

Student Technology Fee Committee Bylaws
University of Wisconsin Oshkosh

1. Purpose:

- A. To enhance student access to information technologies. Information technologies are defined as applications and solutions that result in a student's ability to access information for learning and that meet the University's educational mission.
- B. Revenues from the Student Technology Fee may not replace funds which were previously allocated to information technologies unless the funds being replaced are from student segregated or user fees.
- C. Expenditures from the Student Technology Fee should also relate to goals identified in the University's annual Strategic Plan for Information Technology.
- D. Disposition of student technology fees is recommended to the Chancellor and/or the Chancellor's designee, by the Student Technology Fee Committee (STFC). The Committee may deal with appropriate matters as they are related to student technology fees.

2. Membership

A. Members:

- i. The Student Technology Fee Committee shall consist of the following members:
 - a. 8 Students appointed by the Oshkosh Student Association (7 voting, 1 non-voting)
 - 1 Faculty appointed by the Faculty Senate
 - 1 Academic staff appointed by the Senate of Academic Staff
 - 1 Classified Staff appointed by Classified Staff Advisory Council
 - 1 Committee advisor appointed by the Chancellor (non-voting)
 - b. Of the 8 student members, one will be elected chairperson and become a non-voting member. One student member must be a graduate student. If, within 30 calendar days prior to the first scheduled committee meeting, a graduate student appointment is not recommended to OSA, then the OSA President may appoint another undergraduate student to avoid the vacancy.
 - c. The Committee Advisor will be the Chancellor's Designee to Student Technology Fees.

- B. Officers:
 - i. One student shall serve as the chairperson of the committee. Chairperson will be elected by majority vote of the committee in the spring semester for the following academic year. The Chairperson shall not have voting power except in the event of a tie. The new chair will assume office at the next meeting following the election.
 - ii. One student shall serve as vice-chair of the committee and shall be appointed by the Chairperson, subject to approval by majority vote of the committee.

- C. Students are appointed to one-year terms with eligibility for reappointment in subsequent years. All other voting members are appointed to three-year terms. Chancellor's designee is appointed for an indefinite term.

- D. Committee members who are absent from two consecutive regular meetings or who are absent from three of five consecutive regular meetings, and who have not offered for such absences, reasons acceptable to the chairperson, shall be designated by the chairperson as delinquent.
 - i. After the delinquent committee member(s) have been notified by the chairperson of their designation as delinquent, their names shall be placed before all the committee members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the delinquent committee member from the committee.

3. Chair Responsibilities:

- A. The chair, in cooperation with the advisor, must prepare and submit an annual campus report to UW-System (due in October). The report will be reviewed and approved by the STFC at the first regular meeting in the fall semester. Copies of the report must be forwarded to the following individuals: OSA President, Chancellor, Vice Chancellors for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for Administrative Affairs, Assistant Vice-Chancellor for Student Affairs, Assistant Vice-Chancellor for Administrative Services, and the Chief Information Officer.

- B. The chair shall send a campus-wide call for proposals by October 15 in the fall semester and by March 15 in the spring semester.

- C. The chair shall maintain historical records to be housed in the Oshkosh Student Association office.
 - i. One copy of records must be a hard copy made available to all students.

ii. A second copy must be kept electronically.

D. The chair will receive a stipend of \$500 for each semester, to be paid in the months of December and May; provided the STFC and/or the OSA Senate do not contest and find the chair negligent of fulfillment of responsibilities as defined in these Bylaws.

i. The chair, if an undergraduate student, must maintain a minimum grade point average (GPA) of 2.0; must be enrolled in a minimum of 6 credits per academic semester; and cannot be on academic probation (ref: OSA-06-018).

ii. The chair if a graduate student must maintain a minimum GPA of 3.0; must be enrolled in a minimum of 4.5 credits per academic semester; and cannot be on academic probation (ref: OSA-06-018).

4. Vice-Chair Responsibilities:

A. In the event that the chairperson is unable to fulfill his/her term, the assistant chairperson will become the new chairperson, and appoint a new assistant chairperson. The assistant chairperson appointment will be subject to approval by majority vote of the present committee members.

B. The Vice-Chair is responsible for taking minutes at each meeting.

i. Minutes must be sent to the STFC prior to the next regular meeting.

ii. When deliberating proposals, meetings must be recorded electronically.

C. The Vice-Chair will receive a stipend of \$100 for each semester to be paid in the months of December and May; provided the STFC and/or the OSA Senate do not contest and find the vice-chair negligent of fulfillment of responsibilities as defined in these Bylaws.

