

Student Technology Fee Operational Guidelines AY 2023-2026

This document serves as the operational guidelines for the University and Associated Students (AS) to administer the Student Technology Fee (or STF, or Fee) for its term. Changes to these guidelines may be made at any time with the agreement of both the University and the AS Senate.

Background

The mission of the Student Technology Fee is 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, and
- Increasing the integration of technology into the curriculum.

During fall quarter 2021, the VPIT/CIO formed a working group 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 2022. The working group included:

- VPIT/CIO Chuck Lanham
- ATUS Director John Farquhar
- AS Senate President Brenner Barclay
- AS CHSS Senator Rahma Iqbal
- AS CSE Senator Justin McGlone
- STF Committee Secretary Diane Bateman

The committee recommended that the fee remain at **\$35.00 per quarter**, with the funding reallocated to the following purposes:

- \$13.29 for computer lab renewal and replacement
- \$ 5.86 for the Student Technology Center
- \$ 7.59 for networking renewal and replacement
- \$ 4.35 for Tech Initiatives proposals (STF proposals)
- \$ 2.35 for the Digital Media Center (DMC)
- \$ 0.98 for a print quota
- \$ 0.58 for Information Security Office

Consistent with this recommendation, the AS Executive 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 (not increasing or decreasing) for students with 6 credits or more and \$17.50 per quarter for students with 1 to 5 credits? This proposal will be reevaluated and voted on again in 4 years. This fee would include:

- *\$13.29 for Computer Lab Renewal and Replacement*
- *\$ 7.59 for Network Renewal and Replacement*
- *\$ 5.86 for the Student Technology Center*
- *\$ 4.35 for Tech Initiatives (previously called “STF Proposal Fund”)*
- *\$ 2.35 for the Digital Media Center*
- *\$ 0.98 for Print Quota*
- *\$ 0.58 for Information Security”*

The referendum passed with 78 percent (605 “yes” votes, 167 “no” votes).

Fee Administration

VPIT/CIO

The Student Technology Fee is broadly administered through the Office of the Vice Provost for Information Technology/Chief Information Officer (VPIT/CIO), with accountability for use of the Fee to the University President and to the AS Senate.

The VPIT/CIO creates annual reports detailing the use of the Fee.

STF ADVISORY COMMITTEE (*new section*)

Note: This new committee was formed in November 2022. It may meet initially in fall 2023, as needed.

The **Student Technology Fee (STF) Advisory Committee** is a committee of the VPIT/CIO, with representation from the Associated Students (AS) Senate. It reports to both the AS Senate and the VPIT/CIO.

The Committee broadly oversees the fee by:

1. Every four years (starting in fall 2025): Recommending funding for the proposal allocations to the AS Senate and the University President, and creating language that is approved for the spring student referendum on the STF.
2. Annually (starting in fall 2023, as needed): Reviewing any proposed changes to the Fee’s student-approved funding allocations and making recommendation to the AS Senate for approval.

The STF Advisory Committee is comprised as follows:

- Vice Provost for Information Technology/CIO (Chair)
- Associated Students Senate President
- Director of Academic Technology (ATUS)
- Student representation chosen by AS Senate President (up to 3 students)
- Committee Secretary (non-voting)

STF TECH INITIATIVES COMMITTEE

The Student Technology Fee (STF) Tech Initiatives Committee is a committee of the VPIT/CIO, with representation from the Associated Students (AS) Senate. It reports to both the AS Senate and the VPIT/CIO.

Annually, the Committee oversees the STF Tech Initiatives proposal process (12.43% of the Fee allocation) by:

1. Reviewing abstracts and inviting proposal submissions.
2. Reviewing resulting proposals, including conducting site visits with principal applicants.
3. Recommending project funding for the proposal allocation to the AS Senate and the University President.

The STF Tech Initiatives Committee is comprised as follows:

- Associated Students Senate President (Co-Chair)
- Vice Provost for Information Technology/CIO, or Information Technology Services designee (Co-Chair)
- 3 students at-large (appointed by Associated Students after application process)
- Faculty representative from the Academic Technology Committee
- Faculty Senate at-large representative (appointed by the Faculty Senate)
- Committee Secretary (non-voting)

Reporting

When reasonably possible, the Committee requires organizations to track usage of new equipment purchased through the Tech Initiatives/proposal allocation, and to report the resulting data to the Committee 1) on request, and 2) when submitting similar future proposals to the Committee.

