



ASSOCIATED STUDENTS OF UW TACOMA
UNIVERSITY *of* WASHINGTON | TACOMA



Student Technology Fee Committee Policies & Procedures

REVISED DECEMBER 14, 2017



ARTICLE I: Purpose

The Student Technology Fee Committee (STFC) is designed to review and determine expenditures on improving existing technology and acquiring new technology to be used by the students of UW Tacoma. Through the Annual Allocation and the Special Allocation processes, the STFC has the ability to handle repairs/replacements for technology equipment purchased in previous years and to support new technologies for future use. The committee is set up by ASUWT according to state laws set by the Washington State Legislature; agreements made by the Board of Regents of the University of Washington, the ASUW, and ASUWB (Tri-Campus Agreement); the ASUWT Constitution and By-Laws; and the rules and guidelines established by the Open Public Meetings Act.

ARTICLE II: Membership

1. The ASUWT Director of Student Technology shall serve as Chair of the STFC.
2. The committee shall consist of no less than five (5) and no more than eight (8) student at-large voting members appointed within the first quarter of the current school year. Members must be brought on to the committee through a formal selection process.
 - a. Each member will be given a stipend for the entire academic year. The stipend is to be determined by the outgoing committee. The stipend correlates to Student Technology Fund; if the Student Technology Fee is reduced, the stipend should be reduced accordingly.
3. The STFC member selection process consists of the following:
 - a. The Chair shall distribute STFC member application packets to the student body.
 - b. After completed applications have been compiled, the Chair may conduct interviews and enlist the help of the Executive Board and ASUWT Senate.
 - c. After completion of the interviews, the Chair shall submit STFC appointment selections to the ASUWT Executive Board.
 - d. Upon approval, members shall formally be recognized as voting members of the STFC, and are required to follow all rules applicable to them through the STFC Policies and Procedures and ASUWT Constitution & By-Laws, and be granted their implicit powers in regards to the STFC.
 - e. The term of the STFC members shall be for one (1) academic year, beginning the first day of their appointment in autumn quarter, ending commencement of the current academic year.
 - f. In the interest of providing opportunities for the involvement of students-at-large, no more than one (1) voting member may be a seated ASUWT Senator. The seating of a Senator on the committee is encouraged.
4. Nonvoting ex-officio members, from the following sectors, will be appointed by their respective departments.
 - a. A representative from the UWT Finance Department
 - i. Provides balances, projections and financial advice to STFC.
 - b. A representative from UWT Computer Services
 - i. Provides background regarding the purchase and implementation of technology.
 - ii. Provides inventory and financial information to Student Planning Administration.
 - iii. Conducts STFC approved purchases.
 - c. A member of the ASUWT Executive Board
 - i. Represents the interests and concerns of the ASUWT.



- d. The ASUWT Advisor
 - i. Advises and mentors the Chair on a regular basis so that they may comply their roles and responsibilities.
 - ii. Communicates regularly with the Compliance Officer regarding compliance issues or issues of concern.
- e. A representative from a previous year's STFC
 - i. Provides historical context for programs and decisions undertaken in the previous year.
- 5. A Compliance Officer shall be appointed from Student and Enrollment Services as a nonvoting member. The duties of the Compliance Officer include:
 - f. Advise the Committee on the laws and regulations of the state and the policies and procedures of the university pertaining to Student Technology Fees.
 - g. Advise the Committee on procedural questions pertaining to the conduct of meetings.
 - h. Provide the Committee with summaries of fund balances in accounts funded by Student Technology Fees and projections of revenue and expenditures.
 - i. Assist the Committee with matters of continuity and historical perspective as required for the Committee to effectively and efficiently act on requests to fund programs and budgets.

