Georgia College & State University

Student Technology Fee Advisory Committee

Procedures

March 6, 2026

Record of Modifications

Date	Version	Submitted By	Title	Notes
04-24-2013	1.0	Bob Orr	Chief Information Officer	
11-02-2023	2.0	Susan Kerr	Chief Information Officer	Draft in progress
04-24-2024	2.1	Susan Kerr	Chief Information Officer	Revisions Approved
11-21-2025	3.0	Brian Watson	Chief Information Officer	Revisions Approved
03-06-2026	3.1	Brian Watson	Chief Information Officer	Revisions Approved

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1. Purpose of the Student Technology Fee Advisory Committee

The Student Technology Fee Advisory Committee (STFAC) is responsible for recommendations pertaining to the Student Technology Fee and other relevant student technology issues. The Student Government Association endorsed the addition of the Student Technology Fee in 1999.

2. Overview

The STFAC shall act in an advisory role to the Chief Information Officer (CIO) for technology concerns relevant to students. Any member of the committee or the Student Government Association (SGA) may submit a request to the CIO or committee chair to present items for consideration by the committee. Any recommendations for campus policy will be submitted to either the SGA or the CIO for consideration. Recommendations endorsed by the CIO will be reviewed with the STFAC and SGA (both SGA Senate and Advisory Council Board). Approved policy recommendations will be forwarded by the CIO to the appropriate University Senate committee for consideration.

The CIO will produce a budget that is provided for a committee vote. Members of the committee can at any time submit recommendations to the CIO for consideration and approval. The committee, the GCSU Budget Office, and the USG ensure funds are allocated appropriately. The focus shall be on university-wide benefits for all students, not proportional allocation by unit or interest areas. Initiatives funded by the student technology fees should reflect the areas of need and priorities identified in the overall university strategic plan. Technology fee revenues may be used for any purpose within the University System of Georgia (USG) Technology Fee Policies that provide direct benefits to students.

The Student Technology Fee Advisory Committee adheres to the principles set forth by the Board of Regents Technology Fee Guidelines found in the USG Business Procedures Manual (BPM) at https://www.usg.edu/business_procedures_manual/section24/C2050/#p24.3.1_mandatory_student_fees. In keeping with these guidelines, technology fee revenues are used primarily to

- Directly benefit students to assist them in meeting the educational objectives of their academic programs.
- Assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft Office product suites for the discipline-specific software.
- Support hardware and infrastructure expenditures that include both general-purpose and discipline-specific laboratories used by students.
- Provide staffing, either temporary or ongoing, that provides technical support for students and their academic needs.
- Fund approved Special Funding requests submitted via the https://www.gcsu.edu/technology/stfgrant website.

Technology fees can be combined with other funding sources to yield greater technical resources for students. Generally, these fees should not be used to acquire general supplies or software/hardware products for faculty use unless there is a demonstrated and direct value to students that justifies the use of the fees. In almost no cases should technology fee revenues be used for administrative software

or software implementation (such as Banner), administrative hardware, research equipment, specialized scientific equipment, space renovation, or other items or activities that do not have a direct and immediate impact upon students' instructional objectives.

Hardware, software, and support concerns, in addition to policies and procedures, are of utmost importance in creating a sound, reliable, and secure technology environment. The committee will function to bring concerns and suggestions forward, propose policy and/or procedure items, and provide guidance on technology topics that influence the student body.

3. The Committee

3.1 Introduction

The committee will be responsible for recommendations pertaining to the Student Technology Fee and other relevant student technology issues. Per USG policy, membership must include a minimum of 50% student representation. Initiatives funded by the student technology fees should reflect the areas of need and priorities identified in the overall university strategic plan. The focus shall be on university-wide benefits for all students, not proportional allocation by unit or interest areas. Technology fee revenues may be used for any purpose within University System of Georgia Technology Fee Policies that provide direct benefits to students.

3.2 Committee Member Composition

Whenever possible, members shall serve two-year staggered terms to ensure continuity in membership. After the two-year term, opportunities will be presented to either reaffirm membership or have another member appointed. Students may serve additional terms.

3.2.1 Student Members

Nominations for student members will be specifically requested from the dean of each college, any established technology advisory group, the SGA President, and an executive member of the Resident Student Association (RSA). Nominations for membership may either come from the process listed above or may be nominated through an open call for nominations. Nominated student members will be submitted to the appropriate area, Dean, the SGA, the RSA president, or member of the STFAC for a recommendation to be considered for membership. The committee chair, in conjunction with the CIO, will select student members from those students who have obtained a recommendation. The student members of the committee represent each of the constituent areas listed below although each area is not restricted to one member. A single member may represent more than one constituency as long as the student representation does not fall below 50%.

