

*Student Technology Fee Committee*

*Official Meeting*

**Date & Time:** 01/29/24 @4:00pm

**Location:** TPS 110

Zoom: <https://washington.zoom.us/j/4917079050>

1. Call to Order
   1. Meeting is called to order at 4:08pm
2. Roll Call

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Attendance** |
| Director of Student Technology (Chair) | Jayana Estacio | Present |
| Vice Chair |  |  |
| Assistant |  |  |
|  |  |  |
| Voting Member | Buruk Yimesgen | Present |
| Voting Member | Quienten Miller |  |
| Voting Member | Lwazi Mabota | Present |
| Voting Member | Navneet Singh | Present |
| Voting Member | Lizzy McLam | Present |
| Voting Member | Revathi Chinitapalli | Present |
| Voting Member | Khobaib Zafar |  |
| Voting Member | Yujin Jung |  |
|  |  |  |
| Compliance Officer | Conor Leary |  |
| ASUWT Director | Alicia Whitten |  |
| UWT Finance Department | Mike Russell |  |
| UWT Computer Services | Joshua Gibson |  |
| Vice Chancellor Information Technology | Patrick Pow |  |

1. Approval of the Minutes
   1. Motioned by Buruk – Seconded by Navneet
      1. 5-0-0
2. Approval of the Agenda
   1. Motioned by Buruk – Seconded by Lizzy
      1. 5-0-0
3. Open Public Forum
   1. N/A
4. Unfinished Business
   1. [Discussion] STFC By-Laws ARTILE VI: Annual Allocation Appeal
      1. Committee decided to exchange *‘If there is an objection to a budget decision of STFC, a written appeal must be submitted to the committee Chair within seven (7) days (instead of d days)’*
      2. Lizzy suggested this change to allow people to have enough time to write an appeal
   2. [Discussion] STFC By-Laws ARTILE VII: Special Allocation Process
      1. The committee had agreed this article should be left as is
      2. No changes were made
   3. [Discussion] STFC By-Laws ARTILE VIII: Special Allocation Appeal
      1. Committee decided to exchange *‘If there is an objection to a budget decision of STFC, a written appeal must be submitted to the committee Chair within seven (7) days (instead of d days)’*
      2. This change was to be consistent with Article VI
   4. [Discussion] STFC By-Laws ARTILE IX: Duties of the Chair
      1. The committee decided to change ‘*The Chair will submit updates to the committee members through the use of University standard platforms (instead of email, phone or committee meetings).’*
      2. The committee all agreed that this was better phrasing to keep up with university standard platforms for communication, even if platforms change.
   5. [Discussion] STFC By-Laws ARTILE X: Responsibilities of the Committee
      1. Committee decided to change ‘*The STFC shall make best efforts to ensure (instead of ‘ensure’) ...’*
      2. This change was to not make a ‘promise’ with the word ‘ensure’, but to put our best efforts
      3. Committee decided to change ‘*second to last (instead of last) ...’*
      4. This change was to give enough time when submitting to the Executive board as the board follows a discussion then vote procedure
      5. Four was crossed out from this article as it was redundant
      6. Committee decided to cross out *‘annual report’* as this has not been consistent procedure
   6. [Discussion] STFC By-Laws ARTILE XI: Limitations of the Committee
      1. Committee decided to change *‘Allocations of funds shall not exceed the Student Technology Fee forecasted for the current year’s fee collection and reserves (crossing out budget at the end of the sentence)’*
      2. This change was to add specifics as to what budget
   7. [Discussion] STFC By-Laws ARTILE XII: Subcommittees of the STFC
      1. No changes were made
   8. [Discussion] STFC By-Laws ARTILE XIII: Division of Responsibility
      1. No changes were made
   9. [Discussion] STFC By-Laws ARTILE XIV: Uniform Access Committee
      1. No changes were made
   10. [Discussion] STFC By-Laws ARTILE XV: Internal Accountability Policies
       1. This article was added to the By-Laws to ensure that committee members are held accountable throughout their time served
   11. [Discussion] STFC By-Laws ARTILE XVI: Policies and Procedures Amendment Process
       1. Article number was changed to follow Article XV
5. New Business
   1. [Voting] STFC By-Laws ARTILE I: Purpose
      1. 5-0-0
   2. [Voting] STFC By-Laws ARTILE II: Membership
      1. 5-0-0
   3. [Voting] STFC By-Laws ARTILE III: Operations
      1. 5-0-0
   4. [Voting] STFC By-Laws ARTILE IV: Core Objectives for the STFC
      1. 5-0-0
   5. [Voting] STFC By-Laws ARTILE V: Annual Allocation Process
      1. 5-0-0
6. Committee Updates
7. Chair Updates
8. Adjournment
   1. Meeting was adjourned at 5:12pm