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Introduction

This guideline document is designed to clarify implementation issues pertaining to the mandatory student technology fee. This document will act as a reference for the Student Technology Fee Committee (STFC) and will provide guidance to individuals requesting funds from the STFC.

Program Intent:

Consistent with the enabling RCW, the main intent of the mandatory technology fee is to collect funds which will be used to benefit the greatest number of students possible. In this light, the STFC's top priority is to insure that General Use computer labs have funding for equipment renewal. The expressed goal of the STFC is to fund the General Access University Computer Labs and the General Use portion of the Riverpoint Lab. The STFC is in support of a three-year equipment replacement cycle for the General Use computing labs; however, actual funding levels may restrict the STFC's ability to fund a three-year replacement cycle for the General Use computer labs.

The STFC encourages General Use computer labs to provide students with a consistent computing platform, from site to site, for students' common computing needs. In order to foster this intra-lab consistency, hardware, software, peripherals, and networking equipment requested for purchase must be selected from the university's preferred vendors and in line with university computing standards. Equipment funded by the STFC must be configured in compliance with university standards (i.e., computing, networking, telecommunications, space usage, and electrical standards).

The STFC is concerned that technology fee monies be spent on important technology needs of the general student population. For this reason, requests must clearly justify and document the need for the requested item(s). For example, requests for equipment designed to reduce lab wait lists may be justified by providing summary reports of lab traffic/usage patterns over the course of prior academic terms.

The STFC intends to fund requests that most directly benefit the general computer use of Eastern students. The STFC will not normally fund requests for expenses such as, but not limited to, the following: (1) consumable items such as paper, toner, diskettes, office supplies, etc., (2) maintenance or repair of equipment, (3) salaries or other labor-related costs, (4) operational costs such as security, electrical, heating, promotional costs, printing, etc.

The STFC intends that funds be spent on technologies such as: (1) computing hardware (computers, printers, etc.), (2) general use computing software, and (3) remote Internet access, with only a minimal percentage of funds to be spent on other technologies (see below the definition of the "sticker rule").
The STFC cannot fund all projects and therefore, projects that do not seem to indicate significant student demand as indicated by student input and other supporting documentation will be less likely to receive funding.

The STFC will review historical materials to understand the focus and intent of each lab’s service level for general student use. These materials include, but may not be limited to: an audit of previous spending patterns; documentation which supports the cooperation and effort of the lab to work with other general use computer labs; input from the university’s computing governance structure; and student, faculty, and staff input regarding the lab’s service level for general student use.

RCW 28B.15.051 stipulates that the technology fee be used “exclusively for technology resources for general student use.” Requests for funds for items which deviate from that tenant fall outside of the scope of this committee. (See definition of a “General Use” computer lab.)

Proposal Submission Timeline:
The STFC funding year is considered to be January 1st thru December 31st. Proposals receiving STFC funding must expend the awarded funds prior to December 31st of the year in which they received funding.

The STFC will consolidate all proposals received into a single list. The STFC will consolidate duplicated or very similar projects as appropriate. The STFC will prioritize the consolidated list according to the overall program intent and the criteria outlined in this document. After the STFC has made its final recommendations on how the funds should be allocated, the STFC funding plan will be submitted to the ASEWU for council review and council recommendation for the funding plan to be forwarded to the University’s Board of Trustees for final review and approval.

Proposal Modifications:
Through discussions within the STFC and discussions with proposal submitters, funding for a proposal may be modified, conditions may be attached to the proposal, proposals may be combined, or other modifications may be made. The STFC may also solicit proposals where necessary to fulfill the overall intent of the STF program or to address issues that were omitted by the individual project proposals.

Technical Review:
All proposals considered for recommendation for funding by the SFTC will undergo a technical review process to verify the costs of the project and expected impacts upon existing resources. The proposals will be reviewed by the relevant organizational entities such as University Computing & Telecommunications, Physical Plant, etc., and in consultation with the originator of the proposal when necessary. Proposals may be revised to consider any additional costs or considerations discovered by
Approval/Allocation Process:

The final list of recommended projects and the recommended funding for each project will be submitted to the University’s Board of Trustees for review and final approval. The Board will make the final decision concerning projects to be funded. Recommended changes by the Board, if any, will be submitted to the STFC for further review, and then resubmitted to the Board for their approval. The administrative head of each unit receiving the award is responsible for establishing procedures to monitor the expenses of the project and ensuring the project objectives and any other conditions are met. Each organizational unit receiving funding must submit a report to the STFC after the implementation of each project. Post-implementation reports should outline the activities of the project, describe how the project objectives were met, and identify all expenditures and funds.

Central Purchasing Process:

After the funding plan has been approved by the Board of Trustees, the STFC will work with the STF Consultant to centrally coordinate the purchase of all hardware and software for all proposals being funded. To the extent possible, equipment and software will be purchased in bulk based on a common purchase request. This process is intended to produce several results: (1) price per unit will be reduced, (2) standardization of STFC funded equipment and software will be encouraged, (3) coordination between all STFC funded requests will be heightened, and (4) compliance with university purchasing standards will be assured.

Project Expenditure Control:

The head of the organizational unit will be responsible for overseeing the projects to ensure that project expenditures are made in accordance with the project plan and any conditions identified by the STFC. Any project budget deficits will be the responsibility of the area receiving the funding.

Project Management and Coordination:

If the STFC funds, or partially funds, a major project requiring a project team, the STFC may appoint a project team liaison to serve on the project team. The STFC project team liaison will represent the interests of the STFC to the various constituencies that will be involved or affected by the proposed project.