OPERATING GUIDELINES

STUDENT TECHNOLOGY FEE

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SECTION I

Student Technology Fee Rationale

Collectively, the students and faculty of University of Central Missouri recognize and acknowledge the following:

1. Technological skills developed at the University provide fundamental advantages in career development; and
2. UCM has many pressing fiscal needs that make it impossible to maintain a state-of-the-art technological environment for academic programs within the current budget; and
3. Student access to current technology in laboratories and classrooms is essential; and
4. An annual revenue stream provided through a dedicated Student Technology Fee (hereafter referred to as STF) must be created to provide student access to current technology.

Therefore, to provide general access to current technology, to provide a competitive career development advantage to students who attend University of Central Missouri; and to dedicate sufficient funding to provide this technology, the Student Technology Fee (STF) is created and implemented effective Fall Semester 2000. The fee is not intended to be a “use fee” and therefore is assessed to all students based upon the fee structure identified herein.

Degree-Granting College

The STF concept is based upon a variable fee structure determined largely by each academic college which provides degree-granting programs of study. The UCM Board of Governors has approved the STF in concept. Each College will develop a fee schedule based upon input from their student / faculty constituency. The UCM Board of Governors will approve the fees to be assessed.

SECTION II

Strategic Planning Within Each College

Each of the Colleges will develop long-range plans addressing future technology and equipment needs as part of the current academic strategic planning process. Some coordination between Colleges relating to future technological needs is encouraged and will undoubtedly result in “economies of scale” on purchases. Also, technology not considered to be state-of-the-art in one College may provide a sufficient degree of functionality in another college or department. Thus, communication of College plans for STF expenditures is encouraged on an annual basis.
College Technology Committees

Each credit generating College shall establish a College Technology Committee to oversee the administration of the technology fee revenue and expenditures. This committee shall consist of no more than 8 individuals 50% of whom will be students majoring within the college. Faculty and department chairs will make up the remainder of the committee according to the procedures developed by the college. (Note: Colleges are encouraged to develop a rotation system whereby all departments serve on the committee over time.). The Dean of each College shall be responsible for committee appointments, ensuring that adequate representation is present on this committee. The Chairperson will be elected from the membership of the College Technology Committee but must hold faculty rank.

Responsibilities of the College Technology Committee

The College Technology Committee (CTC) is responsible for assessing technology expenditure requests and making recommendations to the dean on expenditures. The CTC will ensure that extensive planning and communication with students will occur prior to any major commitment of STF funds. Input from students will be requested and considered prior to committee decisions. The Technology Committee shall be responsible for ensuring that the technology fee funds generated for the College are spent according to the College’s strategic plan established. Each year, the committee shall produce a report on STF fees generated and expended. A copy of this report shall be filed with the Provost’s Office for accountability. Copies shall be made available upon request to any student or faculty member of the College, and a copy of the report shall be posted on each central Department bulletin board. The Dean of each College shall be responsible for ensuring that fee revenue is expended according to University fiscal guidelines with respect to “academic” fees as well as applicable state law. Minutes of all meetings will be kept, and copies provided to each department within the College. The College Dean will provide secretarial support to the Committee.

SECTION III

1. Allocation of Funds

Each College Technology Committee shall be responsible for recommending a procedure for allocation of funds. This distribution must be approved by the Dean of the College. The Technology Committee of a College may opt for centralizing the funding decisions, whereas other Colleges may decide to make a percentage allocation to each department to reflect the different needs of the college’s various disciplines.

2. Modification of Student Technology Fees

The College Technology Committee shall take formal action on any fee increase proposal. All binding votes require a quorum, defined as more than 50% of the membership. Passage or rejection of the fee change shall be determined by a two-thirds
majority of the committee members in attendance. Fee changes are recommended to the Provost for action by the President and Board of Governors. The Board of Governors must approve any change in the STF prior to implementation.

3. Fee Refunds
Requests for refunds will be in accordance with current University policy as published in the General Catalog.

SECTION IV

Proposals for Expenditures of STF Revenue
Proposals for expenditures of technology funds shall be solicited by the College Technology Committee from each academic department on an annual basis. Members of the Committee are primarily responsible for assessing and communicating departmental needs. In addition, all students having suggestions about laboratory equipment, computers, and other general technology needs are encouraged to bring them to their respective Committee members, department chairs, and/or the Dean’s Office. Laboratory supervisors, graduate teaching assistants, and faculty members are also encouraged to make requests for funding.

