



June 1, 2020

## **ASG Technology Fee Development Experience**

### **Introduction**

To date, Clover Park Technical College (CPTC) has never collected voluntary technology fee from its students. Since 2015, the Associated Student Government and college administration have been working towards assessing this fee. CPTC remains one of the last colleges to assess this fee.

### **Brief Project History – 2015-2020**

for the last five years, *improving campus technology* has been an issue that student leaders have identified as one of their highest priorities for advocacy.

During the winter quarter, the tech fee task force implemented a survey of students, to determine the level of interest students would have regarding this fee. Survey results indicated that students would be in favor of such a fee; namely to improve wi-fi access and strength and to reduce printing costs.

While the task force developed a technology fee code (By-Laws) using example codes from across the state, COVID-19 halted the process of the task force for nearly two months. At the start of spring quarter, the Student Government requested that the task force reconvene and continue the work of developing a fee proposal and voting experience later in the quarter.

### **Next Steps**

1. Send final, proposed by-laws to the Student Government for approval
2. Create a web-based election experience for the student body, June 8-11
3. Ratify results at the June 15 Student Government meeting

If the vote carries, the By-laws will be reviewed by college stakeholders in summer quarter to ensure concise and accurate processes which will be re-submitted to Student Government for approval in fall quarter with fee collection set to begin Winter Quarter 2021.

### **Finally**

It is an exciting time for the students at CPTC. If the vote carries, it will mean more funding to support one-time projects and ongoing support for technologies that impact campus life, student success and learning. As such, CPTC lacks having progressive technological options for CPTC students.

**By-Laws  
Clover Park Technical College  
Student Technology Fee**

**INTRODUCTION**

The Revised Code of Washington (RCW) [28B.15.051](#) authorizes each respective student government to establish and charge each enrolled student a technology fee, separate from tuition fees.

In compliance with the Washington State Law, Clover Park Technical College has created special Fund 522 Accounts into which revenue received by the College in connection to the student technology fee shall be placed. These accounts shall be used exclusively to support technologies used by CPTC students and impacting campus life, student success and learning. Separate accounts shall be kept for each program and organization.

All funds collected and expended in Fund 522 are subject to the policies, regulations, and procedures of the Board of Trustees, the State Board, the Washington State Budget and Accounting Act, the State Office of Financial Management, the State Attorney General, and College administrative procedures.

**ARTICLE 1 – PURPOSE**

The purpose of these by-laws are to provide clear guidelines concerning the responsible allocation and management of student technology fee funds. It is intended to provide guidance for the shared stewardship of these funds by the Associated Students of Clover park Technical College (ASCPTC) and the college administration.

**Article 2 –FUND MANAGEMENT**

**SECTION 1, OBJECTIVE**

A technology fee at Clover Park Technical College (CPTC) is intended to provide additional revenue for the college to adequately support technologies used by students of CPTC and impacting campus life, student success and learning.

**SECTION 2, PURPOSE OF TECH FEES**

The Technology Fee Committee shall make recommendations concerning the annual allocation of the fee revenues collected from the technology fee. The committee shall discuss and strategically plan for campus wide technology trends addressing student needs, emerging technologies and trends in technological innovation in educational environments.

The committee shall allocate money for technology resources for general student use pursuant to RCW 28B.15.610, RCW 28B.15.051 and the agreement between the ASCPTC and Board of Trustees in accordance with these Bylaws.

**SECTION 3, –USE OF FUNDS**

Revenue from this fee shall be used exclusively for technology resources for

general student use and not for academic programs and be kept in 522 accounts in accordance with applicable college policies, state and federal laws.

When authorized and approved in a manner consistent with this code, In general, the technology fee revenues shall be used for technology and computer-based resources and services available to all students, to include, but not limited to:

- Wi-Fi technology, computer and network hardware, Software and electronic databases, printing costs, campus improvements, improvement of student's access to use of technology and other expenditures that fulfil the purpose and objectives of these financial guidelines.
- Staffing: Salaries of college employees and compensation of student employees to the extent that they are engaged in supporting technologies used by students of CPTC and impacting campus life, student success and learning
- Fund balance: The running contingency fund shall maintain a balance no less than 5% of revenue collected the previous fiscal year.
- Proposals: the committee will annually review one-time funding proposals for technology enhancements that benefit all students.

#### SECTION 4, LIMITATIONS

1. Salaries of professional staff in teaching, administrative or clerical positions not directly related to the operation of supporting technologies used by students of CPTC and impacting campus life, student success and learning shall not be paid from tech fee revenues.
2. Fee expenditures should not be used to fund programs, personnel, office supplies, facilities equipment and maintenance covered within the State Board allocation model.
3. In accordance with state guidelines, technology fees should not be used to fund programs, services, events, or activities for non-students and/or prospective students.
4. Fee expenditures shall not be used in a manner which may violate the CPTC Non-Discrimination statement or other college policies.
5. Fees will not be used to support activities from which an individual or organization will derive private material gain, unless such activities clearly serve educational objectives and when the activities are conducted under the sponsorship or at the request of a department or student organization.
6. Fees will not be used for programs, personnel, facilities, equipment, and maintenance that are considered basic services provided by the college or supported by existing contracts.

