

Skagit Valley College

Student Technology Fee Bylaws

Article I Section 1: Purpose

- A. The mission of the Student Technology Fee (STF) is to: support student learning and supplement student success through the use of information technology.
- B. STF is a student imposed fee pursuant to RCW (Revised Code of Washington) 28B.15.610. Execution of this agreement shall not affect or otherwise impact the College's ability to impose and/or collect other properly authorized fees or other voluntary student fees.

Article I Section 2: Objective

The Student Technology Fee Committees shall be responsible for the distribution and equitable allocation of STF funds. The work of the committees is to be student controlled and guided by respect, integrity, open and honest communication and collaboration.

Article I Section 3: Definition(s)

- A. The following terms are herein defined for the purpose of clear and sound judgments. The STF Committee will use these definitions as guides in their evaluations of proposals, and their allocation appropriations.
 - a. Information Technology: is defined as hardware, software, or a combination of the two used to store, retrieve, process, or send information.

Article II Section 1: Authority

- A. STFs are the prerogative of the students and must be in accordance with these Bylaws and the following RCW's
 - a. RCW 28B.15.051
 - b. RCW 28B.15.610

Article II Section 2: Reform of Fee

- A. If at any time the Associated Students of Skagit Valley College (ASSVC) deems the fee to be in need of change, a 2/3 majority vote by the district legislature may form a consent committee tasked with gathering student consensus.
 - a. A consent committee shall gather student consensus, by ballot, for any alterations to the STF fee prior to voting on any motion.
 - b. The committee may use any combination of booths, online surveys, paper surveys, etc., to gather student consensus.
 - c. A consensus will be determined by a simple majority on any of the following changes:

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- a. Alter the fee, suspend the fee, or dissolve the fee

Article III Section 1: Use of Funds

- A. All allocations shall fund programs or projects that are in agreement with the purpose of this committee. Expenditures may be used for, but are not limited to, endeavors that conform to the STF expenditure guidelines appendix. :
 - a. Expand student access to current technology
 - b. Strengthen existing computer resources
 - c. Facilitate student learning and supplement student success.
 - d. The purpose is primarily meant to be used and accessed by students.
- B. Allocations can be made for hardware, software, consumables, and human resources in agreement with the purpose of the STF as suggested in the STF expenditure guidelines appendix.
- C. Programs and projects that leverage other funding sources, including cost-sharing ideas, should be favored. Programs that include plans and provisions for ongoing maintenance should be favored.
- D. Partial funding is allowed, but only when the effectiveness of the project is not compromised.

Article III Section 2: Limitations

- A. Expenditures of STF Funds must be in accordance with the requirements of Skagit Valley College, the State of Washington, and Federal policies and statutes. According to RCW and guidelines for expenditure guidelines.
 - a. STF Funds may not be used to provide general purpose equipment, computers, or operational supplies for sole use by faculty or staff.
 - b. The college may reimburse the STF budget for equipment for non-student use.
 - c. STF Committee members must recuse themselves from voting on proposals they submitted.

Article IV Section 1: Committee Membership

- A. The STF Committee shall consist of two campus committees: Mount Vernon Campus (MVC) & Whidbey Island Campus (WIC), and one district committee consisting of the two campus committees.
- B. Chair and Vice Chair Appointments: Once the committee is formed, the committee shall elect a chair and a vice-chair. The acting Chair can vote but will abstain if necessary to meet quorum.
- C. The function of the Campus STF Committees (MVC & WIC) will be to hear proposals, govern deliberations, and make allocations that follow the purpose of these bylaws.

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- D. The function of the District STF Committee will be to evaluate the bylaws on a yearly basis, hear grievances, review the proposal template, and evaluate district-wide expenses for approval.
- E. The MVC and WIC Campus STF Committees shall consist of 8 members
 - a. One representative from the IT department which will act as de-facto chair until a chair has been elected.
 - i. Preferably the head of IT, but as circumstance allows.
 - ii. This person will abstain if necessary to maintain student majority.
 - b. The Director/Advisor of Student Life
 - i. This member will make judgments in line with the ASSVC financial code during vacation periods when students are not in session.
 - c. Two Faculty members
 - i. Preferably one tenured full time faculty and one adjunct faculty member. These members will have voting rights.
 - ii. These members must recuse themselves from voting on proposals issued themselves.
 - d. Four Student members and two alternates
 - i. One representative from ASSVC
 - ii. Three students at large, students of an affiliated group, or any combination thereof.
 - iii. These members will have voting rights.
 - iv. These members must recuse themselves from voting on proposals issued themselves.
 - e. Other SVC personnel may serve as an advisor to the committee but are not voting members.
 - f. Committee business shall proceed with vacancies so long as quorum is met. Campus Quorum shall consist of at least 5 members present with a majority being students. District quorum shall consist of at least 10 members present with a majority being students.
 - g. The MVC committee shall report to the Vice President of Administrative Services, Vice President of Instruction, and the Vice President of Student Services.
 - h. The WIC committee shall report to the Vice President of Whidbey Island, San Juan, Marine Tech, and San Juan Centers.
- F. The District STF committee shall consist of the members of the MVC and WIC committees. The District officers do not need to be officers of the MVC or the WIC committee.
- G. The order of this committee's business shall adhere to the guidelines set by Robert's Rules of Order, except in those cases otherwise specified below.
 - a. The Chair of the committees may vote
 - b. Electronic voting as defined Article IV Section 2: Voting

