

Bellevue College

Student Technology Fee Agreement

The Student Technology Fee is part of the tuition of each Bellevue College student. Details of the expenditures of this fee is provided in this agreement.

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Introduction

The Student Technology Fee is a voluntary student fee authorized pursuant to [RCW 28B.15.610](#). Execution of this Agreement shall not affect or otherwise affect the College's ability to impose and/or collect other properly authorized fees or other voluntary student fees.

The purpose of this agreement between the Associated Student Government (ASG) and the Administration of Bellevue College (BC) (collectively "the Parties") is to establish a voluntary Student Technology Fee (STF), create a governing body overseeing the STF, and to memorialize the terms, conditions, and procedures governing the collection and administration of the STF.

The Student Technology Fee Committee (STFC) is the advisory body to the ASG Board of Directors responsible for making recommendations pertaining to STF collections, distributions and expenditures, using the procedures described in this agreement. Authority to set STF priorities for the yearly budget allocation resides with the Student Technology Fee Committee, which shall strive to use the majority of funds in a manner that benefits the greatest number of students.

The STFC also provides information about overall technology staffing and expenses funded by Bellevue College through other sources to show Bellevue College's commitment to students by providing technology beyond that funded by the STF.

Additionally, the STFC provides guidance and recommendations to the Vice President of Information Technology Services (ITS) about future expenditures and the implementation of emerging technologies.

Article I — Purpose

The primary purpose of the funds collected through the Student Technology Fee is to advance the mission of the Bellevue College by making broad-based technologies readily accessible to Bellevue College students.

Article II — Abbreviations and Definitions

- A. *Student Technology Expenses*: Authorized STF expenditures used to provide adaptive technology and support for students in general computer labs. This includes those expenditures specifically defined in Article IV of this agreement.
- B. *Student Technology Fee Reserve Account*: Funds used to replace, upgrade or modify equipment, software and infrastructure in the event of a disaster or technological failure, which affects the overall services provided to students. The Vice President of ITS must approve all STF Reserve Account expenditures.
- C. *STF Assisted / Funded*: Facilities and personnel funded by the STF.
- D. *The STF Oversight Committee (“the Committee”)*: An advisory body to the ASG Board of Directors responsible for making recommendations pertaining to STF collections, distributions and expenditures, using the procedures described in this agreement. Authority to set STF priorities for the yearly budget allocation resides with the Committee, which shall strive to use the majority of funds in a manner that benefits the greatest number of students.
- E. *The ASG Board of Directors*: The student governance body that shall evaluate and approve the recommendations of the Committee, passing them on to the Vice President of ITS, who is the college budget authority with regard to STF expenditures.
- F. *Information Technology Services (ITS)*: The campus administrative division with direct fiscal responsibility for STF expenditures.
- G. *Vice President of ITS*: The Vice President or their designee is empowered to make daily decisions regarding expenditures related to the STF, as approved within the annual budget. All such expenditures are reported to the Committee and the ASG Board of Directors.
- H. *ASG Board of Directors Representative*: An individual as specified by the ASG by-laws will serve as the STF oversight committee chair or designee appointed by ASG board.

Article III — STF Oversight Committee Membership and Responsibilities

A. The Committee will be comprised of the following voting and non-voting members:

Voting Member	Responsibilities
<p>Faculty Representative</p> <p>One (1) Faculty representative, appointed by the Faculty Council.</p>	<ul style="list-style-type: none"> • Act as contact for faculty regarding Committee responsibilities and issues • Solicit proposals from faculty related to technology purchased with the STF funds
<p>Classified Staff Representative</p> <p>One (1) Classified representative, appointed by the Classified Council.</p>	<ul style="list-style-type: none"> • Act as contact for classified staff regarding Committee responsibilities and issues • Solicit proposals from classified staff related to technology purchased with the STF fund
<p>Vice President of ITS (or designee)</p>	<ul style="list-style-type: none"> • Act as liaison between the Committee and the campus administration • Represent ITS needs • Provide budget reports to the Committee on behalf of the campus administration
<p>ASG President (or designee)</p>	<ul style="list-style-type: none"> • Represent student interests
<p>ASG Treasurer (or designee)</p>	<ul style="list-style-type: none"> • Represent student interests • Review budget reports on behalf of ASG Programs
<p>ASG Board of Directors Representative</p>	<ul style="list-style-type: none"> • Represent student interests
<p>Two (2) Students-at-large appointed by the ASG Board of Directors</p>	<ul style="list-style-type: none"> • Represent student interests