#### SECTION 5, RESPONSIBILITY FOR ACCOUNTS

- A. The general responsibility for the proper management of the accounts rests with the Director of Student Life.
- B. The Director of Student Life is responsible for proper fiscal procedures. These procedures must be consistent with college procedures covering purchases, inventories, and expenditures and these By-Laws.

#### **SECTION 6, FEE TERMINATION**

Annually, the Student Government may abolish the fee by initiating a vote of the student body. In the event of such a vote, the Student Government will notify the CPTC Board of Trustees. The fee shall cease being collected the term after the student body passes a majority vote to cease the fee. The vote is carried by a simple majority of those student votes.

#### **Section 7 – CHANGES TO THE FEE**

The Student Government may determine a change to the fee is necessary. In that event, the Student Government will initiate a vote of the student body to pass a change to the amount charged to students. The vote is carried by a simple majority of those student votes. The Student Government will notify the CPTC Board of Trustees of proposed and final changes.

### **ARTICLE 3 – BUDGET DEVELOPMENT**

#### **SECTION 1, SOURCE OF FUNDS**

Student funds are received from five sources: student fees allowed by law and paid at registration; revenues from activities; interest income; contributions and voluntary fees.

The Board of Trustees, upon written agreement of the Student Government, may establish and charge each enrolled student a technology fee separate from tuition and fees.

#### **SECTION 2, FEE DETERMINATION**

The Student Technology Fee is set at \$4.00 per credit to a maximum of 10 credits or \$40.00 with fee collection set to begin Winter Quarter 2021.

#### **SECTION 3, REVENUE ESTIMATES & YEARLY ALLOCATIONS**

Estimates of the amount of revenue shall be made by the Director of Student Life in conjunction with applicable guidance from the Vice President for Finance and Administration or designee. Operating revenue projections for the upcoming fiscal year will be calculated based upon a three year rolling average of projections, the actual collections during the current fiscal year for the college and enrollment projections. Unless the estimated allocation is officially changed, it shall not be exceeded.

#### **SECTION 4 – TECHNOLOGY FEE COMMITTEE**

The Student Technology Fee Committee is a recommending body only. The initial responsibilities for proposing budget levels, prioritizing capital expenditures, setting budget stipulations, and adjusting requests to the yearly

budget allocation shall reside with the committee. The committee shall provide an opportunity for all viewpoints to be heard.

The committee shall constitute the following members:

1. Two (2) Student Government representatives (standing members)
2. Three (3) students-at-large (standing members)
3. Two (2) non-faculty employees of any classification, only one of whom may be from Information Technology staff.
4. Two (2) faculty members appointed by the Student Government upon recommendations from the Vice President for Instruction.
5. Director of Information Technology, non-voting, ex-officio
6. Director of Student Life, non-voting, ex-officio

A quorum of at least four (4) students and one (1) faculty/staff committee member must be present to conduct official Technology Fee Budget Committee business.

It is recommended that committee members represent different programs and instructional divisions.

The committee shall meet in regularly scheduled sessions in accordance with the published calendar and formal motions shall be duly recorded.

All voting committee members' terms last a maximum of two academic years:

- a. Any committee member, except for non-voting members, can serve a maximum of two years consecutively. Consecutive service refers to time served on the committee without a gap of at least two years between each period of service.
- b. A committee member is eligible to re-join the committee two years after discontinuing their service to the board.
- c. Terms will begin during the first tech fee meeting of the fall quarter and will end during the last meeting of spring quarter.

#### SECTION 5, BUDGET TIMELINE

An annual budget timeline, consistent with the college's budgeting timeline will be prepared by the Director of Student Life and committee chair to be made available to the campus community. The timeline will include dates for budget development, hearings, appeals, and adoption.

#### SECTION 6, BUDGET APPROVAL

The technology fee budget committee will submit a budget to the Student Government for final consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Success and Vice President for Finance and Administration who shall have ten (10) days to review and offer comments to the proposed budget in preparation for presentation to the College President.

The Vice Presidents, the Director of Student Life and the committee chair, after reviewing the recommendations, shall forward the technology fee budget recommendation, along with any additional comments or recommendations, to the College President.

Before adoption of the budget, within ten (10) days the College President shall address areas of difference, if any, between the Technology Fee Budget Committee recommendations and the administration budget recommendations presented for adoption by the Board of Trustees. A student representative on the technology fee committee shall be given the opportunity to reasonably address the College President concerning any such differences.

Final adoption of the budget will rest with the Board of Trustees. The College President's signature shall be affixed certifying that the budget is in effect.

