

Student Computer Fee

Operating Guidelines

Goals and Objectives

The goal of the student computer fee is to establish student computing facilities that are discipline-and location-independent. These computer facilities will support a wide variety of state-of-the-art software that is available to all networked student computer facilities. The student computer facilities will be in convenient American Disability Act (ADA) compliant locations across campus and provide extended hours of access to computer technology.

Principles

- To emphasize excellent collaboration among Student Fee Committees, and between the Student Fee Committees and Information Technology.
- To obtain a student to computer ratio of 10:1, or better, for UW. Student to computer ratio should be defined by a needs assessment and focus on adding computers to high-usage areas.
- To direct Colleges/Committees to provide desktop computers congruent with their specific and university general purpose software.
- To provide students, where hardware allows, the ability to begin a project in one open access student computer lab/classroom and complete it in another without worrying about data access or differing software capabilities.
- To emulate real-world environments including state-of-the-art hardware and software following industry standards.
- To provide facilities which are highly visible and are at diverse locations around the UW campus.
- To equip open access student computer labs/classrooms with hardware that has a projected four-year life cycle.
- To equip open access student computer labs/classrooms with software that has a projected three-year life cycle.
- To provide computer access for all students including labs where adaptive access technology for students with disabilities is needed.

Fees

Fee described in this document pertain to computer fees as defined in the December 14, 1996 Trustees meeting minutes (see attached document)

First and foremost, one hundred percent of the funds generated by the student computer fee will be used to support student computer facilities for the University of Wyoming's student body.

ADA

- Three percent of all student computing fees collected will be assigned to the ADA Student Fee Committee
 - Three percent will be collected from both the Central Student Fee Committee and the College Student Fee Committees.

Student Affairs

- Two percent of all student computing fees collected will be assigned to the Student Affairs Student Fee Committee.
 - Two percent will be collected from both the Central Student Fee Committee and the College Student Fee Committees.

Distribution of Funds

- To obtain funds immediately for the first year's purchase, the Central Student Fee Committee obtained a loan from ASUW for the first year to cover the first year's estimated student fee income. This loan will be paid off with subsequent year's student fee monies.

- The enrollment assessment for the University and individual colleges is done at the beginning of the fall semester for the academic year. Once the assessments are complete accounts are setup with corresponding funds and notification is usually provided to the individual Student Fee Committees by the end of October. The three percent ADA assessment and two percent Student Affairs assessment are allocated directly out of these accounts. Since these budgets are estimated amounts, the accounts may be adjusted at fiscal year end by comparing estimates with actual counts.
 - In order to take advantage of the summer months the Central Student Fee Committee encourages the individual Student Fee Committees to find internal funding to support their budgeting costs until they can be reimbursed from the incoming student fee monies.

Increasing Funds

- In the original resolution regarding the Student Computer Fees, the Trustees put in place a clause allowing colleges to increase their computer fees. Quote from the December 14, 1996 Trustee Meeting Minutes:
 - The resolution “resolved that each college may have an individual college computer fee not in excess of 200% of the current proposed Computer Fee.”
 - The current proposed amount referred to \$20.00
- Before fee increases are brought to the appropriate governing bodies, the proposal must be reviewed and approved by the Central Student Fee Committee.

Labs

Definitions:

- **Open Lab**- a lab which is open for general student use and is not used for classroom use
 - **Classroom / Open Lab**- a lab which allows scheduled classes, but is open for general student use when those classes are not in session
 - **Classroom Lab**- a lab which is closed to general student use and is only used for teaching classes requiring computers
- ❖ *Please see attached sheet for a list of labs, their type, and the Student Computer Committee supporting the defined lab. Only labs funded with Student Computer Fees and 10 or more computers are listed*

Responsibilities

General for All Labs

- Because of limited resources and the need to address the computer use for the entire student population, the Central Student Fee Committee will primarily concern itself with supporting and maintaining labs of 10 or more computers.
- Student Fee Committees other than the Central Committee have the option of supporting smaller labs if they have resources available.
- The Central Student Fee Committee is responsible for the purchasing of supplies and equipment for the labs it supports unless alternative funds are designated from other sources. IT will continue its traditional support of labor.
- Lab management of desktop hardware and software will be provided by each Student Fee Committee in one of the following manners:
 - Student Fee Committee implements and maintains the lab
 - Student Fee Committee contracts with IT to implement and maintain the lab
 - ❖ See attached contract forms approved by the Central Student Fee Committee
- Labs overseen by the Central Student Fee Committee will be installed with the university general applications found on the centrally administered UWStudent lab system.
 - College or discipline software will only be placed on Central Student Fee Committee funded labs with the approval of the Central Student Fee Committee. In case the Central Committee cannot meet in a timely fashion to address the issue of specific software, the decision will lie in the hands of the chair of the Central Committee or his/her appointed representative.

