**Technology Advisory Board (TAB) Committee**

Friday, January 28, 2022

Meeting held via Zoom

***MEETING MINUTES***

**Attendees:** Joel Reeves, Larry Jennings, Ben Pham, Michele Wilson, David Ratledge (on behalf of Emily Gore), Devendra Potnis, Jolyon (Jo) Gray, Jennifer Gramling, Beth Meko (on behalf of Suzie Allard), Mohammed Al Sagar.

**Absent:** Suzie Allard, Nick Corbin, Emily Gore, Jessi Grieser, Chandler Lampe, Mikala Leath, Evan Pindrock, Ben Thornberry

1. **Welcome**

* Joel Reeves welcomed everyone to the January 2022 TAB committee. Meeting began at 3:33 pm.

**2. Updates**

**Tech Fee Success Stories**

* We received Tech Fee success stories from Haslam College of Business, the College of Arts & Sciences and UT Libraries. As new stories come in, the TAB website will be updated. TAB members are encouraged to go to <https://techfee/utk.edu> to see the current stories.

**Overview of TAB Funding Cycle**

* Joel reviewed the award cycle:
* January – Tech Fee request letters sent to the Colleges / Departments
* March – Deadline for submission of all funding request documents
* April – TAB make allocations at the April meeting
* May – Colleges / Departments receive award verifications & purchasing
* guidelines
* July – March – Colleges / Departments make purchases
* July – March – Reimbursement for purchases are made

* In April, TAB will sort through the allocations together. We will be able to allocate $1M, but we’ll probably receive $2M worth of requests.

**Higher Education Emergency Relief Fund** (**HEERF) Awards**

* Joel shared that additional Tech Fee requests that met certain criteria were awarded to the following colleges through HEERF.
  + College of Veterinary Medicine – to expand virtual access to surgery and instruction. Includes lights, mounting, camera, monitors, Inogeni capture device, and Dell computers.
  + College of Social Work – to set up hyflex classrooms – 2 in Nashville and 1 in Henson Hall (Knoxville).
  + Haslam College of Business – to provide a technology upgrade with ceiling-mounted document cameras in 23 classrooms to improve hybrid learning capabilities.

**3. New Business**

No new business. Joel encouraged everyone to submit items for the monthly agenda.

**4. Other Business**

**February meeting**

* We will send out a request for agenda items for the February meeting. Depending on the feedback, we may cancel this meeting and wait until March 2022 to meet.

**5. Adjournment**

* Joel Reeves adjourned the meeting at 3:40 pm. The next meeting is **currently** scheduled for Friday, February 18 at 3:30 pm in person at Hodges Library Conference Room 605 or via Zoom.

Minutes submitted by: Michele Wilson