- College of Arts & Sciences (CoAS)
- J. Whitney Bunting College of Business & Technology (CoBT)
- John H. Lounsbury College of Education (CoE)
- College of Health Sciences (CoHS)

- John E. Sallstrom Honors College
- On-campus graduate programs
- Student Government Association (SGA)
- Residence Student Association (RSA)
- Up to two students appointed by Student Life

3.2.2 Faculty/Staff Members

Nominations for faculty members will be requested from the dean of each college. The faculty members of the STFAC shall be the current faculty members at GCSU and shall include representatives from each of the following areas.

- College of Arts & Sciences (CoAS)
- J. Whitney Bunting College of Business & Technology (CoBT)
- John H. Lounsbury College of Education (CoE)
- College of Health Sciences (CoHS)
- Library and Instructional Technology (faculty or staff)
- Student Life

3.2.3 Committee Member Removal

Any committee member, with the exception of ex-officio members, may be removed from this committee for violation of these policies, Georgia College & State University (GCSU) Code of Conduct, GCSU University Honor Code, Board of Regent's Policy, or failure to attend two consecutive meetings without prior written notice. Any member of the Student Technology Fee Advisory Committee may initiate the removal process. To present the case for removal, the Advisory Committee shall move into a Special Session under Robert's Rules of Order with the committee chair to preside over the Special Session. If the chair is under review for removal, the advisory committee will elect a temporary chair to preside over the meeting. The CIO will present the case for removal to the committee. A two-thirds (2/3) vote shall remove the member of the Student Technology Fee Advisory Committee.

Any member of the STFAC placed under review for removal shall have the following rights:

- A letter containing the Case of Removal and Special Session date of the removal hearings one week prior to the hearings.
- The right to resign before the removal trial begins.
- The right to provide witnesses on his/her behalf and cross-examine witnesses.
- The right to counsel who must be a member in good standing of the STFAC.
- The right to remain silent with no guilt implied by said silence.

3.2.4 Committee Chair

Every other year, committee members will elect a committee chair at the last meeting of the academic year. The chair will serve a two-year term. The chair may be re-elected and serve multiple terms. In the event that the chair resigns before the end of their term, the committee will elect a replacement from the membership to complete the term. The chair is responsible

for establishing the meeting agenda. The chair has the authority to establish subcommittees or working groups to complete projects. The chair may serve additional terms.

3.2.5 Chief Information Officer (CIO)

The committee shall make recommendations to the Chief Information Officer for review and implementation. The CIO shall facilitate the meetings of the committee and arrange for secretarial support for all committee activities. The CIO shall be an ex-officio member of the committee.

3.2.6 Student Government Association (SGA) President

The STFAC should work closely with the Student Government Association (SGA) to establish policy recommendations. The SGA President shall be an ex-officio member of the committee. The CIO will provide periodic updates to the SGA and will seek input from the SGA President on matters that pertain to the student body.

4. Student Technology Fee Structure

4.1 Overview

The Student Technology Fee shall be a mandatory fee that is charged each semester to all GC students. The Student Technology Fee is a component of the overall GC Budget Request.

4.2 Annual Fee Request

During the Fall semester, the CIO will bring a fee request to STFAC. After evaluation of the proposal, the STFAC may recommend the fee request. The CIO will present the STF request to the Budget Office for the GC Mandatory Fee Committee. The CIO attends the Mandatory Fee Committee meetings. If approved, the fee will be submitted in the GC Budget Request to the University System of Georgia. If an increase is approved by the USG, the fee will go into effect fall semester of the next fiscal year.

4.3 Budget & Expenditures

4.3.1 Budgeting Procedures

Prior to the fall semester and the first Student Technology Fee Advisory Committee meeting of the academic year, the CIO shall determine, in consultation with the Budget Office, the estimated revenue to be generated by the technology fee in the current fiscal year. A budget equal to 95% of expected revenue shall be allocated for personal services, purchases and activities. The remaining 5% of expected revenue will be held as contingency until near the end of the fiscal year.

Throughout the fiscal year, the Student Technology Fee budget will be periodically amended based upon realized enrollment figures. The available funds allocated to the operating budget

will be adjusted based upon these amendments.

The Student Technology Fee is exempt from Fiscal Year restrictions. At the time of budget setting, funds in excess of $100,000 in the Student Technology Fee Reserve account will be moved to the current year's operating budget to augment expected revenue. At the end of the fiscal year, any remaining funds shall be rolled to the Student Technology Fee Reserve account to be carried into the next fiscal year.