Limited-Voting Members	Responsibilities
ASG Technological Affairs Officer (or designee)	<ul style="list-style-type: none"> • Call and preside at meetings • Provide agendas • Provide official Committee reports

- B. The Student Technology Fee Committee will annually submit a STF budget proposal to the ASG Board of Directors for approval and recommendation.
- C. The Committee Chair shall be responsible for notifying committee members in the event of any change of members filling these positions.
- D. The Committee will hold, at a minimum, three (3) open public meetings* per year to review reports from the Administration, which will include STF expenses, revenues and fund balances.
 - 1. This review will include presentation of budget status reports, accounting for expenses paid from the STF budget.
 - 2. The Administration will provide information on an annual basis detailing the college’s overall technology staffing and the expenses that are funded by the college through sources other than the STF fund to show the college's commitment to providing technology beyond what is funded by the STF.
 - 3. These public meetings will include a designated period for public comments. The public comments period is limited at the discretion of the Committee Chair.

[*RCW 42.30—Open Public Meetings Act](#)

- E. The Committee will provide guidance and recommendations to the Vice President about future expenditures and implementation of emerging technologies.
- F. ITS will be responsible for providing record keeping, including the taking of meeting minutes.
- G. Term Length — The faculty representative and the classified staff representative are permitted to serve multiple years but will serve a one-year term at minimum.
- H. The committee will elect a vice chair at the beginning of each academic year from among the student representatives.

Article IV — Approved Uses of STF Funds

- A. STF funds are to fund any computer lab or classroom for general student use and not specific to curriculum or program use. The STF shall be used:
1. To procure, maintain and manage student technology services accessible to all students;
 2. To pay for ITS staffing dedicated to the delivery, management and administration of student technology services;
 3. To fund a STF Reserve Account for future maintenance and upgrades to the student technology services; and
 4. For general student access to technology and to student support services.
- B. This agreement includes a list of labs and classrooms that are STF assisted / funded in the Appendix of this agreement.
1. All labs and classrooms in operation at the time of the execution of this agreement will comprise the initial list. An updated list of these facilities is available online in case anything is added or removed.
 2. Any new labs need to be approved by STF committee. Upon approval by the STF Committee, these new facilities will be updated in the Appendix of this agreement and added online.
 3. In an emergency situation, ITS (designated as the computing facilities management authority) may close or move existing labs for up to fifteen (15) days without a vote of the Committee or ASG Board of Directors for approval.
 - a. However, within three (3) days of the closure or movement of existing labs, they must notify all members of the ASG Board of Directors and the Committee of said actions or the actions will be reversed upon failure to comply with the designated notification timeframe specified in this contract.
 - b. Within fifteen (15) days from the initial closure or movement of any existing lab(s), ITS must bring the proposed closure or movement of existing lab(s) to either the Committee or the ASG Board of Directors for approval or said actions shall in effect be nullified.
- C. This agreement will include a list of ITS Departments that are STF assisted / funded maintained by ITS in the Appendix.

1. All existing positions supported by the fee shall be listed in an Appendix of this agreement.
 2. Any changes and/or new positions added to the list are to be voted on by the Committee and approved by the ASG Board of Directors. Upon approval by the Committee and the ASG Board of Directors, new positions shall be incorporated in the Appendix of this agreement.
 3. Lab support and service desk positions may be filled as needed by student employees by ITS, utilizing the budget approved for such positions by the STF committee.
 4. State-mandated pay and benefit increases do not require the approval of the Committee and/or the ASG Board of Directors.
- D. The purchase, update, repair and replacement of:
1. Computer software and hardware used in providing technology access and services to all students. In terms of hardware, the goal is to maintain a three-year computer life-cycle replacement schedule.
- E. The cost associated with providing wireless internet access on campus for all registered students.
- F. The cost associated with providing wireless access for all students.
- G. Technology-related events that can be beneficial to students.
- H. As specified by the Committee, the IT infrastructure needed to provide general technology services to all students.
- I. Specific future technology changes cannot be anticipated, and as such, any additional expenditure not specifically articulated within this agreement will be defined annually through the STF budget process, which can be found in the Appendix.