- In labs overseen by committees other than the Central Student Fee Committee, individual decisions will be made regarding what additional specific software is required for these computer labs in addition to the university's general applications. Information Technology's Academic Support Unit must install the software loaded on UWStudent lab nodes.

Open Labs

- All open labs funded with student computer fees will be accessible to the general student population, regardless of curricula and enrolled hours.
- When possible, provide on-site help by staffing the computer facilities for open use with lab assistants. Flexible hours should be considered where possible to accommodate student computing needs.

Classroom / Open Labs

- All labs funded with student computer fees will be accessible to the general student population, regardless of curricula and enrolled hours when classes are not in session.
- Labs funded by the Central Student Fee Committee will be open to all departments and colleges for use in teaching classes needing computer access. Preference to classes of a particular college or department will be given under the following conditions:
 - When joint funding from a College or Department is provided for the purchase, upgrade or maintenance of the lab machines.
 - When the classes using the facility service students across at least three colleges.
 - As deemed appropriate by the university classroom coordinator based on historical use.
- Labs funded by Student Fee Committees other than the Central Committee may give preference to classes within the college funding the lab, but may be open for all colleges to use when open class hours are available.
- When possible, provide on-site help, by staffing the computer facilities for open use with lab assistants. Flexible hours should be considered where possible to accommodate student computing needs.

Classroom Labs

- Labs funded by the Central Student Fee Committee will be open to all departments and colleges for use in teaching classes needing computer access. Preference to classes of a particular college or department will only be given under the following conditions:
 - When joint funding from a College or Department is provided for the purchase, upgrade or maintenance of the lab machines outside of the Central Student Fee Committee.
 - When the classes using the facility service students across at least three colleges.
 - As deemed appropriate by the university classroom coordinator based on historical use.
- Labs funded by Student Fee Committees other than the Central Committee may give preference to classes within the college funding the lab, but may be open for all colleges to use when open class hours are available.

Wiring

- Individual Student Fee Committees are responsible for all costs associated with wiring labs for network connectivity.
 - This includes the funding of any network hubs, switches, routers, cables and other miscellaneous network hardware that needs to be placed in the room in order to connect the lab to the University backbone.
- Wiring within all the labs must meet current wiring standards (State and UW) and can be setup in the following ways:
 - Student Fee Committees do their own wiring and it is inspected by IT.
 - Student Fee Committees contract for wiring and IT inspects.
 - Student Fee Committees contracts with IT for wiring.

Budgets

Budget Reports

- All budgets proposing the use of student computer fees must be presented to and approved by the Central Student Fee Committee.
 - Budgets for upcoming fiscal year expenditures are to be presented to the Central Student Fee Committee for review and approval no later than the second week in April.
- Once the fiscal year's purchases with student computer fee money are made and budget expenditures are finalized a report outlining how the money was spent must be presented to the Central Student Fee Committee for review and then for submittal to ASUW and UW Exec Council.
 - Budget reports for the current fiscal year expenditures are to be presented to the Central Student Fee Committee no later than the last working day in February.

Budget Requests

- The Central Student Fee Committee's budget depends highly on their commitment to replacing machines in their four-year rotation plan. The Central Student Fee Committee is committed to ensuring designated labs are upgraded in timely fashions in order to keep up with current technology. Only after a reserve amount has been set aside for the computer replacement rotation plan will outside requests for funds be considered.
 - If the Central Student Fee Committee knows that it will have available funds to support other projects outside their budget cycle, a call for proposals will be announced. In the call for proposals, individual Student Fee Committees will be responsible for submitting the proposals to the Central Student Fee Committee.
 - Proposals need to follow the approved form provided by the Central Student Fee Committee.
 - Proposals not submitted by a Student Computer Fee Committee will not be reviewed or considered.
- If the Central Student Fee Committee discovers it has a sizable reserve from various savings from their fiscal year budget, a late term call for proposals will be announced. This late term call for proposals will follow the same guides as the normal budgeting proposals, but will be announced in the Fall semester.
- If it is known that the Central Student Fee Committee is funding a lab in a particular year and an individual Student Fee Committee wishes to assist in the funding of that lab, the joint funding proposal should be submitted to the Chairman of the Central Student Fee Committee or their designee for consideration by the committee.
 - Joint funding proposals need to follow the approved-upon joint funding form provided by the Central Student Fee Committee.

Committee Membership

The membership of each Student Fee Committee will be determined by the responsible authority with students comprising a majority. A full time Information Technology employee will serve *ex officio* on each committee.

The Central Student Fee Committee will consist of one faculty/staff and one student member from each Student Fee Committee (with the exception of the College of Arts and Sciences who will have two student and two faculty/staff representatives), the ASUW representative, an Information Technology student, and a full time Information Technology employee. It will be chaired by the full time Information Technology employee.

