
Student Tech Fee Council

Agenda

May 23, 2025

Via Teams @ 2 pm

Present: Camden Delano, Kevin Lomax, Stacy Swayze, Marla Firman, John Whitmore, Lion Barrett

Absent:

Guests: Arturo Torres

Minutes: John Whitmore

Call to order: 3:00pm

1. New Business
 - a. College Scheduler Funding Request
 - i. The price of the funding request has increased around 5% each year
 - ii. Received 3-year contract to lock in the price and stop the 5% increase
 - iii. \$39,874 requesting including software and taxes, same price for the next 3 years
 - iv. College Scheduler
 1. Searching for classes consisting of subjects, professor, course plan, and gen-ed
 2. Add breaks to exclude set times
 3. Includes adding and dropping classes without leaving to MyCWU
 4. Can give departments information about when to schedule classes
 - v. Updates should be available for Winter registration
 - vi. Students that use college scheduler on average enroll in .3 more credits per quarter
 - vii. Located within MyCWU, Enrollment, Add/Drop, then a blue link to College Scheduler, may be added to student
2. Unfinished Business
 - a. Computer Lab Upgrade Updates
 - i. Current Fund Balance \$605,385
 - ii. Operational costs \$232,340
 - iii. Expected lab upgrade cost \$139,692.23
 1. \$84,708 for most labs - 120 computers

- 2. Hogue \$46,453 - 30 computers
 - 3. Randall Monitors \$8,530.58 - 21 monitors
 - iv. Estimated remaining balance of \$353,345
 - b. Vital Database
 - i. Reverse charge of \$27,100 in December and \$18,027.60 in May
 - ii. The same charge was split, in the future the reverse charge will be grouped together
 - iii. Other departments than College of Business use the software, statistics are not currently available
 - c. Suitable One-Year License Request
 - i. Original proposal \$22,000 for 2 years
 - ii. One-year license costs \$11,000
 - d. Virtual Career Fair Update
 - i. Will accept \$15,000 base license fee
 - ii. Will return in Fall 2025 with Labor & Insights Add-on for \$9,000 with usage metrics
 - e. Funding Request Voting
 - i. College Scheduler
 - 1. \$39,874 yearly
 - 2. Looks like no other funding sources
 - 3. STF has funded it in the past
 - 4. May explore funding from other sources
 - 5. Registrar has already paid, looking for reimbursement
 - 6. Tabled until next meeting, waiting for usage metrics
 - ii. Suitable Funding Request
 - 1. Student engagement platform used by 4 departments
 - 2. Funding to add Career services department
 - 3. Allows for activity sharing between departments
 - 4. Most heavily used by New Student Orientation and College of Business
 - 5. Around 3-5% increase in engagement and enrollment retention
 - 6. Moving forward with a One-year license for \$11,000
 - iii. Virtual Career Fair
 - 1. Moving forward with \$15,000 base license fee
 - f. Weighted Decision Matrix Considerations
 - i. Tabled for next meeting
3. Reports
 - a. Student Tech Fee Liaison
 - i. VITAL platform update.
 - ii. Student Tech Fee and ASCWU Contract Agreement Renewal
 - 1. Adding Co-chair system with an ASCWU representative
 - 2. Either executive vice-president or another ASCWU representative
 - 3. Spots for University Staff and Faculty

4. Annual budget forecast presented to ASCWU-BOD for review
 5. No formal STFC approval required for existing contracts, however notification of renewal is necessary
 6. Moving to one formal meeting per quarter for all funding requests at once, likely held in the SURC
 7. Other meetings will be internal discussions
- iii. Proposed Updated Structure
4. Announcements
 - a. Updating Student Tech Fee Operational Procedures
 - i. Tabled for next meeting
 - b. Final Student Tech Fee Meeting for AY 2024-2025
5. Adjournment