Of the current year's budget, $15,000 will be allocated specifically to the Ina Dillard Russell Library unless a different amount is proposed by the CIO and approved by the Student Technology Fee Advisory Committee.

In addition, a total of $50,000 will be allocated for use by the colleges unless a different amount is proposed by the CIO and approved by the Student Technology Fee Advisory Committee. These funds will be divided on a percentage basis amongst the four colleges as determined by the previous academic year's official credit hour production (as reported by GCSU Institutional Research). Each college will receive credit for one fourth of the credit hours not assigned specifically to one of the four colleges. For example:

	Directly assigned credit hours	Other credit hours	Total credit hours	Percent of total	$	50,000.00
College of Arts & Sciences	105664.5	3291.5	108956.0	52%	$	26,058.11
College of Business & Technology	45971.0	3291.5	49262.5	24%	$	11,781.71
College of Education	18944.0	3291.5	22235.5	11%	$	5,317.88
College of Health Sciences	25318.0	3291.5	28609.5	14%	$	6,842.30
Other	13166.0	-13166.0	0.0	0%	$	-
	209063.5	0.0	209063.5	100%	$	50,000.00

The funds allocated to the library and the colleges are proposed by the CIO during the budget development process each year and are subject to review by the Student Technology Fee Advisory Committee during its first meeting of the academic year. No later than two weeks after this meeting, the CIO will issue a memorandum to the deans of the four colleges and the library indicating the amount of funds allocated to each unit, describing appropriate use of the funds, and explaining the process for utilizing the funds. The CIO is responsible for verifying appropriate use of Student Technology Fee funds during the procurement process. If the appropriateness of a proposed expenditure is questionable, the CIO will bring that request to the next Student Technology Fee Advisory Committee meeting for a determination. In such cases, the requesting party will be invited to attend the meeting to answer any questions that arise.

4.3.2 Budget Reports

The CIO shall present a budget report at each meeting, providing spending by categories as defined in the approved budget and progress on budget goals. A detailed list of expenditures can

be provided upon request and will be posted online with the final FY budget summary.

4.3.3 Purchasing and Expenditure Procedures

All expenditures shall follow current GCSU, USG, and State of Georgia purchasing policies and guidelines.

4.3.3.1 Allocation Priorities

Technology fee proposals and funded projects should plan for long-term maintenance of hardware and software acquisitions. That is, any proposal that provides for the purchase of hardware or software should include consideration of, or provisions for, ongoing support in the form of staff, ongoing maintenance contracts, and/or supplies.

4.3.3.4 Special Funding Request

The committee may consider special requests for funding and recommend such requests to the CIO. Requests should follow the Board of Regents Technology Fee Guidelines.

Priority will be given to requests that:

- Directly benefit students
- Assist students in meeting their educational objectives
- Benefit broad groups of students or the entire student population instead of specific students or groups of students
- Combine funding with funding from other affected parties

The Special Funding Request form and instructions may be found on the GCSU IT website at https://www.gcsu.edu/technology/student-technology-fee-information-technology.
Requests must be submitted to the Chair and CIO prior to committee review.

4.4 Audit

Technology fees and their uses must be accounted for separately from other technology revenues and expenditures. Documentation on technology fee revenues, allocation decisions made by the committee, purchasing documents, and documents showing the transfer of equipment in those cases where equipment has been reallocated must be maintained to provide a clear history of technology fee expenditures and allocations. The Office of the CIO will be responsible for providing the required documentation and archives.

5.0 Meeting Guidelines

5.1 Meeting Schedule

The STFAC will typically meet twice per semester during the fall and spring semesters, typically in September, November, February, and April.

5.2 Electronic Voting

In circumstances when student membership falls below 50% or if the committee feels they need additional student input on a motion, the motion may be amended to allow for an electronic vote of the full committee. The process of an electronic vote requires an email to be sent to all members of the committee. The email must contain the full motion, any documentation, a recap of the committee discussion, and a deadline to cast their vote. After the deadline, all votes are tallied and presented to the chairs. Documentation of the votes is maintained in the archives.

6.0 Amendment to Procedures

An amendment to these procedures may be proposed by any STFAC member. Proposed amendments from non-committee members should be submitted to the chair or CIO.

The proposed amendment must be distributed to all members two weeks before a regularly scheduled meeting. After this time, a vote of the STFAC will determine whether to pass or not pass the proposed amendment. The proposed amendment must be approved by a two-thirds (2/3) vote of the STFAC in order to have the amendment enacted.