Representation

The at-large faculty representative should be from a different college each year or each Faculty Senate committee term on a rotating schedule. The ATC faculty representative should be from a college different than the at-large representative's college.

Conflict of Interest

To avoid possible conflict of interest, or its appearance, a faculty member will not vote when the item is an abstract or proposal from the faculty member’s academic department.

Fee Receipts

Estimated Student Technology Fee receipts are based on both peak enrollment data and actual Fee-paying courses. The AY 2023-2026 Fee estimate is based on Fee receipts for AY 2022, in the table below.

Student Technology Fee Receipts
Academic Year 2022
Students = Main Campus, Peak Headcount

Term	# Students*	Fee	Total
Fall 2021, 1-5 Credits	527	17.50	\$9,222.50
Fall 2021, 6+ Credits	13,725	35.00	\$480,375.00
Winter 2022, 1-5 Credits	538	17.50	\$9,415.00
Winter 2022, 6+ Credits	12,740	35.00	\$445,900.00
Spring 2022, 1-5 Credits	612	17.50	10,710.00
Spring 2022, 6+ Credits	11,844	35.00	\$414,540.00
Summer 2022, 1-5 Credits	770	17.50	\$13,475.00
Summer 2022, 6+ Credits	335	35.00	\$11,725.00
TOTAL			\$1,395,362.50**

NOTES FOR TABLE ABOVE

1. * “# Students” reflects these exclusions from paying the Fee:
 - a. Non-Bellingham campus^ students.
 - b. Internship-only students.
 - c. Students with fees waived.
 - d. For summer quarter, courses coded FSMF (indicating a course is subject to mandatory fees).

^ WWU students at Bremerton pay a tech fee passed through to Olympic College.

^ WWU students at Everett pay a tech fee to WSU as part of WWU’s contract for services at Everett University Center.

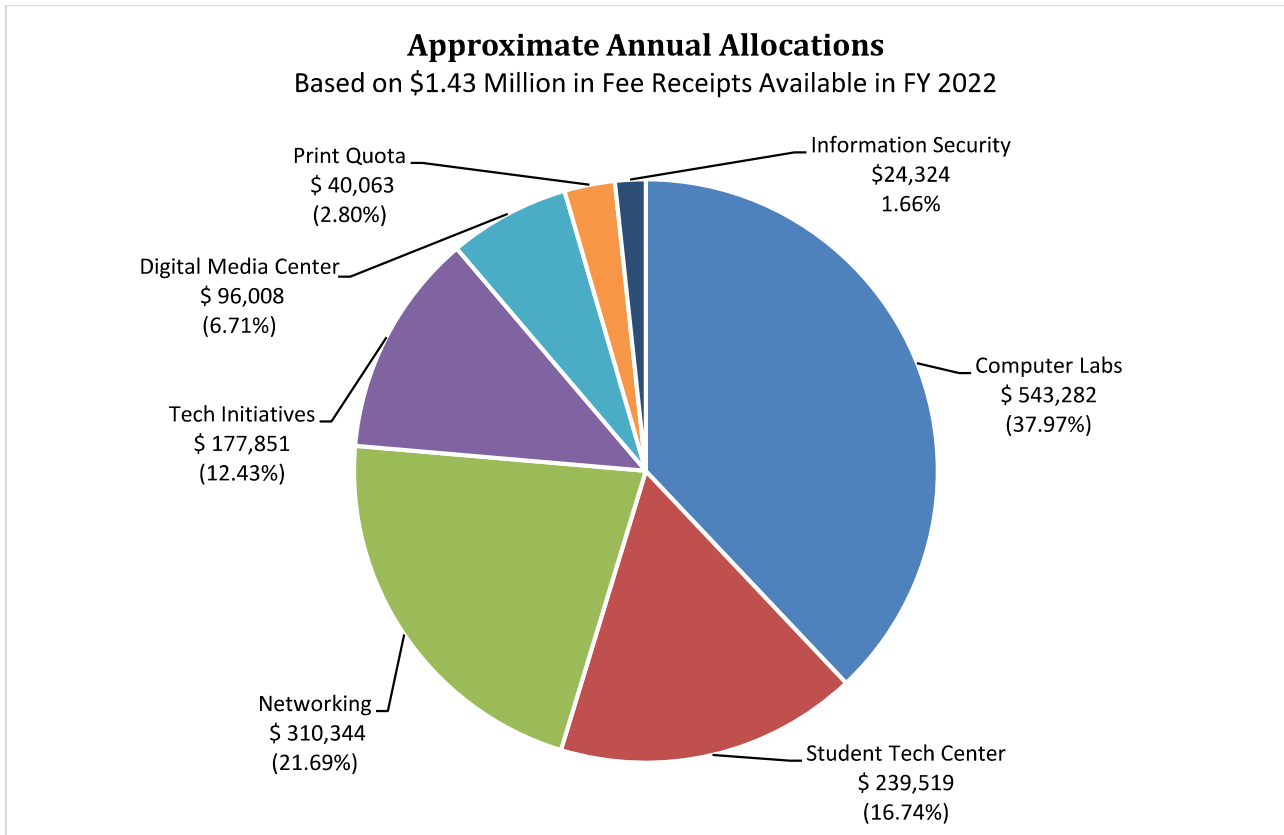
2. ** Total of fees *received* each term, regardless of which fiscal year the receipts *apply to*. Actual Fee receipts available for FY 2022 (i.e., STF fund year 2022) totaled **\$1,430,818**. This higher available total was affected by:
 - FY21 Fee receipts moved to FY22.
 - FY22 Fee receipts moved to FY23.
 - Fee receipts charged or refunded when students added or dropped classes prior to Peak Headcount recording date.