Article III: Operations

- 1. The STFC will conduct all allocation meetings using the latest edition of "Robert's Rules of Order."
- 2. Committee meetings shall be held only if a quorum is present. A quorum shall consist of a two-thirds (2/3) majority of the voting members and one (1) ex-officio member.
- 3. If a STFC voting member misses two (2) meetings in one (1) quarter due to unexcused absences, they may be removed from the STFC by a two-thirds (2/3) majority vote. Excused absences shall be handled on a case-by-case basis.
- 4. In the event of removal, resignation, or graduation of a committee member, that member will be removed from the voting membership and a reduction of stipend will occur. The STFC Chair and ASUWT Executive Board may appoint a replacement member after being notified of the resignation or removal of an STFC member. The number of student-at-large members on the committee may not fall below four (4).
- 5. If the STFC is not in session, Special Allocation proposals shall be submitted by the Chair and reviewed and approved by the ASUWT Executive Board. Special Allocation proposals shall be defined as technology funded by the STFC that has become inoperable and/or other technology concerns that need immediate attention. For previous funded technology, documentation is needed to verify that STFC was the appropriate primary funding source for the technology.

ARTICLE IV: Core Objectives for the STFC





1. Under RCW 28b.15.051 § 2, STFC revenue “shall be used exclusively for technology resources for general student use.” As such, expenditures towards the following resources are deemed ineligible for STFC funding.
 - a. Resources which explicitly disqualify a subset of students from access. (e.g. Registered Student Organizations may generally be supported, but resources solely for an individual RSO would not.)
 - b. Resources to be used by faculty, staff, alumni, prospective students, or other parties which do not contribute to the Student Technology Fee. Partial funding, proportional to student use, may be provided for more open resources provided that they are not otherwise ineligible.
 - c. Resources whose access and benefit to students are interpreted by the committee to be appreciably indirect.
2. Under RCW 28b.15.051 § 8, it is to be ensured “that student fees for technology are not duplicative.” As such, expenditures towards the following resources are deemed ineligible for STFC funding because funding is provided by students through other means:
 - a. Resources for primarily instructional academic use.
 - b. Resources in support of a state- or tuition-funded program’s inherent responsibility. The inherent responsibility will be interpreted by the committee in consideration of funding source, mission, and specific departmental roles
3. Given these interpretations, the use and availability of resources funded by the Student Technology Fee must continue to adhere to these policies throughout their lifecycle.

ARTICLE V: Annual Allocation Process

1. The Annual Allocation process will be the primary process for recommending the distribution of student technology fees for the ensuing fiscal year. As a part of the annual budget process, the committee shall:
 - a. Allocate up to 25% of each year’s projected student technology fees to the STF Special Allocation fund, not to exceed \$100,000.
 - b. Allocate a determined amount of the year’s projected student technology fees to annual allocations.
 - c. All unallocated funds will go to the UWT Reserve fund.
 - d. Allocate up to 2% of the projected annual budget to serve as operating fund(s) to aid in the conduction of formal meetings and trainings as well as wages for voting members and the administrative assistant.
2. Amounts designated to all funds may be reviewed and changed as needed with a two-thirds (2/3) affirmative vote by the STFC members. Any changes approved by the STFC must then be ratified by the ASUWT Executive Board with a two-thirds (2/3) vote.
3. The STFC shall follow the Annual Allocation process which is designed to review and determine expenditures on improving existing technology and acquiring new technology to be used by the students of UW Tacoma.
 - a. The STFC shall advertise on the STFC website and post STFC meetings, proposal deadlines and presentation dates.
 - b. The STFC shall advertise for the proposal application when available on the STFC website.
 - c. After completed Annual Allocation proposals have been compiled, an organized document will be created and provided which lists every proposal submitted for this funding cycle.



- d. Within 60 days of the spend by date for annual allocation proposals the Chair is charged with obtaining a report from Student Planning and Assessment (SPA) containing the following information: approved expenditures, actual expenditures, status of employment positions approved by STFC, and any additional information deemed necessary by the Chair.
- e. A guideline will be created by the Chair and given to the STFC members to use during the interview process.
- f. Each proposal author(s) may interview with the committee. The STFC will determine time allocations for interviews and notify proposal author(s) of their allotted times.
- g. All STFC members may ask questions about the submitted proposals in order to gauge the usefulness to the students at UW Tacoma.
- h. STFC members must approve desired Annual Allocation proposals with a two-thirds (2/3) vote.
- i. The budget for approved Annual Allocation proposals shall be submitted to the ASUWT Executive Board with justifications for approved and/or denied proposals by an Executive Board no later than the last meeting in May. The Executive Board may approve or deny the budget in its entirety by a two-thirds (2/3) vote.
- j. If the budget is denied by the ASUWT Executive Board, the STFC will resubmit a recommended budget considering Executive Board recommendations. A final budget must be approved. Refer to ASUWT Constitution and By-Laws.
- k. Chair will notify all applicants of the status for their submitted proposals via email or letter.

