

# Student Technology Fee Operational Guidelines AY 2014-2018

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## Background

During fall quarter 2013, the Associated Students (AS) Board of Directors appointed a committee to consider the amount and uses of a new Student Technology Fee (STF) recommendation to be voted upon by the student body in spring of 2013. The task force recommended that the fee be increased to \$35.00 per quarter with the funding dedicated to the following purposes:

- \$14.00 to computer lab renewal and replacement
- \$6.00 for the Microsoft Student Advantage [a licensing/software package]
- \$4.00 to the Student Technology Center
- \$4.00 to wireless network renewal and replacement
- \$3.00 to the Student Technology Fee proposals
- \$2.00 for the virtual computer labs and U: drive upgrades
- \$2.00 for a print quota with 50 prints per quarter

Consistent with this recommendation, the AS Board presented the following referendum to the students:

*“Shall the students of Western Washington University recommend the renewal of the Student Technology Fee at a rate of \$35.00 per quarter for students with 6 credits or more and \$17.50 per quarter for students with 1 to 5 credits? This fee will include:*

- *\$14.00 for Computer Lab Renewal and Replacement*
- *\$6.00 for the Microsoft Student Advantage*
- *\$4.00 for the Student Technology Center*
- *\$4.00 for Wireless Network Renewal and Replacement*
- *\$2.00 for Virtual Labs and U: Drive Upgrades*
- *\$2.00 for a Print Quota with 50 prints*
- *\$3.00 for the STF Proposal Fund*

*The fee will be effective for 5 years, and then will be subject to renewal.”*

The referendum passed with a 78% majority.

## Operational Guidelines

This document serves as the operational guidelines for the University and Associated Students to follow in dispersing these funds. Changes to these principles can be made at any time with the agreement of both the University and the Associated Students (AS) Board of Directors.

The mission and objectives of the Student Technology Fee remain essentially the same: to provide Western students with adequate and innovative technology experiences by:

- Broadening/enhancing the quality of the academic experience
- Providing additional student access to technology
- Increasing integration of technology into the curriculum.

(For reference only, see previous version of mission and objectives at end of this document.)

The fund will be broadly administered through the Office of the Vice Provost for Information Technology / Chief Information Officer, with accountability for use of the funds to both the Provost and the AS Board. Yearly reports on the use of the collected funds will be provided to the University community and, specifically, to the Provost and AS Board. The Student Technology Fee (STF) Committee will review and recommend funding allocations to the University President and Associated Students President consistent with prior policy.

Conservative estimated annual revenue from the Student Technology Fee is approximately \$1.58 million, based upon enrollment for Academic Year 2012-13:

<b>Potential Student Technology Fee Revenue</b>			
<b>Based on Academic Year 2012-13</b>			
<b>All Students, All Locations</b>			
<b>Term</b>	<b># Students</b>	<b>Fee</b>	<b>Total</b>
<b>Fall 2012</b>			
<b>1-5 Credits</b>	382	\$ 17.50	\$ 6,685.00
<b>6+ Credits</b>	14,451	\$ 35.00	\$ 505,785.00
<b>Winter 2013</b>			
<b>1-5 Credits</b>	409	\$ 17.50	\$ 7,157.50
<b>6+ Credits</b>	13,858	\$ 35.00	\$ 485,030.00
<b>Spring 2013</b>			
<b>1-5 Credits</b>	429	\$ 17.50	\$ 7,507.50
<b>6+ Credits</b>	13,182	\$ 35.00	\$ 461,370.00
<b>Summer 2013</b>			
<b>1-5 Credits</b>	1,389	\$ 17.50	\$ 24,307.50
<b>6+ Credits</b>	2,424	\$ 35.00	\$ 84,840.00
<b>TOTAL</b>			<b>\$ 1,582,682.50</b>

Consistent with the spring 2013 AS referendum passage, the STF funds will be allocated as follows:

