

BRONX COMMUNITY COLLEGE

Student Technology Fee Subcommittee of the Technology Oversight Committee

Charter

The purpose of this document is to provide, in summary form, a general understanding of the Student Technology Fee (STF) Subcommittee objectives, purpose, structure and procedures.

1. Background

The Technology Fee Committee was established in Fall 2002 to develop the College's plans for use of the revenues from the new student technology fee pursuant to the February 25, 2002 CUNY Board of Trustees resolution 4(a). To ensure that the Technology Fee is utilized to generate maximum direct benefits for CUNY students in terms of greater and easier access to technologies and improved services, each CUNY college is required to establish a special Student Technology Fee task force or committee.

2. Objective and Scope

The Student Technology Fee (STF) Subcommittee was established to advise the Technology Oversight Committee (TOC) on the strategy, budget, and expenditure of Bronx Community College's annual Student Tech Fee plan and allocation.

3. Purpose

The purpose of the STF Subcommittee is to provide a collaborative forum for discussion, develop strategies based on the associated budget and to make recommendations to the TOC on all matters regarding the STF funds and their expenditures. This subcommittee operates within the latest overarching University and College guidelines (see section 4 below).

3.1. Committee responsibilities may include the following:

- 3.1.1. Seek input from the campus-wide community, assess the technology needs of the college and develop recommendations on the allocation of the STF to meet student-oriented technology needs;
- 3.1.2. Develop mechanisms for annually reviewing the expenditure of STF funds;
- 3.1.3. Discuss, review and assure technologies and technological services procured using STF funds are in support of student learning, student services and institutional priorities;
- 3.1.4. Provide a forum for discussion and make recommendations for the development of STF funding requests.

3.2. Specific tasks:

- 3.2.1. Establish an annual list of budgetary, purchasing, and academic milestones to drive supporting STF Subcommittee and campus activities;
- 3.2.2. Annually solicit proposals from students, faculty and staff, and also conduct an open competition for grants under the Competitive Student Innovation Funding process;
- 3.2.3. Develop processes for receiving, scrutinizing, and rank ordering all STF proposals;
- 3.2.4. Assess all STF funded projects and report back to TOC on findings.

4. Guidelines

In making recommendations for use of STF funds, the Subcommittee will adhere to all applicable CUNY and BCC guidelines. Allocation of STF monies follows general guidelines communicated annually in a Memorandum sent by the Office of the CUNY Vice Chancellor and University CIO to the College President and CIO. Additional guiding principles may be developed by the STF Subcommittee as it sees fit, with approval of the TOC.

5. Deliverables

- 5.1. Provide an annual STF Plan recommendation to the TOC by April 15th of each year;
- 5.2. Provide two (2) progress reports to the TOC at mid-year and end of the fiscal year on STF projects progress/completion and expenditures.

6. Organizational Structure

STF Subcommittee membership shall consist of eight (8) members represented by six (6) faculty and staff members and two (2) students. All faculty and staff members of the Subcommittee shall be standing members of the TOC, nominated and elected by TOC members. Term of appointment for all members is one (1) year, with the possibility of one (1) reappointment for a maximum of two (2) years of service.

Members of the STF Subcommittee include:

- 6.1. Subcommittee chair (ex officio except in the event of a tie whereby the Subcommittee chair will cast the deciding vote)
- 6.2. Three (3) faculty representatives
- 6.3. One (1) representative from Finance and Budget
- 6.4. One (1) representative from Information Technology
- 6.5. Two (2) student representatives (with at least one (1) coming from the Student Government Association (SGA))
- 6.6. Non-voting guests
 - 6.6.1. Subcommittee secretary – shall record the Subcommittee meetings and publish the associated meeting minutes.
 - 6.6.2. Guests

7. Procedures

- 7.1. Meetings: The STF Subcommittee will, at a minimum, conduct monthly meetings with additional meetings scheduled as needed. Additionally, the STF Subcommittee may find it necessary to establish ad hoc working groups for specific issues or projects. Ad hoc working groups will be given explicit, written charges and will be convened for a specified period of time. The chair is responsible for establishing meeting times and locations and setting agendas. If unable to attend meetings, student members are encouraged to send a student proxy in their place with advance email notification to the chair or written notification delivered at the meeting.
- 7.2. Voting: Votes may be conducted by email or other electronic means at the predetermine discretion of an in-session Subcommittee.
- 7.3. Communication & Reporting: The STF Subcommittee chairs bears responsibility for bringing all STF Subcommittee recommendations, reports, etc. to the TOC. Reports, at the beginning of the fiscal and calendar year should be provided to the TOC and other standing committees.
- 7.4. Meeting Minutes: Subcommittee meeting minutes shall include the date, time, and place of the meeting, agenda items, and any action items, recommendations, and formal actions taken. Meeting minutes shall be distributed to the STF Subcommittee prior to their review for approval. Approved minutes shall be posted on the College website for community access.