

# Memorandum

**Date:** 8/14/2009  
**To:** Charlotte Tullos/VP Student Affairs and Enrollment Management  
**Cc:** Carmen Rahm/ITS; Don Diebert/ITS  
**From:** Dave Storla/ITS  
**RE:** Recap of Student Technology Committee Activities for FY09

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The following Student Technology Committee activities occurred during FY09:

**Monetary:** (See page 2 for details) **HIGHLIGHTS:** Total revenue generated from the tech fee during FY09 was \$808,335.29 compared to \$810,714.50 in FY08. Two deductions totaling \$52,627.28 cover special items (explained below) leaving a net revenue for FY09 of \$755,708.01. Total expenses were \$383,672.26 leaving a balance of \$82,098.42 for the year. Adding the FY09 balance to the carry forward balance from prior years (\$286,468.45) leaves a July 1, 2009 balance of \$368,566.87. **This balance is before end-of-year closing adjustments.**

A few figures need an explanation:

The revenue deduction of \$24,321.00 paid for a mandatory administrative fee for all “self-support accounts” such as the Tech Fee. In addition, a one-time deduction of \$28,306.28 was accessed the account for Financial Aid allotment previously not charged as per ASCWU and BOT Agreement.

The \$112,403.88 expense (called Program Expense) is funds paid to various Community Colleges where CWU students use the local computer facilities. CWU collects the technology fee from our students and then pays the colleges based on their computer use fee structure. **As of June 30, 2009 there will be a total of \$3,260 in additional Program Expense due to Green River CC.**

Finally, the “Telephone Rebill” item was for 1 year phone service for Public Safety authorized in FY08. That commitment has now ended. “Promotion Expense” was for new student orientation materials and the “Printing Off-Campus” will be charged \$7027.68 for printing of Student Technology booklets as FY09 books are closed. The Committee had authorized up to \$10,000 for the production and printing.

**Projects Supported by the Tech Fee during the year:** Funding approved by the Committee in FY08 for new lab computers was expended and student share of software renewals for Microsoft Office, Anti-virus, Minitab and SPSS statistical software, Deep Freeze imaging software and the student share of Internet usage costs were paid.

The Committee also approved the expenditure of approximately \$55,500 for Technology Projects submitted by CWU individuals. In May, eight such projects were approved. Projects included a laptop for HelpDesk, 2 laptops for checkout at CWU-Wenatchee, loaner camcorders and digital editing computer station for Ed Tech Center and CWU Brooks Library, up to 5 e-mail kiosks in 3 or 4 academic buildings, and additional network disk storage for student use. In addition \$14,000 allocated for hardware/software for Dean Hall Museum authorized in 2007 is not yet spent. **At the end of June 2009 approximately \$65,800.00 of these funds had not yet been spent.**

**Respectfully submitted,**

**David L. Storla/Student Tech Fee Advisor**

<b>Financial Detail</b> (see page 1 for highlights and explanations)			
<b>Revenue:</b>			
Add: FY09 Revenue from Tech Fee	\$808,335.29		
Add: Other income	\$0.00		
<b>Less: mandatory 3% assessments</b>		<b>\$24,321.00</b>	
<b>Less: prior year Fin Aid 3.5% adjustment</b>		<b>\$28,306.28</b>	
Net Revenue for FY094			<b>\$755,708.01</b>
<b>Expenses:</b>			
<b>Wages:</b>			
Temporary	\$605.13		
Students	\$280,903.37		
Total Wages		\$281,508.50	
Benefits:		\$8,428.83	
<b>Goods &amp; Services:</b>			
Toner for printers	\$36,891.00		
Paper for printers	\$38,741.62		
Supplies	\$10,141.30		
Telephone & Telephone Rebill	<b>\$8,988.79</b>		
Repairs	\$5,228.50		
Maintenance/Moving/Setup	\$5,982.79		
<b>Printing Off-Campus</b>	<b>\$0.00</b>		
Equipment	\$36,759.05		
Software	\$15,889.63		
Software Maintenance	\$46,189.78		
<b>Promotion Expense</b>	<b>\$486.00</b>		
<b>Program Expenses</b>	<b>\$112,403.88</b>		
Capitalized Equipment	\$0.00		
Student share of Internet Costs	\$65,969.92		
<b>Total Goods &amp; Services</b>		<b>\$383,672.26</b>	
Total Expenses <b>PAID During FY09</b>			\$673,609.59
Net <b>INCREASE</b> in Account During FY09			\$82,098.42
Add: Carry Forward from Prior Years			\$286,468.45
<b>Balance of funds available for 7/1/2009</b>			<b>\$368,566.87</b>
<b>Pending Expenditures:</b>			
<b>Equipment (Tech Fee Grants) ESTIMATED COSTS</b>			
Dean Hall Museum Software/hardware		\$14,000.00	
Additional student disk storage space		\$25,000.00	
Camcorders/Computer for Ed Tech Cntr		\$7,300.00	
Camcorders/Computer for Library		\$4,500.00	
Student e-mail kiosks (up to 5)		\$15,000.00	
			\$65,800.00
<b>Tech Fee Reimbursements</b>			
<b>to Green River CC</b>		\$3,260.00	
			\$3,260.00