#### **SECTION 7, BUDGET AMENDEMENTS**

Those in charge of a student program or activity may approve changes within their respective program or activity budget allocation. Budget transfers from one program or activity to another must be approved by the S&A Budget Committee or ASCPTC Student Council and Director of Student Involvement and the Vice President for Student Services. Amendments within the established yearly budget allocation which significantly alter the intent of the use of the budget must be approved by a majority of the S&A Budget Committee.

Budget amendments are accomplished by:

1. Developing a rationale for amendment requests.
2. Providing a detailed proposed budget amendment.
3. Approval of the S&A Budget Committee
4. Approval of the Student Council
5. Approval of the Director of Student Involvement
6. Approval of the Vice President for Student Services
7. Submitted to the College Budget Office to affect the transfer.

#### **SECTION 7, CONTINGENCY & FUND BALANCE ACCOUNTS**

##### **SECTION 1, FUND BALANCE**

This account shall be maintained at five percent (5%) of the previous year's annual technology fee fund and shall be used in cases of disaster, calamity, catastrophe, and/or cases of revenue shortfalls. Fund balance will be in accordance with the above-stated philosophy of fund use, primarily to adequately support technologies impacting campus life, student success and learning.

## **SECTION 2 – CONTINGENCY ACCOUNT**

This account should be two percent (2%) of the annual budget. This account will be available for specific groups or organizations to make requests for unexpected costs or the development of innovative programs.

## **SECTION 3, PURPOSE**

A fund balance account is maintained for the purpose of assuring the integrity and continuance of technological services for students. All remaining unspent service and activity fee monies shall, at fiscal year-end, revert to the technology fee fund balance.

## **SECTION 4, ALLOCATION**

Fund balance requests must be approved by a two-thirds vote of the Student Government and Vice President for Student Success.

Contingency fund requests must be submitted to and approved by the Student Government in a timely manner.

## **ARTICLE 8: OPERATIONAL DIRECTIVES**

It is recognized that emergency situations arise which are not covered by this Financial Code. The Director of Student Life is authorized to issue operational directives to protect the integrity of the Tech Fee and S&A fee budget as related to programs, activities and associated funds.

## **ARTICLE 9: CODE LIMITATIONS**

Any article, section, or part of these guidelines that is or becomes contrary to applicable law is declared inoperable and void and severed from these guidelines. Remaining provisions of these guidelines shall stay in effect.

## **ARTICLE 10: VIOLATIONS**

Violations of the provisions of these guidelines by student organizations/clubs or by a funded program may be cause for revoking the program or organization's charter and/or revoking funding of said program or organization. Violations shall be filed as a grievance with the Vice President for Student Services or Director of Student Life violated and account manager who violated the code may be relieved of their account responsibilities.

## **ARTICLE 11: AMENDMENT PROCEDURES**

### **SECTION 1, GRAMMAR, SPELLING AND PUNCTUATION**

Grammar, spelling and punctuation changes may be recommended by a majority vote of Student Council and approved by the Director of Student Life.

### **SECTION 2, HOUSEKEEPING REVISIONS**

Minor revisions to these financial guidelines, which do not substantially change the overall intent of the Financial Code or any of its articles must be approved by a majority vote of the Student Council and approved by the Director of Student Life and Vice President for Student Success.

### SECTION 3, AMENDMENTS

Amendments to these financial guidelines, which substantially change the overall intent of the Financial Code or any of its articles, must be approved by a majority vote of the Student Council and technology fee committee when applicable. The amendments must receive a favorable recommendation from the Director of Student Life and Vice President for Student Success before the proposed amendment is forwarded for approval to the Board of Trustees.

In the event a proposed amendment is approved by the Student Council, but is declined by the Director of Student Life or the Vice President of Student Success, all parties shall meet in a good faith effort to resolve such dispute or disputes prior to the proposed amendment being eligible to be ratified by the Board of Trustees.

Amendments approved by the Board of Trustees shall be returned for insertion into the By-Laws of the Student Technology Fee Committee.

#### *Updated*

01/13/2020	Student Government approved creation of tech fee task force
02/20/2020	First draft of By-Laws drafted by Cal Erwin
02/21/2020	Student Government reviewed first draft
02/24/2020	Task force reviews reviewed first draft
05/18/2020	Student Government asks task force to continue project
05/19/2020	Edited by Cal Erwin
05/20/2020	Task force and Student Government review second draft



05/28/2020	Edited by Cal Erwin
05/29/2020	Submitted to Student Government for approval
05/01/2020	Approved by Student Government*+

*\*If the fee proposal passes in June 2020, over the summer quarter the by-Laws will be reviewed by the Vice President for Student Success, Budget Director, Vice President for Finance & Administration, and Assistant Attorney General before being reviewed by the Student Government and adopted by the Board of Trustees with fee collection set to begin in Winter Quarter 2021.*

*+Pending approval for the aforementioned stakeholders, It is the hope of the Director of Student Life that these by-laws can be integrated in the [Financial Code of the Associated Students of Clover Park Technical College](#) which govern the spending of the Services & Activities Fees.*