Fee Allocations

Consistent with the spring 2022 AS referendum passage, the Fee is allocated as follows, and the allocations are reviewed as shown.

1. **37.97%** (or \$13.29 of the \$35 Fee) to student **computers labs** renewal and replacement on a four-year refresh cycle.
 - a. The STF funds computer-lab computers that meet the following criteria:
 - Computers that are dedicated to general-purpose computing
 - Computers that support computer labs, such as those controlling printing or monitoring of computer lab-usage statistics
 - b. Students must not be charged course or lab fees for the use of computers purchased with the Student Technology Fee. However, STF funding can be applied to computer labs where course/lab fees are used for the licensing of applications beyond Western's enterprise software suite, or to support specialized hardware requirements that are beyond the university standard.
 - c. The STF requires that all STF-funded labs run the LabStats software to monitor utilization of lab workstations. The STF covers the central licensing of LabStats.
 - d. In AY 2019, Academic Technology & User Services (ATUS) conducted a comprehensive computer lab survey. Pending thorough analysis of lab use, the labs funded by the STF changed after AY 2019. Any further lab funding changes would require approval of the STF Committee and the AS Senate.
 - e. ATUS conducts annual reviews of computer lab and laptop use, revising the capacity of these resources to fit demonstrated need. The frequency of replacement also is adjusted in order to meet target expenses each year.
 - f. If the number of computer labs is reduced, any excess funds for the replacement cycle are added to the Tech Initiatives portion of the STF fund, unless reallocated to another purpose by agreement of the AS Senate and the University. (And see 2.b. below.)
2. **21.69%** (or \$7.59 of the \$35 Fee) to Enterprise Infrastructure Services (part of Information Technology Services) for networking renewal and replacement.
 - a. Each spring, Enterprise Infrastructure Services will present its plan for the following fiscal year to the STF Advisory Committee for review.
 - b. The STF planning group demonstrated an increased commitment to networking needs. The Networking allocation will receive these additional fixed allocations annually during this fee cycle, provided there are adequate excess funds each year:

