Kennesaw State University Student Technology Fee Advisory Committee Procedures

Approved by Quorum
October 16, 2018

Record of Modifications

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1   Purpose of the Student Technology Fee Advisory Committee

The Student Technology Fee Advisory Committee (STFAC) is responsible for recommendations pertaining to the Student Technology Fee expenditures and other relevant student technology issues. The Student Government Association, Faculty Senate and the Chairs and Directors Assembly endorsed the addition of the Student Technology Fee Advisory Committee in 2018.

2   Overview

The chair of the committee submits recommendations to the Chief Information Officer to ensure funds are allocated appropriately. The focus shall be on university-wide benefits for all students, not proportional allocation by unit or interests areas. Initiatives funded by the student technology fees should reflect the areas of need and priorities identified in the overall university technology strategic plan. Technology Fee revenues may be used for any purpose within University System of Georgia Technology Fee Policies that provide direct benefits to students.

 The Student Technology Fee Advisory Committee adheres to the principles set forth by the Board of Regents Technology Fee Guidelines and is as follows:

- Technology fee revenues should be used primarily for the direct benefit of the students to assist them in meeting the educational objectives of their academic programs.
- Technology fee revenue should be used to assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft Office product suites for the discipline-specific software.
- Technology fee revenues should be used for the hardware and network-related expenditures that include support of the classroom and computer labs used by students for their academic endeavors and discipline-related activities.
- Technology fee revenues may be used for training of students.
- Technology fee revenues may be used to leverage other funds where appropriate.
- Technology fee revenues may be used – with caution – for new staffing that is either temporary or ongoing and that provides direct benefits to student.

Lower priority uses of technology fee revenues include development of software packages, acquisition of one-of-a-kind software or hardware products for faculty use in student training.

In almost no cases should technology fee revenues be used for administrative software or software implementation (such as BANNER), administrative hardware, research equipment, non-networkable specialized scientific equipment, space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives.

In addition to hardware, software and support concerns, policies and procedures are of utmost importance in creating a sound, reliable and secure technology environment. The committee will function to bring concerns and suggestions forward, propose policy and/or procedure items and provide guidance

on technology topics that influence the student body.

3   The Committee

3.1   INTRODUCTION

The committee will be responsible for recommendations pertaining to the Student Technology Fee and other relevant student technology issues. Per University System of Georgia policy, membership shall include a minimum of 50% student representation. Initiatives funded by the student technology fees should reflect the areas of need and priorities identified in the overall university technology strategic plan. Periodic review of the technology fee expenditures should be performed at the executive level of the university to ensure that, over time, funds are allocated in the most appropriate areas. The focus shall be on university-wide benefits for all students, not proportional allocation by unit or interests areas. Technology Fee revenues may be used for any purpose within University System of Georgia Technology Fee Policies that provide direct benefits to students.

Committee Composition

3.1.1   MEMBERSHIP

The STFAC membership composition:
- Three faculty members vetted by the Faculty Senate
- One member vetted by the Chairs and Directors Assembly (CDA)
- Four students vetted by the Student Government Association (SGA)
- Ex Officio members as follows
  - The CIO
  - The President of the SGA
  - The Executive Director of IT Operations

Whenever possible members shall serve two year staggered terms to ensure continuity in membership. Students may serve additional terms.

3.1.2   STUDENT MEMBERS

Nominations for student members will be requested from the Student Government Association, any established technology advisory group, a member of the STFAC and the President. Nominations for membership may either come from the process listed above or may be nominated through an open call for nominations. Nominated student members will be submitted to the SGA, who will select four student members from those students who have obtained a recommendation. A single member may represent more than one constituency as long as the student representation does not fall below 50%.

3.1.3   FACULTY MEMBERS

Nominations for three faculty members will be requested from the Faculty Senate. The faculty members of the STFAC shall be the current faculty members at KSU. Nominations for one Chair or Director representative will be requested from the Chairs and Directors Assembly.

COMMITTEE MEMBER REMOVAL

Any committee member, with the exception of ex-officio members, may be removed from this committee for violation of these policies, Kennesaw State University (KSU) Student Code of Conduct, University Honor Code, Board of Regent's Policy or failure to attend two consecutive meetings without prior written notice. Any member of the Student Technology Fee Advisory Committee may initiate the removal process. To present the case of removal, the Advisory Committee shall move into a Special Session under Robert's Rules of Order with the committee chair to preside over the Special Session. If the chair is under review for removal, the advisory committee will elect a temporary chair to preside over the meeting. The CIO will present the case for removal to the committee. A two thirds (2/3) vote shall remove the member of the Student Technology Fee Advisory Committee.

Any member of the Student Technology Fee Advisory Committee placed under review for removal shall have the following rights:

- A letter containing the Case of Removal and Special Session date of the removal hearings one week prior to the hearings.
- The right to resign before the removal trial begins.
- The right to witnesses on his/her behalf and cross-examine witnesses.
- The right to counsel who must be a member in good standing of the Student Technology Fee Advisory Committee.
- The right to remain silent with no guilt implied by said silence.

3.1.4   COMMITTEE CHAIR

Every other year, committee members will elect a committee chair at the last meeting of the academic year. The chair will serve a two-year term. In the event that the chair resigns before the end of their term, the committee will elect a replacement from the membership to complete the term. The chair is responsible for establishing the meeting agenda. The chair has the authority to establish subcommittees or working groups to complete projects. The chair may serve additional terms.