1. 40% to updating student computers labs on a regular cycle.  
The Academic Technology & User Services department (ATUS) will prepare a document listing the current computer labs, including number of computers, types of computers, and a suggested schedule for a four- year replacement cycle. Allocations will be generally consistent with this recommendation. Each spring, ATUS will submit to the STF Committee a report on the expenditures for lab upgrades completed during the year, a reconciliation to the renewal plan, and any needed revision.
  - a. As the number of computer labs may decrease/increase over time, adjustments may be made to the replacement schedule. No new labs will be included in the replacement schedule without approval by the STF Committee.
  - b. If the number of computer labs is reduced, any excess funds for the replacement cycle will be added to the Student Technology Fee Tech Initiatives portion of the STF fund, unless reallocated to another purpose by agreement of the AS Board and the University.
2. 11.4% to the Student Technology Center (STC).  
Each spring the STC will submit its budget for the following fiscal year to the STF Committee for review.
3. 11.4% to Telecommunications for renewal and replacement of the wireless network.  
Each spring Telecommunications will present its plan for the following fiscal year to the STF Committee for review. During the first years of the allocation, emphasis will be on expanding the wireless network to accommodate buildings where wireless coverage is lacking and to outdoor areas.
4. 8.2% to Tech Initiatives (formerly the Student Technology Fee proposals).  
This portion of the fund will operate similarly to previous STF proposal funds under the STF Committee guidelines for accepting and funding proposals from the faculty, associated students, and departments of the University. However, the STF Committee will make changes, especially during year one (2013-2014), to streamline the Tech Initiative proposal process and encourage more student input than in previous years.
5. 17% to the Microsoft Student Advantage.  
This will provide students the opportunity to download a license for Microsoft's operating system and Microsoft Office Suite.
6. 6% to the print quota system.  
This will provide each student with 50 prints per quarter.

- 7. 6% to virtual labs and U: drive upgrades.  
This will allow students to have greater access to files and software from their personal computers on or off campus.

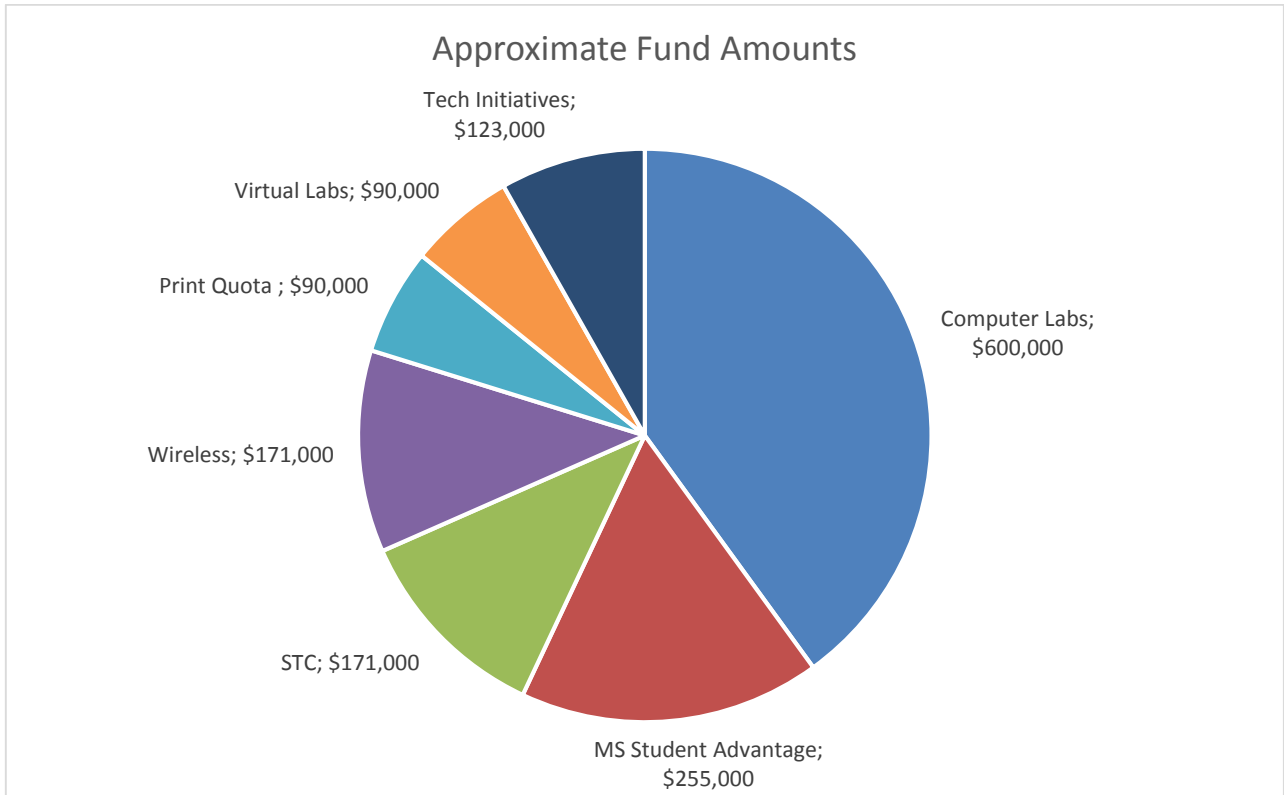


Chart dollars based on \$1,500,000 total funding.

