

Technology Fee Committee General Guidelines

- I. Purpose/Charge:** The Student Technology Fee Committee shall be responsible for recommending allocation of funds gathered through the Student Technology Fee. The Committee shall hear proposals for the use of monies and recommend to the Student Senate allocations based on established criteria. The Student Senate recommendation shall then be forwarded to the President's Cabinet.

- II. Membership:** The Student Technology Fee Committee shall be made up of 15 persons: 6 student members, 3 SMSUFA faculty representatives, 2 MSUAASF representatives, one Information Technology Services representative designated by the CIO (ex officio; non-voting), the SMSUSA President (ex officio; non-voting), one representative from Administrative Services Staff (ex officio; non-voting) and the Vice President/Provost for Academic Affairs (or designee) (ex officio, non-voting). The committee will be chaired by one of the student members.

- III. Quorum:** A quorum of the Committee shall be the majority of the appointed voting representatives at any time during the academic year.

- IV. Allocation of Student Technology Fees:**
 - A. Computer Lab Operating Expenses:** An amount of the total fees collected shall be encumbered each year to meet the general maintenance expenses of the current student computer labs on campus. General maintenance expenses of the labs may include supplies, service, and student work. Software upgrades shall be handled in a separate allocation.

 - B. General Guidelines for the Distribution of Student Technology Fees:** The following guidelines should be considered when making recommendations for allocation of Student Technology Fee monies.
 1. Fees may be used to create and upgrade new computer labs, interactive television rooms, and media resource centers, etc. to be utilized by the University as a whole.
 2. Fees shall be used to upgrade hardware and software in general student computer labs as deemed appropriate by the committee.
 3. Items purchased with Student Technology Fees should be generally accessible to the student body of SMSU.
 4. Funds should not be recommended for allocation to any project or purpose that will benefit only one program, department, or groups of students at SMSU.
 5. Projects funded on a recurring basis (e.g., annual software licenses or maintenance costs) shall provide annual reports on a timeline set by the Committee. Reports shall provide such information as usage data and benefit to the University. Funding requests above and beyond the

project's original funding allocation for annual recurring costs will also need to be provided. The Committee can choose not to recommend continued support for any project's recurring costs.

6. In the event that a particular situation is not covered under items 1-4, the committee should recommend the allocation of funds if it can be determined that the allocation will directly benefit the University as a whole.