

TAF Allocation Committee Meeting via Zoom
November 13, 2024 - 2:00PM

Committee Members: (Present) Sherry Lawdermilt, Rebecca Darrough, Ben Drummond, Dale Pickard, Gena Shire-Sgarlata, Scott Shumate, Sheila Smithson, Barbara Tucker, Anna Carrie Webb; (Absent) Sydney Hartoin, Knox Rives, Eli Worsham

- Introductions – of returning and new members
- TAF Allocation Committee Guidelines – Sherry Lawdermilt reviewed the Technology Access Fee Guidelines with committee members and explained duties of the committee. Stated guidelines serve as a reminder purchases must be for direct student benefit and be computer technology related as aligned with strategic planning with teaching and learning. Explained the review process of proposals for funding based on the availability of funds.
- Co-Chair election by committee per TAF membership guidelines – *member must have served on a prior TAF allocation committee for at least one year to be eligible to serve as Co-Chair*. Gena Shire-Sgarlata and Scott Shumate are the eligible candidates. Committee's majority vote elects Gena for this year's TAF Committee Co-Chair.
- TAF IT 55% overview of financial budget –
 - FY24 Expenditures:
 1. Lab Maintenance and Support - \$93,000
 2. Network Infrastructure - \$112,000
 3. Lab Computer Acquisitions (Replacement) - \$157,000
 4. New and Upgraded Specialized Labs and AV Classrooms - \$316,000
 5. Hardware (other than computers) and Software in Existing Labs - \$322,000
 - Total for IT-55% - \$1,001,715
 - Carryforward - \$256,800 (keep at least \$200,000 in reserves)
 - FY24 Carryforward - \$56,800
- Other discussion
 - TAF Recurring Software Renewals - Sherry Lawdermilt reminded the committee of the current 3-5 year rolling process of recurring software with every third year requiring a new proposal submittal. There are 13 recurring software renewals that fall into this category for this year's cycle. She and Sheila Smithson will be meeting with Budget next week to confirm actual dollars available. The remaining TAF recurring software renewal amounts will be determined during the annual audit review.
 - TAF Proposals for FY26 - Sherry Lawdermilt suggested to the committee the first call for proposals should be near the end of the semester with a reminder early January and a closing date of three weeks into the spring semester. Committee will review timeline at the next meeting.
 - TAF Budget Overview - Sherry Lawdermilt will provide the committee with actual dollar amounts at the next meeting so committee can review the software 3-5-year renewal breakdowns and discuss notifications to be sent out.
- Additional meeting to be scheduled for Fall 2024 with meetings resuming in Spring 2025.
- Meeting adjourned at 2:24 p.m.