Article V — Bellevue College Employees Salary Allotment from STF Fund

Appropriate salaries and benefit charges will be allocated to the STF budget in a manner that is transparent, and consistent with the spending principles outlined in this agreement.

- A. Student/Hourly lab expenses in support of students in STF funded labs, shall be billed directly to the STF budget. Wages and benefits will be in compliance with college HR compensation practices and will be paid 100% by the STF budget.
- B. Classified / Exempt salary and benefit expenses for technical support including procurement, maintenance, tech support, and tech management shall be allocated in the following manner outlined below. Total expenses will not exceed 65% of the total STF Budget without notification to the Committee and a signed agreement amending this agreement.
 - 1. Lab and general tech services will be expensed to the STF budget at a rate of 14%. This rate is determined by the number of computer terminals in the STF labs compared to the total college computer terminal count. The rate is based on the count in effect at the signing of this agreement. An updated computer inventory will be provided to the STF committee each year, and an updated percentage rate established for the following year will be reflected in the Appendix.
 - 2. Infrastructure support will be expensed to the STF budget at a 50/50 split with the college, after first charging any other contracted fund sources.

Article VI — Restrictions

- A. The STF will not be used to purchase any hardware, software, infrastructure or equipment for the exclusive use or benefit of non-students, except as authorized in this agreement.
- B. All purchases from STF funds must comply with all applicable sections of the BC IT Security Standard addressing “*Technology Purchasing and Logistics.*”

Article VII — Fee Structure and Changes

- A. Upon approval of this agreement, the STF will be collected at \$3.50 per credit, applicable to the first 10 credits in which a student is registered, not to exceed \$35.00 each quarter.
- B. Annually, the student government association or its equivalent may abolish the fee by a majority vote.
 - 1. The ASG Board of Directors must notify the Committee, the College President, and the BC Board of Trustees at least fourteen (14) instructional days prior to taking any vote to discontinue the fee.

2. A joint public meeting of the ASG Board of Directors and the Committee must be held prior to the vote, at which the BC administration will present its position on the intended vote. During this meeting, the direct impact of such a vote on services to students will be presented.
3. Notwithstanding any other provision of this Agreement, if the STF is pledged to secure a loan, the collection of the fee shall continue until the loan and all related costs and interest have been paid off.

Article VIII — Waivers

- A. The following waivers of the obligation to pay the STF may be granted:
 1. Washington state law waives all fees, including the STF, for students in select programs. However, they may use any STF funded resources. Any future waivers required by state law will automatically be incorporated without going through the required change process articulated in the agreement.

Article IX — Voting Procedures

- A. A meeting of the Committee requires a quorum of voting members to be present.
- B. A simple majority of the members with voting privileges present must approve any Committee decision during a meeting.
- C. A member may be considered present and have their vote counted if they submit a proxy vote to the Committee Chair at least 24 hours in advance of the meeting at which the vote is taken. The Committee Chair will present proxies meeting these requirements to the Committee at the time of any voting. A proxy vote will not apply toward quorum.

Article X — Allocations

- A. At least \$50,000 of each fiscal year's revenues will be retained as part of the STF Reserve Account.
 1. When the STF Reserve Account funds reach \$1,000,000, any additional funds will be allocated to the general STF Account.

- a. The STF Reserve Account will have a BC budget separate from the STF budget.
- b. Funds from the STF Reserve Account may be expended for technology expenditures approved by the ASG Board of Directors, with the approval of the Vice President of ITS.

