. The pay rate of $9/hr was agreed upon as a minimum rate contingent on experience. The pay rate will not be included in the role description.

Review and approve revised SCF equipment expenditure form.
Cale Patenaude presented an idea of using a new software, available from a local application form building software company, for the SCF equipment expenditure form. Tom Battaglia’s student employee entered some sample information into the software to prepare an example form for SCFC review. The cost is $280 per year with an extra charge for developing skip logic. The following are available with the new software
*ability to send attachments
*Rubric scoring capabilities
*Auto send of proposals to SCFC members upon submission
The SCFC expressed interest in the software and would like to include the new form with the SCF allocation memo for this year. This will require a timely decision. Cale Patenaude agreed to talk with Tom Battaglia and request test accounts to enable committee members to review the software.
The following action items were determined
*Firm up software
*Hire student and polish form
*Send out SCF allocation memo including the new form

Discuss SCFC membership
Andrew Larson has resigned as a member of the SCFC. The committee agreed that the two remaining faculty members are sufficient as we still have a representative from the Missoula College. There is a need for new student members as current members are not attending and their terms are done in June. Jesse Neidigh and Josef Crepeau will talk with some students they know and find out if they are interested in being SCFC members.

**Schedule Spring Semester SCFC meetings.**
The next SCFC meeting will take place on Tuesday, May 26th from 3-4 pm in SS127.