ARTICLE VI: Annual Allocation Appeal

1. If there is an objection to a budget decision of STFC, a written appeal must be submitted to the committee Chair within five (5) school days of the notification of approved and/or denied proposals. An extension of the deadline shall not be granted.
2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the appeal author(s) or department making the allegation.
3. A special meeting of the committee will be called by the Chair to address the appeal within fourteen (14) school days of the receipt of the appeal. The appeal author(s) or department filing the appeal will be required to attend the special meeting at which the appeal is considered.
4. The Chair will communicate the approval or denial of an appeal in writing to the appeal author(s) or department within ten (10) UWT academic school days of the special meeting. A copy of the appeal and the results of the committee's decision will be provided. All appeal decisions are final.

ARTICLE VII: Special Allocation Process

1. The STFC shall follow the Special Allocation process which is designed to provide funding for previously funded and/or unforeseen emergency expenditures. Special Allocation proposals shall be defined as determined by the committee. For previous funded technology, documentation is needed to verify that STFC was the appropriate primary funding source for the technology.



- a. A STFC Special Allocation must be conducted within every academic year. The STFC may make a call for Special Allocation proposals in fall, winter or spring quarter. Documentation is needed to verify that STFC was the primary funding source for the technology.
 - b. After completed Special Allocation proposals have been compiled, an organized document will be created and provided which lists every proposal submitted for this funding cycle.
 - c. The committee may require the proposal author(s) to attend the meeting to answer questions from committee members. The STFC will determine time allocations for interviews and notify proposal author(s) of their allotted times.
 - d. All STFC members may ask questions about the submitted proposals in order to gauge the usefulness to the students at UW Tacoma.
 - e. STFC members must approve desired Special Allocation proposals with a two-thirds (2/3) vote.
 - f. The budget for approved Special Allocation proposals shall be submitted to the ASUWT Executive Board with justifications for approved and/or denied proposals. The Executive Board may approve or deny the budget in its entirety by a two-thirds (2/3) vote.
 - g. If the budget is denied by the ASUWT Executive Board, the STFC will resubmit a recommended budget considering Executive Board recommendations. A final budget must be approved. Refer to ASUWT Constitution and By-Laws.
 - h. Chair will notify all applicants of the status for their submitted proposals via email or letter.
 - i. The STFC will release and post decisions on Special Allocation requests no later than ten (10) school days after the meeting at which the allocations were considered.
 - j. Within 60 days of the spend by date for special allocation proposals the Chair is charged with obtaining a report from Student and Enrollment Services containing the following information: approved expenditures, actual expenditures, status of employment positions approved by STFC, and any additional information deemed necessary by the Chair.
2. If the STFC is not in session in the winter quarter, Special Allocation proposals shall be submitted to the ASUWT Executive Board and STFC Chair. The ASUWT Executive Board shall adhere to the Special Allocation process stated in the STFC Policies and Procedures.

ARTICLE VIII: Special Allocation Appeal

1. If there is an objection to a budget decision of STFC, a written appeal must be submitted to the committee Chair within five (5) school days of the notification of approved or denied proposals. An extension of the deadline shall not be granted.
2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the appeal author(s) or department making the allegation.
3. A special meeting of the committee will be called by the Chair to address the appeal within fourteen (14) school days of the receipt of the appeal. The appeal author(s) or department filing the appeal will be required to attend the special meeting at which the appeal is considered.
4. The Chair will communicate the approval or denial of an appeal in writing to the appeal author(s) or department within seven (7) school days of the special meeting. A copy of the appeal and the results of the committee's decision will be provided. All appeal decisions are final.