It is possible and proper for a College to accumulate and expend STF revenue over several years in order to make large purchases of technology equipment. However, this multi-year purchase must be consistent with pertinent laws of the State of Missouri. Any plans for the carry forward of funds for multi-year purchases must be included in the Annual Report of the College Technology Committee.

Categories of Expenditure of STF Revenue
STF revenue is to be expended in accordance with the “Rationale” statement in Section I, i.e. expenditures must be for technology that directly affects student learning. The following are general categories of allowable expenditures:

1. Purchase of Computer Hardware and Software
Examples of allowable purchases are:

<table>
<thead>
<tr>
<th>Computers</th>
<th>Printers</th>
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<tr>
<td>Hard drives</td>
<td>Network cabling and devices</td>
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<tr>
<td>Spreadsheets</td>
<td>Graphics packages</td>
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<td>Compilers</td>
<td>Simulators</td>
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<td>Software licenses</td>
<td>Software upgrades</td>
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<tr>
<td>Multimedia products</td>
<td>Tape backup devices</td>
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<td>File servers</td>
<td>Modems</td>
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<tr>
<td>Other related items used in student labs</td>
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</tbody>
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2. Purchase of Other Technology Equipment
Examples of allowable purchases are:

| Scientific laboratory instruments | General laboratory testing equipment |

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Diagnostic hardware    Kilns
Art studio technologies   Digital music technology
Cameras     Videotape machines
Video teleconferencing equipment
Other similar laboratory technology used in student labs

3. **Maintenance of Technology**
   Charges for maintenance and repair of technology equipment that fit the general purpose of the student technology fee.

4. **Student Hourly Compensation**
   This is specifically to compensate students for monitoring / supervising or assisting computer laboratories or other laboratories where a substantial amount of technology equipment has been purchased for student use.

**Non-Allowable Uses of STF Revenue**
The following are examples of non-allowable uses of Technology Fee Revenue:
   a. Full-time personnel
   b. Graduate student assistantships
   c. Personnel recruiting expenses
   d. General furniture
   e. General office supplies
   f. Vehicle rental
   g. Facilities remodeling
   h. * Equipment not accessible to students
   i. Travel
   j. Students working in normal department functions, such as office work or tutors, shall not be paid from the STF.

* The term “accessible to students” is meant to imply equipment used by students in order to fulfill academic requirements.

The specific appropriateness of any item approved for purchase may be questioned by the College Dean. Inappropriate expenditures proposed by the Technology Committee can be vetoed by the College Dean. Justification for any such veto must be provided to the Committee.

**Labeling Equipment**

All equipment purchased with student fee money will receive a label that indicates the date of purchase and a statement to indicate it was purchased with student fee money.

### SECTION V

**Technology Fee Assessment for Undergraduate Students**
A base technology fee will be charged for each per credit hour of coursework. No distinction is made between resident and non-resident students. Each College may choose to add a supplemental fee per credit hour for those courses that require heavy use of technology. The College Technology Committee must approve supplemental fees.

All fees collected from students in a given college will be transferred directly to that College in an account restricted to STF revenue and expenditure (except for Section VI allocation). Supplemental fees charged to specific courses will track to the department offering the courses.

Technology Fee Assessment for Graduate Students

The base technology fee applies to all graduate courses. No distinction is made between resident and non-resident students. Supplemental Technology Fees may also be added to graduate courses where deemed appropriate by the College Technology Committee.

Section VI

Support for Centralized Student Computing

In order to support student computing unaffiliated with a particular college (e.g. The “UCM-2” Server, the student network, open computer labs, the Library, the Honors College, and the Educational Development Center), the Provost may appropriate and distribute up to 30% of the base fee to unaffiliated programs. Unit heads will submit an annual funding request, including justification, to the Provost for consideration. These requests will be reviewed by the Provost’s Technology Committee (PTC). (The PTC will be established and operate according to the procedures outlined for College Technology Committees described in section II.) The Provost will provide an annual report to each college on STF funds expended.

THIS FEE ALLOCATION PLAN WILL BE REVIEWED IN TWO YEARS TO DETERMINE WHETHER MODIFICATIONS ARE NEEDED.