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Article IV Section 2: Voting

- A. All votes to approve a motion shall require majority vote.
- B. Proxy votes by a member of this committee shall be counted in any vote so long as they are submitted in writing or via confirmed electronic email to the chair 24 hours in advance of the meeting at which they will be used.
- C. Electronic voting is permissible following the procedures in appendix B.

Article IV Section 3: Proposals

- A. All proposals shall fulfill the criteria found in the proposal application and bylaws.
- B. Each quarter, students, faculty and staff shall be notified, via electronic and or other forms of notification, of the process and cut-off date for requesting funds.
- C. Format of Requests:
 - a. Requests are submitted online in a manner that is made available by local STF committees for that express purpose.
 - b. Requests for funds must specify the intended use of the desired funds and outline any benefits to the students of Skagit Valley College that may be realized by the expenditure. Requests must specify a suggested score using the rubric in appendix B, (but final decisions do not need to follow the rubric)
 - c. The district committee shall review the standard form and request changes from the IT dept.
 - d. Requests for presentation may be called.
 - e. Funding requests that do not follow these guidelines shall not be considered.
 - f. Requests deemed to be district will be forwarded by the local STF committees to the District STF Committee.
 - g. Prior to the end of Winter quarter, STF committees will notify the requester as to the outcome of the request: funded or not funded.
 - h. Requests received after the cutoff date shall be deferred to the following years cycle.
 - i. SVC Budget Cycle (July 1st – June 30th)
- D. Following the close of the request receipt period the deans shall be sent a list of requests for the purpose of review and comment.
- E. Following the close of the open proposal period; a list of proposal will be published on the Student Government website along with a link to the Student Government Technology representative and an invitation for comments.

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Article V Section 1: Reporting

- A. After decisions are made the campus STF committees shall report their decisions to the respective campus administrators and student government one week prior to sending notifications.
- B. Successful applicants should report on the results of their project. The requirement will be communicated with the notice of approval for funds. A form will be made available and final reports will be published on the Student Government website and on the STF Committee SharePoint site.

Article V Section 2: Distribution of Funds

- A. All collected student technology fees shall be distributed to the campus or center where they originated, based solely on credit enrollment as measured by FTE, less the costs of any district-expenses approved by the district STF committee.
- B. At the end of each fiscal year all residual district funds will be distributed with the exception of those being set aside for a specific project. Aside from funds made available to the SVC Centers (i.e. SWC and SJC) for larger projects, a request must equally benefit students at all campuses and centers in order to be funded from the district budget.

Article VI Section 1: Committee Calendar

- A. The campus committees shall meet at least twice during Fall quarter. The goal of the committee is to finalize decisions on proposals before the end of Fall quarter. The open proposal period will be from March 1 – October 31. At the meetings, members shall:
 - a. Elect a chair, vice-chair, and secretary
 - b. Determine schedule for Quarterly meetings.
 - c. Review and approval of requests for renewal or replacement of previously funded services or equipment. Priorities may change from year to year.
 - d. Hear presentations for requests.
 - e. Review and prioritization of new funding requests
- B. Business conducted during the Winter quarter meeting shall include, but is not limited to:
 - a. Wrap-up, review and prioritization of funding requests
 - b. Development and approval of the STF budget
 - c. Notification to requesters
- C. Business conducted during the Spring quarter meeting shall include, but is not limited to:
 - a. Preparation of public record: The STF budget and spending reports shall be prepared and shall be posted publicly.

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- b. Responsibilities are transferred to the next year's committee once the new committee forms and has orientation of new members and review of expenditures from the previous year.

- D. The district committee will meet at least twice in the academic year to:
 - a. Elect a chair, vice-chair, and secretary
 - b. Review the proposal template
 - c. Review and update the bylaws
 - d. Hear grievances
 - e. Review and decide on district proposals
 - f. Preparation of public record: The STF budget and spending reports shall be prepared and shall be posted publicly.