Article XI — Budget Approval Process

- A. When the annual institutional budget process begins:
 1. The Vice President of ITS will present the recommended yearly STF budget, including any proposed changes to the Committee.
 2. In addition, individual members of the Committee may at this time present requests for STF expenditures from their respective constituencies.
 3. All proposed changes to or requests from the STF budget must be clearly identified as either yearly operating expenses or one-time expenditures.
 - a. All anticipated future expenses, including hardware or software upgrades, maintenance and support costs must be disclosed as part of the initial request.
 - b. Any changes or requests not initially disclosed will be presented to the Committee as a new budget item.
 - c. All requests must be submitted to the office of the Vice President of ITS at least ten (10) working days prior to the committee meeting in order to be considered.
- B. The Committee will review the proposed budget, with any changes or new expenditures, adjust the budget as deemed necessary, and make recommendations to the ASG Board of Directors for approval.
- C. The ASG Board of Directors of Directors will review the proposed STF budget.
 1. Once the budget is submitted:
 - a. The budget may be approved by the ASG Board of Directors, or
 - b. The ASG Board of Directors may provide the Committee its recommended changes and reasoning, in writing.
 2. If changes are recommended, the ASG Board of Directors and the Committee will enter into negotiations regarding disputed items.

3. If the ASG Board of Directors and the Committee cannot come to a mutually agreeable budget, both sets of recommendations will go to the College President, who will make a determination. The College President's determination will be final.

All STF budgets shall have the Vice President, or designee, as the signatory authority. If the ASG Board of Directors and the Vice President cannot come to an agreement regarding STF budgets, the issue will go to the College President for resolution. The College President's resolution will be final.

Article XII — Period of Performance

Subject to its other provisions, the period of performance of this Agreement shall commence on July 1, 2020, and shall end on June 30, 2023, unless terminated sooner as provided herein or extended through a properly executed amendment. Any amendment extending the term of this Agreement must be approved by the Committee and the ASG Board of Directors.

Article XIII — Dispute Resolution

- A. Both parties to this agreement agree to follow its tenets and requirements in good faith.
- B. In the event a dispute arises between the parties concerning any matter involving this agreement, the parties shall first meet and confer in an attempt to resolve their disagreement informally. If the parties cannot agree on a resolution, they shall each designate a voting member of the Committee, those two designees shall appoint a disinterested third person from the College Community, and this panel of three shall conduct an investigation and issue a written recommendation regarding how to resolve the dispute. This recommendation shall become binding if neither party files a written appeal with the President within thirty (30) days of its issuance. If a timely appeal is filed, the College President (or authorized designee), shall review the recommendation and make a final decision regarding resolution of the dispute.

Article XIV — Amendments

- A. This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing, and signed by personnel authorized to bind each of the Parties.
 1. Amendments to Article V require that any proposed amendment be unanimously approved by the Committee and the ASG Board of Directors and

subsequently receive a supermajority vote in favor of said amendment in the annual ASG election.

Signatures

This agreement is accepted by the signatories below, representing BC and the Associated Students of BC. These signatures were affixed on this ____ day of _____ in the year 2021.

Governor Locke
Bellevue College Interim President

Associated Student Government (ASG)
President

Appendix A. — Labs and Classrooms

Labs and classrooms covered by Student Technology Fee:

Building	Room	Division
C	105	Student
D	101	
D	207	
D	240L	Library
D	126	Library
N	250	Student
N	250	Student

Appendix B. — Budget Process

A. Table

Building	Room	Count
C	105	7
D	101	26
D	207	12
D	240L	37
D	126	50
N	250	94
N	250	10
Laptop	Loaners	300
R/S/T	Kiosk	8
		544

- B. Funds will be distributed as follows:
1. Primarily, 10% of funds will be used to maintain and fund open-access labs for students.
 2. ITS staff salaries will be covered by 10% of funds
 3. Remaining funds will be split 50/50 for infrastructure and hardware.

Appendix C. — Assisted/Funded by STF Fee

ITS Departments Assisted/Funded by STF Fee

- Technology Support Services – 10%
- Informational Technology Business Operations – 10%
- Infrastructure – 37%