5. If the STFC is not in session, Special Allocation appeals shall be submitted to the ASUWT Executive Board and STFC Chair. The ASUWT Executive Board shall adhere to the Special Allocation Appeal process stated in the STFC Policies and Procedures.

ARTICLE IX: Duties of the Chair

1. The STFC Chair establishes the agenda for committee meetings, direct the meetings, and ensure compliance with the Open Public Meetings Act.
2. The Chair shall be responsible for representing the committee to all external committees, entities, and bodies. These responsibilities may be delegated to a voting member of the committee at the discretion of the Chair.
3. The Chair will submit updates to the committee members through the use of email, phone, or committee meetings.
4. One STFC voting member may serve on the Uniform Access Committee. See Uniform Access Article for more information.
5. The Chair shall establish guidelines for allocation and distribution of funds. These guidelines shall be publicly posted, including on any STFC web page, along with contact information.
6. The Chair shall, in coordination with the University Finance Department, set a minimum of one (1) funding cycle for the acceptance of proposals for the current year. Dates shall be established and posted noting when proposals are due. In addition, the dates for the approval or denial of all proposals shall be published.
7. The Chair shall notify, in writing, all entities submitting proposals of the status of their proposals and reasons for their approval or denial.
8. The Chair shall advertise STFC membership and proposal process across campus using STFC operating funds within its limits.
9. The Chair is responsible for leading student outreach in relation to STFC funding which may be done via posters, flyers, emails, websites, and conversations, as needed.

ARTICLE X: Responsibilities of the Committee

1. The STFC shall allocate funds through a proposal process documented in the STFC Policies and Procedures.
2. The STFC shall review and, if necessary, amend and approve the STFC Policies and Procedures by a two-thirds (2/3) vote of the STFC. Any changes approved by the STFC must then be ratified by the ASUWT Executive Board with a two-thirds (2/3) vote.
 - a. The STFC shall ensure the Policies and Procedures establish that goods, services, and equipment acquired by STFC funds be used solely for the purposes for which they were approved.
 - b. The STFC shall ensure the Policies and Procedures state that items purchased by STFC funds be labeled in such a way as to designate them as funded by Student Technology Fees.
 - c. The STFC shall publish and publicly post the STFC Policies and Procedures.
3. During Winter quarter, the STFC shall determine any required changes to the student technology fee. Changes require a two-thirds (2/3) affirmative vote by the STFC. The student technology fee amount must then be submitted to the ASUWT Executive Board by the last meeting in Winter Quarter for





approval by a two-thirds (2/3) vote. If student tech fee is different than previous year, the ASUWT Executive Board will submit a written document stating the change in fee to the appropriate UW Tacoma Administration.

4. The STFC shall submit written status reports to the ASUWT Executive Board and Senate, or follow the formal report rules established by the ASUWT Senate.
5. The STFC shall submit an annual written report to the ASUWT Executive Board and Senate following each funding cycle. This report shall reflect, at a minimum, current funding status and important events from the closing academic year.
6. The STFC may conduct a minimum of one (1) survey and one (1) PR event during the fall or winter quarter to help determine students' technological needs.
7. The STFC shall strive to increase general student awareness of STFC goals and the status of STFC expenditures.
 - a. The STFC is responsible for conducting student outreach in relation to STFC funding which may be done via posters, flyers, emails, websites, and conversations, as needed.
8. The STFC shall ensure that all proposal author(s) of submitted proposals are required to provide documentation of the proof of purchase for the good and/or service as outlined by the proposal documents.
9. The STFC may conduct other responsibilities as determined by the Chair.