- \$30,000 for Internet service.
This annual fixed allocation started in AY 2019 and continues in the current fee cycle.
 - \$50,000 for additional Networking renewal support.
This annual fixed allocation starts in AY 2023.
3. **16.74%** (or \$5.86 of the \$35 Fee) to the **Student Technology Center (STC)**.
 - a. This allocation continues to include website publishing services and loan-pool repair.
 4. **12.43%** (or \$4.35 of the \$35 Fee) to **Tech Initiatives proposals**.
 - a. This portion of the fund is for vetted proposals from Western students, faculty and staff.
 5. **6.71%** (or \$2.35 of the \$35 Fee) for the **Digital Media Center (DMC)**.
 6. **2.80%** (or \$0.98 of the \$35 Fee) to the **print quota** system.
 - a. This portion of the Fee establishes a \$2.50 print quota per student per quarter. Black-and-white prints are charged to this quota at \$.05 per side. Color prints are charged \$.25 per page. Students can deposit additional funds into their individual printing balance for prints beyond the quota.
 - b. In recent years, students have been printing less, saving STF expenses and allowing the Fee to cover more of the total cost of printing. Starting in FY 2024, the scope of the Print Quota allocation increased to include printing-related equipment and materials for General University labs, which more accurately reflects the cost of printing. These costs include:
 - Supplies (e.g., paper and toner).
 - Printer-related software (Pcounter maintenance/licensing).
 - Equipment (printers).
 - c. The STF does not pay for labor costs associated with stocking and repairing printers.
 7. Starting in AY 2024, **1.66%** (or \$0.58 of the \$35 fee) to the Information Security Office for a student employee.



Fiscal Management

The Office of the CIO provides broad fiscal management of the Student Technology Fee.

Fee Spending

A separate annual STF fund is created to capture and expend the STF fee receipts for each *fiscal* year, regardless of the *academic* year in which they were received. [This process began in FY 2010, 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 separate fund for each STF academic year remains open and active until all funds are spent. This may take several years. However, most activity occurs in the first two years.

- During Year One:
 - The fee is collected from students.
 - The fee is spent mainly on five (of the seven) approved allocations: networking renewal and replacement, the Student Technology Center, the Digital Media Center, the print quota, and the Information Security Office student employee.

- During Year Two:
 - The fee is spent mainly on two (of the seven) approved allocations: computer lab upgrades and the Tech Initiatives awards. Computer lab upgrades generally are accomplished during the summer when relatively fewer students are on campus. Tech Initiative projects, which the STF Committee has awarded the previous spring, also are completed during the summer as much as possible.
 - Note: Because not all fees will have been collected during the STF Committee’s spring deliberations, a conservative estimate is used for the funds available for Tech Initiatives awards. This means that all available fees might not be awarded/spent during a particular academic year.

All Student Tech Fee expenditures include activity codes for accurate tracking against the allocations:

- STFLAB for computer lab renewal and replacements
- FSSTF for Student Tech Center (STC) general allocation. STC’s internal allocations include:
 - STFSTC STC - Student Wages/Consumables/Other
 - STFLPR STC - Loan Pool Repair
 - STFWEB STC - Website Publication Services
- STFWIR for networking renewal and replacement
- STFPxx for Student Technology Fee Tech Initiatives proposals
[where “xx” is the number of the proposal (e.g., 01, 02, 03)]
- STFDMC for the Digital Media Center
- STFQPT for the print quota
- STFISO for Information Security

Should the Student Technology Fee end at some point, joint agreement of the University and the Associated Students Executive Board would expend any remaining funds.

Fee Reporting

The VPIT/CIO maintains reports and documentation detailing the annual Student Technology Fee funds. These records include:

1. A summary of the 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 networking expansion or renewal areas and expenses.
4. A report of the budget for the Student Technology Center.
5. A list of Tech Initiatives projects awarded by the Student Technology Fee (STF) Tech Initiatives Committee.

6. An estimate of any unspent funds, which are then available for another use.
(See also 1.f. and 2.b. on pages 5 and 6.)

Amendments

This document may be amended in two ways:

1. By a two-thirds (2/3) vote of the STF Advisory Committee and/or the STF Tech Initiatives Committee, with approval from the AS Senate.
or
2. By a majority vote of the AS Senate in consultation with the VPIT/CIO.