

Washington State University
General Guidelines for Establishing and Allocating the Technology Fee

A. Established under the authority of RCW 28B.15.051

1. The governing board of each of the state universities, the regional universities, and The Evergreen State College, upon the written agreement of its respective student government association or its equivalent, may establish and charge each enrolled student a technology fee, separate from tuition fees. During the 1996-97 academic year, any technology fee shall not exceed one hundred twenty dollars for a full-time student. Any technology fee charged to a part-time student shall be calculated as a pro rata share of the fee charged to a full-time student.
2. Revenue from this fee shall be used exclusively for technology resources for general student use.
3. Only changes in the amount of the student technology fee agreed upon by both the governing board and its respective student government association or its equivalent shall be used to adjust the amount charged to students. Changes in the amount charged to students, once implemented, become the basis for future changes.
4. Annually, the student government association or its equivalent may abolish the fee by a majority vote. In the event of such a vote, the student government association or its equivalent shall notify the governing board of the institution. The fee shall cease being collected the term after the student government association or its equivalent voted to eliminate the fee.
5. The student government association or its equivalent shall approve the annual expenditure plan for the fee revenue.
6. The universities and The Evergreen State College shall deposit three and one-half percent of revenues from the technology fee into the institutional financial aid fund under RCW 28B.15.820.
7. As used in this section, "technology fee" is a fee charged to students to recover, in whole or in part, the costs of providing and maintaining services to students that include, but need not be limited to: Access to the internet and world wide web, e-mail, computer and multimedia work stations and laboratories, computer software, and dial-up telephone services.
8. Prior to the establishment of a technology fee, a governing board shall provide to the student governing board a list of existing fees of a similar nature or for a similar purpose. The board and the student governing board shall ensure that student fees for technology are not duplicative.

Technology Fee Committee Operating Guidelines

This Presidential Committee shall have initial responsibility for requesting, reviewing, and proposing program priorities and budget levels for technology services and projects providing general student benefit funding by the Technology Fee. This oversight committee is charged with assuring the President that all laws, policies and procedures have been followed in the discharge of duties.

B. Composition and Tenure

The University President shall appoint the Technology Fee Committee as follows:

1. Five undergraduate students with one-year terms (recommended by ASWSU).
2. The Vice President of Finance and Administration and Deputy Chief Information Officer or their designees with indefinite terms.
3. A faculty member with a two-year term (recommended by the Faculty Senate).
4. The Chair is elected by the Committee from the student members during the first meeting of the year.
5. Each member shall have one vote.
6. A quorum shall consist of five members, a majority of whom shall be students.
7. All Technology Fee Committee members should disclose any conflict of interest and/or committee affiliations with groups or individuals applying for technology fee funding.
8. Members with any requestor affiliation must recuse themselves from discussions and must not provide any additional information during discussions.

C. Review and Recommendation Process

The Technology Fee Committee shall hold an initial meeting in early fall semester.

1. A Chair shall be selected by the members of the committee. The chair of the committee must be a student.
2. An orientation on the purpose and process of the Technology Fee Committee will be provided to members.
3. The Budget Office will provide an update on actual revenue received and may revise the revenue forecast for the academic year.

4. The Technology Fee Committee may recommend to the University President supplemental allocations or reductions to allocations if actual revenue is expected to be significantly different from the budgeted amount.

During the subsequent spring meetings the Committee will be responsible for proposing to ASWSU, the University President, and the Board of Regents allocations of the Technology Fees paid by students.

5. A timeline, presentation and question and answer process will be approved.
6. The proposed amounts to be allocated to the various technology projects and/or programs that benefit students will be based on estimates of Technology Fee revenue that was provided by the WSU Budget Office. To that proposed base Technology Fee forecast, the Committee will adjust for additional Technology Fee revenue, carry forward and/or reserves to determine a total available budget allocation. Committee budget allocation letters will delineate source(s) of variance(s) from the initial base forecast from the Budget Office.
7. The Committee shall invite University organizations to present a budget request for project funding' projects may not exceed one-year in length. Ongoing funding should not be assumed. Each organization must submit a written request in the approved format and make an oral presentation to the Technology Fee Committee highlighting the benefits of the request to students.
8. The Committee will arrange to hold hearings for oral presentation and give adequate notice of impending hearings to the campus community through the DAILY EVERGREEN and/or other communications media (such as Budget Office website: <http://budget.wsu.edu/technology-fee/index.html> .
9. After the presentations, the Technology Fee Committee will discuss the merits of each request and develop a budget, or allocation plan, that divides the estimated revenue among the various requests to be funded. 3.5% of Technology Fee revenues will be deposited into the institutional financial aid fund under RCW 28B.15.820.
10. The Committee shall submit a budget proposal for the expenditure of Technology Fees to ASWSU and the University President in early spring semester. The proposed budget should include a formal recommendation regarding the use of carry forward funds. The University President, or designee, will later present the proposed budget to the Board of Regents for its approval during spring semester.
11. The University President, or designee, shall review the Technology Fee Committee proposed budget allocations, and publish a written response to the Technology Fee Committee.

12. Organizations requesting funds will be sent a memorandum identifying the Committee's decision regarding their request.

13. ASWSU may consider abolishment of the Technology Fee each spring semester. If the fee is abolished it will cease being collected as of the start of the following fall semester.

D. Allocating Technology Fee Revenue

1. Technology Fee allocations must be approved by ASWSU, the President, and the Board of Regents prior to implementation.
2. The Board shall give Technology Fee Committee recommendations priority consideration while also honoring preexisting contractual obligations, bond covenant agreements, and stability for programs affecting students.
3. Each group that receives an allocation must set-up a 148-01 account. This account may not be used for any other purpose than approved project allocation. A budget and status report will be required by the Technology Fees Committee at the conclusion of each project.
4. Before the end of the fiscal year, each entity that received an allocation of Technology Fee revenue will submit a reimbursement request to the Budget Office. Actual expenses will be reimbursed, up to the allocation. Each entity is subject to all applicable policies, regulations and procedures of WSU, and the Budget and Accounting Act. (RCW 42.88).
5. Revenue transfers are made by the Controller's Office from a central account to accounts designated by each funded organization as part of end of year procedures. Each entity that receives an allocation of Technology Fee revenue shall be subject to all applicable policies, regulations, and procedures of WSU, and the Budget and Accounting Act. (RCW 42.88)