## Fiscal Management

**Note:** This section applies only to the general portion of the Student Technology Fee fund, not to the Student Technology Center (STC) portion of the fund. STC monies are, and historically have been, collected directly into a separate, ongoing fund.

Each fiscal year a separate fund will be created to capture and expend the general STF fees collected for the related academic year. [This process began in FY2010, when fees collected for the academic year (Fall Quarter 2009 through Summer Quarter 2010) were awarded during spring of 2010.]

Note that—for purposes of the Student Technology Fee—an academic year includes fall quarter, winter quarter, spring quarter, and the subsequent summer quarter.

The general fund for each STF academic year will be kept open for two fiscal years:

- Year one: The “spending” year will coincide with the first fiscal year. Because not all fees will have been collected during the Student Technology Fee (STF) Committee deliberations, a conservative estimate will be used for the amount of funds available to be awarded/spent. This may mean that not all available fees will be awarded/spent during a particular academic year.
- Year two: The second fiscal year facilitates purchases that may need to be completed during that second fiscal year. This is typically the case since Tech Initiative awards are made during spring quarter of the first fiscal year. At the end of the second fiscal year, any remaining funds will be transferred to a subsequent fiscal year’s general STF fund, to be made available in the Student Technology Fee Tech Initiative fund.

Here is an example of a two-year STF cycle:

1. Funds collected for the academic year (Fall Quarter 2013 through Summer Quarter 2014) will be placed proportionately in two separate funds:
  - an FY 2014 fund for the general portion of the Student Technology Fee (\$31/\$15.50 prorated), and
  - the ongoing fund for the Student Tech Center portion of the Student Technology Fee (\$4/\$2 prorated).

Note: Again, steps 2-5 apply only to the general (non-STC) portion of the Student Technology Fee.

2. To the extent possible, purchases will be made during FY14. Expenditures will include activity codes, as follows:
  - a. STFLAB for computer lab renewal and replacements
  - b. STFMSA for Microsoft Student Advantage
  - c. STFWIR for wireless network renewal and replacement
  - d. STFPxx for Student Technology Fee Tech Initiatives (formerly proposals)  
(where “xx” becomes the number assigned to a specific Tech Initiative proposal)
  - e. STFVLU for virtual labs and U: drive upgrades
  - f. STFPQT for the print quota
3. Because of timing issues, the FY14 STF fund will remain open for expenditures during FY15 (July 1, 2014 to June 30, 2015). All Tech Initiative award purchases, and any other outstanding purchases, must be completed during this second fiscal year. Exceptions may be approved only by the CIO in extenuating circumstances.
4. At the end of FY15, any remaining FY14 STF funds will be transferred to the fund for which the STF Committee is currently making decisions.

5. This process will repeat for each subsequent academic year.

Should the Student Technology Fee end at some point, any remaining funds would be expended by joint agreement of the University and the Associated Students Board of Directors.

## Accountability

Each fall, the AS Vice President for Academic Affairs and the Vice Provost for Information Technology / Chief Information Officer will prepare a report for the Provost and Associated Students Board of Directors on the prior year's use of the Student Technology Fee. The report will include:

1. A summary of the actual amount of fees collected during the fiscal year
2. A list of computer labs that were renewed, including types of computers and cost for each
3. A list of the wireless network expansion or renewal areas and expenses
4. A report of the budget for the Student Technology Center
5. A list of successful Tech Initiatives awarded by the Student Technology Fee (STF) Committee
6. An estimate of any funds not awarded and eligible for transfer into the next fiscal year fund

## Amendments

This document may be amended in two ways:

1. by two-thirds (2/3) vote of the STF Committee with approval from the AS Board of Directors in consultation with the Vice Provost for Information Technology,  
or
2. by a majority vote of the AS Board of Directors in consultation with the Vice Provost for Information Technology.

## Note

For reference only, the previous version of the STF mission and objectives—before revision in this guidelines document—is below.

*“The Student Technology Fee provides students with adequate technology experiences through these objectives:*

- *Broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum;*
- *Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors;*
- *Increase the integration of technology into the curriculum.”*