**ASCWU AND CWU**

**STUDENT TECHNOLOGY FEE CONTRACTUAL AGREEMENT**

**(Last Updated: December 15, 2015)**

The Associated Students of Central Washington University (ASCWU) initiated a new student technology fee in accordance with Second Substitute House Bill 2293 on June 7, 1996. This agreement between Central Washington University and its students recognizes the following and reflects the same wording found in Second Substitute HB 2293.

DEFINITIONS:

“University” shall mean Central Washington University.  
  
“ASCWU” shall mean The Associated Students of Central Washington University Student Government.  
  
“Student” shall mean a person enrolled at the University either full or part-time, pursuing undergraduate, graduate, or extension studies, or a person accepted for admission or readmission to the University.  
  
“Faculty” shall mean a hired member of the University including tenured, tenure-track and non-tenure track faculty.  
  
“Fee” shall mean the Student Technology Fee.  
  
“IS” shall mean the Information Services of the University.  
  
CONDITIONS:  
  
Revenue from this fee shall be used exclusively for technology resources in strong consideration of general student use.  
  
Fee may be changed only by mutual agreement of the Student Technology Fee Council and the ASCWU.  
  
The ASCWU shall approve the annual expenditure plan for the fee revenue collected.  
  
ADDITIONAL CONDITIONS

1. A $30.00 fee shall be implemented:   
   1. Fall quarter 2013, mandatory fee raised to $30 for all students.
   2. Fall quarter of 1996, all freshmen are assessed a $25 fee. Fall quarter of 1997, all freshmen and sophomores are assessed said fee. Fall quarter of 1998, all students pay this mandatory fee.
2. The Technology Fee Council will be established as the required “Governing Board” identified in Second Substitute House Bill 2293.  
   1. Student Technology Fee Council – Official Quorum.  
      1. An official quorum for the Student Technology Fee Council will consist of ‘half-plus-one,’ where ‘half’ refers to half of the total populous of the Student Technology Fee Council’s voting members.
      2. Further, the Council shall meet a minimum requirement (concerning voting members) of at least one (1) faculty member and three (3) student members – one of which must be the chair/co-chair.
   2. Student Technology Fee Council – Student Members.  
      1. Six (6) student members shall be appointed to the Council by the ASCWU each academic year.
   3. Student Technology Fee Council – Chair and Co-Chair must be two student members, elected by an official quorum of the Student Technology Fee Council.
   4. Student Technology Fee Council – Faculty Members. Three (3) seats will be filled by faculty members of the University. In the event that these positions cannot be filled by faculty, CWU staff may be appointed, but only one of these seats may be filled by an employee of the IS department.
   5. Student Technology Fee Council – Advisor. The Student Technology Fee Council shall be advised by a non-voting administrator from IS or an otherwise equivalent expert appointed by IS.
   6. Student Technology Fee Council – Annual Expenditure Plan.  
      The annual expenditure plan shall come before the ASCWU for approval. All supplemental funding, non-annual funded projects, shall be left to the jurisdiction of the Technology Fee Council.
   7. Student Technology Fee Council – Quarterly Reports.  
      1. The Advisor, the Chair and/or Co-Chair shall make quarterly reports to the ASCWU.
3. The Student Technology Fee Council shall review the fee during the winter academic quarter annually, to determine future funding levels and areas of student need.   
   1. All findings/recommendations will be forwarded to the ASCWU for consideration and recommendation to the CWU-Board of Trustees for approval. Any change so approved will be implemented the following fiscal year.
4. In the event of fee elimination by the ASCWU, the University may return to a voluntary computer fee reflecting the same structure as the fee in existence in 1996, but the fee will not be subject to review.
5. ASCWU recognizes all uses of e-mail and Internet services that are legal, adheres to University policy, and/or meets contractual obligations, as educational in nature.
6. ASCWU supports general education technology requirements and proof of competency. The University shall determine the student need for technology education.
7. The University shall maintain its commitment to technology services and will continue to provide two full-time technology service employees for student needs.
8. The University and IS presented the Strategic Plan for Student Technology to the Council and ASCWU winter academic quarter of 1997. The focus was on the future plans for student technology and detailed the change for a student-oriented approach to technology on campus.
9. The University will recognize all elements of the agreement, the resolution establishing the fee, and charge the Technology Fee Councilwith keeping the fee-associated responsibilities in good standing. ASCWU reserves the right to review the fee should the Council fail to meet this agreement or any attached stipulations.
10. Authorized Usage Guidelines and Agreements:   
    The following items are considered to be authorized uses for the CWU Student Technology Fee. These guidelines do not conflict with the guidance provided by RCW 28B.15.051.   
    1. Client/Laboratory Technology Hardware:
       1. Hardware that is used solely by students in open laboratories, or for checkout may be funded 100% by the Student Technology Fee. Hardware that is shared between student usage and instructional delivery should be funded in consideration of the proportional usage between instructional delivery and general student availability.
    2. Internet and World Wide Web Access:
       1. Access fees to the Internet and World Wide Web are acceptable uses of the Student Technology Fee, as authorized in RCW 28B.15.051
    3. Computer Software:
       1. Computer Software (Central or Client) that is used specifically by students may be funded 100% by the Student Technology Fee. Software (Central or Client) that is shared between students, instructional delivery, and/or staff and faculty may be funded in consideration of the proportional usage between instructional delivery and general student availability.)
    4. Student Technology Services:
       1. Services that are provided to students, and which have a quantifiable technology cost, may be funded 100% by the Student Technology Fee. This includes all costs associated with the technology component of the service including acquisition, maintenance, upgrades, etc. These services must be available to a majority of the students. These services include, but are not limited to, the following:   
          1. Internet and World Wide Web Services
          2. Email Services
          3. Student Career Services
          4. Educational Technology Services
11. Criteria for Student Technology Fee Usage Approval:   
    1. Students Served:  
       1. Higher priority will be given to technology fee requests that serve a larger number of students. Requests for technology that provide a general usage/benefit to the entire student body will be given a higher priority than requests that provide a general usage/benefit to a limited number of students.
    2. Impact of Service:  
       1. Higher priority will be given to technology fee requests that have a greater impact on the educational experience of University students. Technology and technology services that are considered ”nice to have” will be given a lower priority than technology and services that are considered vital to the educational experience and career objectives of the overall student population or to the specific group for which the technology will be used.
    3. Alternative Funding:   
       1. A higher priority will be given to funding requests where alternative sources of funding have been investigated prior to applying to the Student Technology Council. Requests where the cost is shared between the Student Technology Fee and other funding sources may also be given higher priority.

*[Responsibility: Operations Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/00/2014; Approved by: James L. Gaudino, President]*