Voting members include all student representatives and faculty/staff representatives from the individual Student Fee Committees. The chair is not a voting member. A quorum for the Central Student Fee Committee is considered a majority of the present members. Please reference the December 5, 1997 Central Student Fee Committee meeting minutes.

Committee Operation

All meetings will be open. Minutes will be taken at every meeting and distributed to each member. A copy of the minutes will be sent to the Central Student Fee Committee members.

Americans with Disabilities Act (ADA)

The University of Wyoming is committed to ensuring equal access to its programs and services for all qualified individuals with disabilities, and to meeting legal obligations outlined in Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. In addition, the University is striving to become a model to other universities in its computing capabilities, for all individuals, including those with disabilities.

Approximately three percent of UW students have a disability. Nearly all of those students would benefit from the use of some adaptive technology as they use computers. Therefore three percent of all the revenues generated from student computing fees will be transferred to an account administered by the Disability Support Services (DSS) office in SEO. This office will administer these funds to provide for ADA technologies in collaboration with the College and the Central Student Fee Committees.

Student Affairs Committee

Two percent of all the revenues generated from student computing fees will be transferred to an account administered by the Student Affairs Student Fee Committee. This committee will administer these funds to provide for programs and facilities in collaboration with the Central Student Fee Committee.

ASUW Loan

Because funds were not available for immediate use, the first year the fees were adopted the University wide committee obtained a \$400,000 loan from ASUW. The loan is to be paid back within four years with the incoming student fee. A \$100,000 loan payment payable to ASUW will be made during each of the subsequent four fiscal years. Interest on the loan will be paid by Information Technology.

December 14, 1996 Trustee Meeting Minutes

Extracted Student Computer Fee Approval and guideline

College Computer Fee Requests

In addition to the fee changes presented in the December 13-14, 1996 Trustees' Report, an addendum regarding college computer fee requests was presented to the Trustees at the meeting. The addendum noted that the ASUW Senate passed Resolution #1842 which dealt with both University-wide and college computer fees. The resolution expressed support for increasing the University student computer fee from \$2.00 to \$20.00 per semester. In addition, the resolution "resolved that each college may have an individual college computer fee not in excess of 200% of the current proposed Computer Fee."

As a result of pressing technology needs, and consistent with the ASUW Resolution, the Colleges of Agriculture, Arts and Sciences, Business, Health Sciences, and Law, as well as the Office of Academic and Student Affairs (for undeclared students), Extended Studies (for off-campus students) and UW/CC (for Casper students) expressed a desire to institute a student computer fee. For part-time students, the new University-wide and computer fees will be charged on a credit hour basis.

Considerable discussion took place during both the committee and business meetings regarding the proposed fee increase. Vice President & Chief Information Officer Fritz Hibbler answered questions from the Trustees, and said that the \$20/semester fee could buy a variety of things. Each college and the central administration would have a governing body composed of faculty and staff to decide what network superstructure, software, computers, or peripherals it would buy. He assured Trustees that he would help provide the best level of hardware and software available with whatever fees were approved.

It was moved by Trustee Bonner that Trustees of the University of Wyoming approve the proposal to levy a \$20/semester student general access computer fee. The motion was seconded by Trustee Jorgensen and carried. It was additionally moved by Trustee Harris, seconded by Trustee Bonner and carried that colleges not currently having computer fees adopt fees of \$20/semester, as listed on page 3 of the addendum. (See revenue distribution below).

Approval of university-wide and college-level computer fees necessitated revising the Section I budget of the institution for FY 1998. Based on a recommendation from the Budget Committee, Trustee Harris moved and Trustee Jorgensen seconded that Trustees of the University of Wyoming authorize that the Section I budget be increased by \$694,700. The motion carried, with Trustee Kinnaman opposed.

Trustee Harris moved that the Section I budget be increased by \$694,700. The motion was seconded by Trustee Bonner and carried.

The revenue generated, as outlined in the addendum to the Trustees' Report, would be distributed as follows:

University-wide Fee:

Information Technology \$387,270

College/Unit Fee:

College of Agriculture 29,965

College of Arts and Sciences 120,387

College of Business 35,800

College of Health Sciences 48,342

College of Law 8,800

Student Services (undeclared students) 29,456

School of Extended Studies/Public Service 19,962

UW-CC Program 14,718

Total Adjustment \$694,700

The fee structure as set forth on page 6 of the December 13-14, 1996 Trustees' Report was tabled by the Budget Committee during their committee meeting. It was moved by Trustee Hammons and seconded by Trustee Jorgensen that the item be removed from the table. The motion carried. It was moved by Trustee Hammons that the suggested computer fee of \$2.00 be removed. The motion was seconded by Trustee Meyer and carried.