Article VI Section I: Grievances

- A. The public record shall include contact information for grievances in a manner that is made available by local STF committees for that express purpose.
 - a. Grievances should address issues with the procedural process not individual awards.
 - b. Grievances shall be reviewed by the district committee and a response made to each grievance.

Article VII Section I: Amendments

- A. These bylaws will be reviewed annually by the district STF committee and revised as needed. Revisions must be approved by 2/3 committee majority.

Appendices

- A. STF Expenditure Guidelines and Rubric
- B. Email voting procedures

Bylaws Approved by STFC January 26, 2018, vote stood at 10 approve and 5 abstain.

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Appendix A **Student Technology Fee Expenditure Guidelines**

To fulfill the mission of the Student Technology Fee (STF), the STF community needs to recognize its intended use. The intent of the STF is to supplement the technology used for educational advancement by the students of SVC. As such, acceptable expenditures of the STF can be recognized when the answers to the following questions are primarily yes:

- Is the expenditure in question primarily provided for and used by students?
As opposed to, being used by instructors for the delivery of instruction.
- Is the expenditure in question openly available and accessible to students?
As opposed to, available only during class or kept behind locked doors.
- Does the expenditure in question give or enhance access for a variety of students to a variety of academic resources and or productivity tools?
As opposed to, a limited number of discipline specific or special purpose resources or tools used by a limited number of students.
- Does the expenditure in question enhance or facilitate student's learning and supplement success and retention?
As opposed to, providing entertainment or supporting extracurricular activities.
- Is the expenditure in question an information technology? As opposed to, a mixed technology, or general technology.

Examples of Permissible Use:

- Funding should only be used for information technologies
- Funding for open lab computer equipment, upgrades, or maintenance
- Funding for multidiscipline classroom student computing, upgrades, or maintenance (e.g. computer workstations, laptops, or tablets,)
- Funding for multimedia equipment, laptops, tablets, or computer accessories available for student checkout
- General use software, licensing, or subscriptions used by students to fulfill educational objectives
- Funding for wired or wireless network infrastructure that primarily exists for student use
- Funding for bandwidth primarily for and consumed by students (e.g. WiFi Internet connectivity)
- Funding for support staff necessary for these systems to operate effectively

Examples of Impermissible Use:

- Funding for faculty, staff, or administrative computers or equipment
- Equipment or supplies used directly in classrooms or labs for the delivery of instruction

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- Department specific or limited access equipment which has limited or little potential for student use
- Funding for general purpose equipment or consumable supplies for instructional programs (e.g. furnishings, air conditioning equipment, and motor vehicles)
- Funding for resources or equipment used for advertisement or promotional purposes
- Funding for resources or equipment used for extracurricular activities

Rubric

The rubric yields a rating between 0 to 10. 10 indicates the best fit. The rubric is a guide that can be superseded by the perceived need of the student body. The minutes should provide reasoning on decisions.

	0 points if	1 point if	2 points if
Who gets to use it?	For use by instructors or staff	For use by students but in controlled settings	Available to unsupervised students
When and where?	available only during particular classes or activities	Limited availability	Available lots of times for all students
Breadth of impact	Helps students in one program	Helps students in a few programs	Helpful for many academic programs
Purpose	Provide non-curricular support	provide extracurricular support	Directly helps students graduate
Type	Is or supports a non-information technology project	Is or supports a mix of information and other technologies	Is or supports an information technology

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Appendix B

Email voting procedures for the Skagit Valley College Student Technology Fee Committees

1. The Chair of the committee should ensure that all members have access to the necessary equipment and connections before implementing committee business by email.
2. Motions are brought to the committee by the Chair, who sends an email to the committee as a group.
3. The Chair shall develop a time frame for discussion before vote. A minimum of 4 days' notice before voting shall be provided to all participants via e-mail and notice shall include the motion and supporting documentation.
4. The subject line must include the word "Motion."
5. The first line of the message must begin with "It is moved to (or that)..." If the motion comes from a specific officer or committee member "(name of officer) moves to (or that)..."
6. A second is not necessary for the motion to be considered.
7. New motions must be made in a separate, new e-mail message with no other message thread included.
8. New motions in a new message thread may be introduced while there is another motion currently being debated.
9. The chair shall assign a number to the motion and shall include the number in the subject line. (Example: Motion 1.)
10. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. (For example: The main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".)
11. For discussion and debate, members shall use "Reply All" in all messages.
12. Members may respond at will, that is, without seeking recognition from the chair.
13. The Chair shall close debate by asking, "Are you ready for the question on Motion 1- a?" in the subject line.
14. The chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)
15. The chair shall include the time frame/deadline for the vote.
16. Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All".
17. The secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
18. The chair shall announce the results of the vote.