SCFC Meeting Minutes
Tuesday, May 26, 2015  3-4 PM  SS127

Present:
Voting Members: Beckie Christiaens
Josef Crepeau
Chuck Harris
Jesse Neidigh
Non-Voting Members: Valerie Crepeau
Barb Seekins

Absent:
Voting Members: Tell Bailey
Brian Birdeau
Ben Campbell
Martin Horejsi
Jonathon Knudson
Andrew Larson (resigned)
Cale Patenaude
Sarah Schraeder
Non-Voting Members: Matt Riley

Approve minutes from 4/21/15 SCFC meeting. - Approved

Review revised DSS equipment expenditure request. - Approved
Amy Capalupo – Visitor
The revised DSS request in the amount of $7,425.20 for replacements in Lommasson Center 227 and Lommasson 154 was reviewed and approved.

Review Career Services equipment expenditure proposal. - Approved
The Career Services request for replacements in the amount of $1,262.06 for Testing Services in Lommasson 154 was reviewed and approved.

Review Presentation & Technology Services equipment expenditure proposals #1 - Approved
The proposal in the amount of $2,251.48 for a presentation system upgrade to the lab in FA210 was reviewed and approved.

Review Presentation & Technology Services equipment expenditure proposals #2 - Tabled
The PTS proposal for replacements in the general purpose computer lab in UC225 was reviewed and tabled pending further information:
*overall strategic replacement plan
*information on feedback that has been received from students
*clarification on future expenditure plans for PTS SCF equipment fund balance
*justification for basic replacement in this lab
*whether a mix of PC’s and Macs in the UC labs has been considered
The committee needs to have confidence that this purchase is part of the overall strategic replacement plan.
Randy Gottfried will be asked to provide the information and to attend the next SCFC meeting to address questions.

Review Political Science port subsidy proposal. – Approved
Port subsidy request for LA 344 was reviewed and approved.
Review FSSS port subsidy proposal. – *Approved/Tabled*
Port subsidy request for FSSS office computers was reviewed and approved. The request for SCF funds for the Charter Bill was not reviewed and was tabled to the next SCF meeting.

Review draft SCF expenditure form prepared by new SCF student Web Assistant
The SCFC agreed that Qualtrics is the best solution for the *SCF Expenditure Request* form and that the draft form will be reviewed and discussed at the next meeting. The following suggestions were made.
* add item - contingency or allocation request and a hyperlink to description of each
* look for any statements regarding accessibility
* SCF member go through the form with SCF student Web Assistant - Josef Crepeau agreed to do this

Discuss SCFC membership
* *Andrew Larson has resigned as a member of the SCFC*
* *ASUM student member may no longer be attending*
This item was tabled until the next SCFC meeting.

Schedule future SCFC meetings.
The next SCFC meeting will be scheduled for Friday, June 5th at 10 am and discussion items will include:
* Review of response from Randy Gottfried regarding the PTS UC lab replacement proposal
* Review of the draft *SCF Equipment Expenditure Request* form.
* Review FSSS Charter Bill request

Other
Amy Capalupo
* Continuing to pay for software from SCF equipment funds is extremely important to Student Affairs
* Potential future request for SCF funds towards Accommodate software