5. Meetings:

A. Meetings shall be held according to a schedule established by the chairperson, and approved by a majority vote of the committee at the first meeting of the fall semester, to be held no later than September 30.

B. Special meetings not listed on the established schedule may be called on a two-day notice by the chairperson, or by a majority vote of the committee. When a special meeting is requested, all committee members must be notified by the Chairperson via telephone or e-mail on the day of the special request.

C. Quorum will exist when seven (7) voting members are present. The majority of which are students.

D. When it is impossible for the committee to meet, the chairperson or advisor will contact each committee member by mail or email, with a vote taken by mail or email. A minimum number of ballots equal to quorum must be returned for an official vote to be recorded. A majority of returned ballots shall determine the outcome of the vote.

6. Procedures:

- A. A campus-wide call for proposals will be sent by October 15 in the fall semester and due back to the Chair and Advisor by November 15. A campus-wide call for proposals will be sent by March 15 in the spring semester and due back to the chair and advisor by April 15.
- B. Copies of all proposals shall be sent, by the chair, to all STFC members once all proposals have been received.
- C. Copies of all proposals shall be sent to the Academic Computer Users Group for feedback on all proposals prior to deliberations by the STFC.
- D. Review and deliberations of proposals shall take place by the end of each semester.
 - i. No voting on proposals may take place without quorum and a majority of students.
 - ii. When appropriate, the STFC will consult with governance groups (such as the Oshkosh Student Association, United Students in Residence Halls, Graduate Council, All-Campus Executive Board, Reeve Advisory Council, etc.) before voting on proposals to maximize student input.
 - iii. In accordance with UW-System Policy (F49) the following guidelines must be used when determining approval of appropriate STF Expenditures:
 - 1. Expenses related to general access computer laboratories such as:
 - a. Adding staffing for computer help desks and other support services to better assist students and increase hours of operation for computer labs.
 - b. Upgrading current computer workstations or adding workstations.
 - c. Adding hardware including printers, scanners, etc.
 - d. Adding improved or upgraded software to general access computers or the comprehensive university network.
 - 2. Expenses related to student access improvements such as:
 - a. Implementing/improving dial-in and other higher speed access for off-campus students.
 - b. Upgrading or improving local area and wide area networking including internet access.
 - c. On-line resources for students.
 - d. General Access computers, video projectors and related equipment and supplies used for student class presentations.
 - 3. Expenses related to training the student population as a whole to better enable them to utilize computer hardware, software, and new technologies.

4. Expenses related to improving the level of technology for students with disabilities.
- iv. In accordance with UW-System Policy (F49) the following guidelines must be used when determining inappropriate STF Expenditures:
 1. Equipment and supplies used directly in classroom and lab instruction by faculty and staff.
 2. Computer hardware, software, or upgrades for faculty/staff offices and faculty/staff only workstations.
 3. Department specific or limited access equipment which has limited to little potential for student use.
 4. Research equipment.

Note: If the STFC recommends and the Chancellor approves expenditures from the list of inappropriate expenditures or which may be questioned for appropriateness, a rationale of how the expenditures benefit students must be kept on file for future audits.

- E. Notification must be sent to each individual/area submitting proposals one week following final deliberations, detailing approval or disapproval of proposal.
 - i. Notification must be sent by the Chair.
- F. Detailed recommendations of the STFC must be forwarded to the Vice Chancellor for Student Affairs, Vice Chancellor for Academic Affairs, and the Chief Information Officer for review and recommendations. The Vice Chancellors will forward recommendations to the Chancellor for final approval.

7. Appeals Process

- A. If a proposal is denied, the submitting individual(s) have the right to appeal the decision.
- B. All appeals will be presented to the Enterprise Executive Committee (EEC).
 - i. If an appeal is made to the EEC, OSA shall temporarily appoint 2 students to the EEC.
 1. Appointed students must not be a member of the STFC or involved with the area seeking funding.
 - ii. Decisions of the EEC are final and only the Chancellor has the power to reverse the decision.

8. Parliamentary Authority

- A. Latest edition of Robert's Rules of Order govern this committee.

9. Amendments

- A. These bylaws may be amended by a 2/3 vote of the committee, provided said amendments have been submitted to all committee members at least ten (10) days prior to the committee meeting in which they shall be considered.

10. Ratification

- A. These Bylaws shall be ratified by a two-thirds (2/3) majority vote of the Student Technology Fee Committee.
- B. Upon ratification by the Student Technology Fee Committee, these Bylaws must be submitted to the Oshkosh Student Association Senate for approval.

Approved September 29, 2009