ARTICLE XI: Limitations of the Committee

1. Allocation of funds shall not exceed the Student Technology Fee budget.
2. The STFC shall not allocate more than seventy-five percent (75%) of its annual budget before the first official Uniform Access Committee meeting of the current school year.
3. The committee shall not duplicate services already available on campus unless there is a need to expand services.
4. The STFC shall be authorized to allocate up to fifteen percent (15%) of its annual budget for on-going costs associated with Uniform Access. Costs are not to exceed fifteen percent (15%), or the amount recommended by the Uniform Access Committee, and must be reflected in STFC budget documents.
5. No voting member of the STFC may draw funds for work done on, or on behalf of, the STFC.
6. Funds shall be allocated based on policies outlined in state law, UWT policies, ASUWT Constitution and By-Laws, and the STFC Policies and Procedures. Records shall be established by Student Planning and Assessment annually to account for the money expended by the STFC. Receipts and copies of proposals shall be maintained to support each transaction and held according to all applicable retention schedules. The following minimum requirements will be reflected in the STFC budget documents:
 - a. Annual amount initially allocated to the STFC for expenditures.
 - b. Total spent on each transaction or proposal.
 - c. A running balance reflecting the remaining funds that can be spent by the STFC during the fiscal year.

ARTICLE XII: Subcommittees of the STFC





1. The STFC may establish subcommittees to delegate responsibilities. These subcommittees must include at least two (2) STFC members and be chaired by a voting member of the STFC.
2. Final approval of any work done by a subcommittee shall rest with the STFC.
3. Subcommittees shall present reports of their work at the request of the Chair.
4. Subcommittees shall follow STFC Policies and Procedures and ASUWT Constitution and By-Laws.

ARTICLE XIII: Division of Responsibility

1. The Student Technology Fee and the Services & Activities Fee are the two fees collected from UW Tacoma students and allocated under the guidance of student committees. In the interest of simplifying the process for requesting student funds and of the most effective and equitable use of these student resources, the following divisions of responsibility have been identified between the two committees:
 - a. Technology resources for use in direct support of Services & Activities Fee funded positions are to be requested from and considered by the Services & Activities Fee Committee. (e.g. Student Activities Board, Diversity Resource Center)
 - b. Likewise, employee positions in direct support of Student Technology Fee funded technology resources are to be requested from and considered by the Student Technology Fee Committee. (e.g. Multimedia Lab, print stations)
2. In recognition of the value in comparing interpretations, sharing best practices, and identifying points of ambiguity among the committees, reasonable efforts are to be made to maintain an effective relationship between the Student Technology Fee Committee and the Services & Activities Fee Committee. Joint training between the two committees and regular meetings between their respective chairs are to be pursued whenever possible.

ARTICLE XIV: Uniform Access Committee

1. The Student Technology Fee Uniform Access committee shall coordinate the allocation of Student Technology Fee funds for Uniform Access proposals that benefit the students of all University of Washington campuses. The Associated Students of the University of Washington (ASUW), Associated Students of the University of Washington Tacoma (ASUWT), Associated Students of the University of Washington Bothell (ASUWB), and the Graduate and Professional Student Senate (GPSS), have agreed to the Uniform Access By-Laws, and will strictly follow the procedures outlined in that document.
 - a. The Uniform Access Committee By-Laws can be accessed by following this link:
http://techfee.washington.edu/files/documents/Official%20Documents/STF_Uniform_Access_Bylaws.html
2. Uniform Access proposals are reviewed and approved by a tri-campus Uniform Access Committee, as per the Tri-Campus Agreement.
3. The Uniform Access Committee shall be composed of two (2) ASUW members, one (1) ASUWT member, and one (1) ASUWB member, as required by the Tri-Campus Agreement.
4. Uniform Access proposals are binding unless rejected by a two-thirds (2/3) majority vote of the STFC. In the case where a Uniform Access proposal is rejected by the STFC, the final decision shall rest with the ASUWT Executive Board. A two-thirds (2/3) vote will be required for the ASUWT Executive Board to overturn an STFC rejection.



ARTICLE X: Policies and Procedures Amendment Process

1. The STFC Policies and Procedures may be amended by a two-thirds (2/3) vote of the STFC.
2. Any changes approved by the STFC must then be ratified by the ASUWT Executive Board with a two-thirds (2/3) vote.

