### Minutes

**Date:** 10/17/2012  
**Start Time:** 2:00 PM  
**Adjournment Time:** 3:15 PM  
**Location:** ULIB 640 Conference Room

**Type of Meeting:** ✔ Regular  
**CHAIR:** Dr. Eric Pani / Co-Chair Calvin Stafford  
**SECRETARY:** Adam Taylor, Ex-Officio Member  
**ATTENDEES:** Eric Pani, Calvin Stafford, Allison Friloux, Sammetria Martin, Monohn Prudhomme, Chelsea Wyatt, Karen Niemla, Nicole Walker, Chance Eppinette, Adam Taylor  
**ABSENT (EXCUSED):** Erin Foster

### Agenda

#### GENERAL ANNOUNCEMENTS

Introduction of Members, STAP plan/Overview of STAP

Next meeting is scheduled for Nov. 28, 2012, 2:00 PM, Academic Affairs, ULIB 640 conference room.

#### DISCUSSION TOPICS

Overview of Budget Items

Past year’s budget review. This year’s revised budget review: Acalog Additional Renewal Line to STAP budget of $8081.00  
Motion to accept revised budget: Chelsea Wyatt - 1st motion of new budget acceptance; Monohn Prudhomme –2nd motion of new budget. Unanimous Yes, motion passed

STAP Proposals

RFP – Monday Oct. 22nd, 2012  
Proposals Due – Monday Nov. 12th, 2012 by 12:00 p.m.  
Proposals to Academic Affair – Wednesday Nov. 14th 2012  
Proposals on Moodle for review- Friday Nov. 16th, 2012  
Proposals scores due – Tuesday Nov 27th, 2012 by 11:59 p.m.  
STAP Committee Review of proposals – Wednesday Nov 28th 2012 (2:00pm)  
Accepted Proposals to Dr. Bruno for review/acceptance – Thursday Nov 29th 2012  
Notification of Proposal Acceptance – Wednesday Dec 5th 2012  
Motion to accept proposal dates: Allison Friloux- 1st motion of proposal dates; Karen Niemla – 2nd motion of proposal dates  
Unanimous Yes, motion passed

#### CONCLUSIONS

Revised budget and proposal dates passed. Revised budget will be sent to Dr. Bruno for approval.

#### ACTION ITEMS

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<th>PERSON RESPONSIBLE</th>
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<td>None</td>
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Approved by committee/council chair  
Signature: [Signature]  
Date: 10/26/2012  

October 2012