

# Student Technology Fee Operational Guidelines 2009-2013

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## **Background:**

During winter term 2009, the Associated Students Board appointed a task force to consider the amount and uses of a new Student Technology Fee (STF) to be voted upon by the student body in Spring of 2009. The task force made a recommendation that the fee be increased to \$25.00 per term with the funding dedicated to the following purposes:

- \$15.00 to Computer Lab Renewal and Replacement
- \$3.00 to the Student Technology Center
- \$1.00 to Wireless Network Renewal and Replacement
- \$6.00 to the STF Proposal Fund

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

“Shall the students of Western Washington University recommend renewal of the Student Technology Fee at a rate not to exceed \$25 per quarter for main campus students, 6 credits or above and \$12.50 for main campus students, 1 to 5 credits? This fee will generally include, but is not limited to, the following:

- Updates to computer labs on a regular cycle
- Maintained support of the Student Tech Center operation
- Continued funding to departmentally-proposed projects
- Expansion and maintenance of an up-to-date wireless network

These aspects will all ensure the technological competitiveness of our campus and a high-quality experience for all students. The fee will expire at the end of Summer Quarter 2013.”

The referendum passed with an 88% majority.

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 anytime with the agreement of both the University and the Associated Student’s Board.

The mission and objectives of the STF remain the same. To provide WWU students with adequate technology experiences through the objectives of:

- Broaden/enhance the quality of the academic experience
- Provide additional student access to technology
- Increase integration of technology into the curriculum.

## Operational Guidelines

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 Associated Students Board. Yearly reports of the use of the collected funds will be provided to the University community and specifically the Provost and Associated Students Board. The STF Committee will review and recommend funding allocations to the University President and Associated Students President consistent with prior policy.

A conservative estimated revenue for the Student Technology Fee is \$1,000,000.00 based upon last year's enrollment:

Potential Student Technology Fee Revenue			
Term	# Students	Fee	Total
<b>Summer 08</b>			
1-5 Credits	1049	\$ 12.50	\$ 13,112.50
6+ Credits	1992	\$ 25.00	\$ 49,800.00
<b>Fall 08</b>			
1-5 Credits	387	\$ 12.50	\$ 4,837.50
6+ Credits	13390	\$ 25.00	\$ 334,750.00
<b>Winter 09</b>			
1-5 Credits	345	\$ 12.50	\$ 4,312.50
6+ Credits	12907	\$ 25.00	\$ 322,675.00
<b>Spring 09</b>			
1-5 Credits	416	\$ 12.50	\$ 5,200.00
6+ Credits	12274	\$ 25.00	\$ 306,850.00
<b>TOTAL</b>			
			\$ 1,041,537.50

Consistent with the task force recommendation, the funds will be allocated:

1. 60% to updating student computers labs on a regular cycle. The ATUS department will prepare a document listing the current labs, number of computers, type of computer, and a suggested schedule for a 4 year replacement cycle. Allocations will be generally consistent with this recommendation. Each Spring, ATUS will submit a report on the expenditures for lab upgrades completed during the year and 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 Proposal Fund unless reallocated to another purpose by agreement of the AS Board and the University.

2. 12% to the Student Technology Center. Each Spring the STC will submit its budget for the following fiscal year to the STF Committee for review.
3. 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 placed on expanding the wireless network to accommodate buildings where wireless coverage is lacking and outdoor areas.
4. 24% to the Proposal Fund. This fund will operate as before under the STF Committee guidelines for accepting and funding proposals from the faculty, associated students, and departments of the University.

### **Fiscal Management:**

Each year a separate fund will be created to capture and expend the fees collected. The award year will coincide with the fiscal year. That is, beginning July 1, 2009 fees collected during the fiscal year 2010 (July 1, 2009 to June 30, 2010) will be awarded during the FY10 fiscal year: typically in Spring.

Because not all fees will be collected during the STF Committee deliberations, a conservative estimate will be used for the amount of funds available to be awarded. This may mean that not all available fees will be awarded. Should that occur, remaining funds will be transferred to a new STF year to be awarded. (see below)

Each STF award year fund will be kept open for 2 years to facilitate purchases that may need to be completed during the next fiscal year as is typically the case since the awards are made in the Spring time period. At the end of the second fiscal year, any remaining funds will be transferred to the next award year to be made available in the Proposal Fund. An example:

1. Funds collected during FY10 (July 1 2009 to June 30, 2010) will be placed in a separate fund account. Expenditures for computer lab replacements will be made from this fund during the fiscal year. Funds will be transferred to Telecommunications and the Student Technology Center to be expended during the fiscal year. Proposals will be awarded in the Spring of 2010. To the extent possible, purchases will be made during FY10.
2. Because of timing issues, the FY10 STF account will remain open for expenditures during FY11 (July 1, 2010 to June 30, 2011). All award purchase must be completed during this fiscal year.
3. At the end of FY11, any remaining FY10 funds will be transferred into the FY12 STF fund.
4. This process would repeat for each succeeding fiscal year.

Should the student technology fee end at some point, any remaining funds will be expended by joint agreement of the University and the Associated Student's Board.

## **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 Student's Board 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 labs that were renewed, what type of computer, 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 the successful proposals awarded by the STF Committee.
6. An estimate of any funds not awarded and eligible for transfer into the next fiscal year fund.