3.1.5   CHIEF INFORMATION OFFICER (CIO)

The committee shall make recommendations to the Chief Information Officer for review and implementation. The CIO shall facilitate the meetings of the committee and arrange for administrative support for all committee activities. The CIO shall be an ex-officio member of the committee.

3.1.6   STUDENT GOVERNMENT ASSOCIATION (SGA) PRESIDENT

The STFAC should work closely with the Student Government Association (SGA) to establish policy recommendations. The SGA President shall be an ex-officio member of the committee. The CIO will provide periodic updates to the SGA and will seek input from the SGA President on matters that pertain to the student body.

3.2   STUDENT TECHNOLOGY FEE STRUCTURE

3.2.1   OVERVIEW

The Student Technology Fee shall be a mandatory fee and charged each semester to all KSU students. The Student Technology Fee is a component of the overall KSU Budget Request.

3.2.2   ANNUAL FEE REQUEST

During the Fall semester, the CIO will bring a fee request to STFAC. After evaluation of the proposal, the STFAC may recommend the fee request. The CIO will present the STF request to the Budget Office for the KSU Mandatory Fee Committee. The CIO attends the Mandatory Fee Committee meetings. If approved, the fee will be submitted in the KSU Budget Request to the University System of Georgia. If an increase is approved by the USG, the fee will go into effect fall semester of the next fiscal year.

Budget & Expenditures

3.2.3   BUDGETING PROCEDURES

During the spring semester, the CIO shall determine, in consultation with the Budget Office, the estimated revenue to be generated by the technology fee in the next fiscal year. A budget equal to 95% of the amount shall be allocated for purchases and activities from the proposed initiative for the following year. Expenditures shall begin after July 1 in anticipation of the fall semester. After final enrollment statistics for the spring semester are available, the revised budget figure shall be used for purchasing. The Student Technology Fee is exempt from Fiscal Year restrictions. Any funds remaining at the end of the fiscal year shall be rolled to the following year. When funds are carried over, the committee will recommend the funds for a major initiative or proposed project.

Meeting Term	Tasks
Fall	Opening and Welcome USG Governing Policy Bylaws Chair Election Review Fiscal Year Budgets Review Request Process Future Meetings
Late Fall	Budget Update Special Request Review and Approval/Denial
Early Spring	Send out call for committee member nominations Budget Update Special Request Review and Approval/Denial
Late Spring	Budget Update Review next fiscal year budget and make recommendations Finalize committee membership for following year
	Additional meetings can be called on an as needed basis

3.2.4   BUDGET REPORTS

The CIO or designee shall present a budget report detailing expenditures and progress on budget goals in all scheduled meetings.

3.2.5   PURCHASING AND EXPENDITURE PROCEDURES

All expenditures shall follow current KSU, USG and State of Georgia purchasing policies and guidelines.

3.2.6   ALLOCATION PRIORITIES

Technology fee proposals and funded projects should plan for long-term maintenance of hardware and software acquisitions. That is, any proposal that provides for purchase of hardware or software should include consideration of or provisions for ongoing support in the form of staff, ongoing maintenance contracts and/or supplies.

3.2.6.1   Line Item Budgeting

Some budgetary items are placed on the annual budget as a line item. This means that every year an allocated portion of the budget is set aside for that item. An item can be added to the line item budget through a proposal process. Procedures for soliciting proposals shall be established by the committee.

3.2.6.2   Special Funding Request

The committee may consider special requests for funding and recommend such requests to the CIO. Requests should follow the Board of Regents Technology Fee Guidelines.

Priority will be given to requests that:

- Directly benefit students
- Assist students in meeting their educational objectives
- Benefit broad groups of students or the entire student population instead of specific students or groups of students
- Combine funding with funding from other sources

The Special Funding Request form and instructions may be found on the website: stfac.kennesaw.edu. Requests must be submitted to the Chair and CIO prior to committee review.

3.2.7   ELECTRONIC VOTING

In circumstances when student membership falls below 50% or if the committee feels they need additional student input on a motion, the motion may be amended to allow for an electronic vote of the full committee. The process of an electronic vote requires an email to be sent to all members of the committee. The email must contain the full motion, any documentation, recap of committee discussion and a deadline to cast their vote. After the deadline, all votes are tallied and presented to the chairs. Documentation of the votes is maintained in the archives.

3.2.8   AUDIT

Technology fees and their uses must be accounted for separately from other technology revenues and expenditures. Documentation of technology fee revenues, allocation decisions made by the committee, purchasing documents, and documents showing the transfer of equipment in those cases where equipment has been reallocated must be maintained to provide a clear history of technology fee expenditures and allocations. The Office of the CIO will be responsible for providing the required documentation and archives.

Advisory Function

The STFAC shall act in an advisory role to the CIO for technology concerns relevant to students. Any member of the committee or the SGA may submit a request to the CIO or committee chair to present items for consideration by the committee. Any recommendations for campus policy will be submitted to either the SGA or the Chief Information Officer for consideration. Recommendations endorsed by the CIO will be reviewed with the STFAC and SGA. Approved policy recommendations will be forwarded by the CIO to the appropriate University Senate committee for consideration.

4   Amendment to Procedures

An amendment to these procedures may be proposed by any STFAC member. Proposed amendments from non-committee members should be submitted to the chair or CIO.

The proposed amendment must be distributed to all members two weeks before a regularly scheduled meeting. After this time, a vote of the STFAC will determine to pass or not pass the proposed amendment. The proposed amendment must be approved by a two-thirds (2/3) vote of the STFAC in order to have the amendment enacted.