
University of Wisconsin-Stout

Stout Student Association
Student Information Technology Committee

Adopted 4/17/2020

Article 1. Purpose and Authority

Section 1.01: Purpose

The Student Information Technology Committee is a standing committee of the Stout Student Association and annually recommends to the Chancellor a plan for the distribution of the Student Technology Fee budget. The Student Information Technology Committee will annually recommend funding projects and services to the Chancellor, basing its decision on collaborative discussion with the campus Chief Information Officer. The Student Technology Fee may only be used to support equipment, staffing, and services that meet the criteria defined in these guidelines document, among other stipulations. The Student Information Technology Committee will collaborate with students, faculty, and staff to gather feedback and give feedback regarding campus Information Technology to the CIO.

Section 1.02: Authority

The Stout Student Association, as the student governance body of this University, is granted responsibility for the disposition of the Student Technology Fee under the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (815) that states, in part:

Each University of Wisconsin System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor's designee. This committee shall be advisory to the Chancellor or the Chancellor's designee.

If there are changes in Student Technology Fee structure and funding during the year, the new recommended structure changes shall be reviewed by the Student Information Technology Committee;

The Student Technology Fee is a tuition surcharge, which is part of the University of Wisconsin System's General Purpose Revenue. As such, it is subject to policies for approval and allocation of tuition. It is not a Segregated University Fee and is not governed by UW System Administrative Policy 820.

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Article 2. Committee Organization

Section 2.01: Membership

The voting members ("Members") of the Student Information Technology Committee shall be composed of the following:

- A minimum of three Student Senators from the University Student Senate of the Stout Student Association;

The non-voting members of the Information Technology Committee shall be composed of the following:

- UW-Stout's Chief Information Officer;
- Two (2) UW-Stout Information Technology staff members, appointed by the Chief Information Officer and confirmed by the Student Information Technology Committee.

The committee shall be chaired by the Information Technology Director of the Stout Student Association.

Article 3. Roles and Responsibilities

Section 3.01: Information Technology Director Responsibilities

The Information Technology Director, as chair of the Student Information Technology Committee (SITC), shall accept the following responsibilities:

- Prepare meeting agendas and minutes;
- Chair SITC meetings;
- Provide necessary information and guidance to the SITC;
- Provide instructions and consultations for Technology Fee funding;
- Create a detailed record of any Technology Fee funding;
- Serve regular office hours and provide information to interested parties; and
- Other duties as dictated by the Bylaws of the Stout Student Association.▲

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Section 3.02: Student Committee Members Responsibilities

As Members of the Student Information Technology Committee (SITC), and in recognition of the important duties of the SITC, all student members shall be expected to accept the following responsibilities:

- Understand the policies that guide the allocation of the Student Technology Fee;
- Adhere to the policy of viewpoint neutrality as expressed in Section 4.02 of these bylaws;
- Comprehend the budgetary process;
- Have an awareness of campus technology including an understanding of the Learning and Information Technology department;
- Have an awareness of the campus information technology strategic plan and overall campus strategic plan; ▲
- Facilitate broader student input regarding campus technology;
- Contribute to the work of the SITC as a representative of the student body; and
- To the best of their ability, complete all duties requested of them by the Information Technology Director in a timely, thoughtful, and thorough manner.▲

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Section 3.03: Advisor Responsibilities

As Advisors of the SITC, all advisors are expected to accept and follow the following responsibilities:

- Act in an advisory role to the SITC;
- Provide historical background of Information Technology projects, initiatives and expenditures on campus to committee members;
- Update SITC members about ongoing Information Technology initiatives and projects on campus; and
- Provide advice/recommendations on Student Technology Fee allocations to committee members;
- Attend SITC committee meetings
- Provide administrative support for the committee as identified

Article 4. Committee Procedures

Section 4.01: Open Meeting Policy

The Student Information Technology Committee (SITC) shall comply with the provisions of the Wisconsin Open Meeting Law. All SITC meetings, as well as meetings of any sub-units of the SITC, shall be open meetings unless otherwise required by law.

Section 4.02: Viewpoint Neutrality Statement

It is a guiding principle of the Student Information Technology Committee (SITC) that all funding decisions will be made without regard to race, color, creed, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, disability, political affiliation, age, or veteran status of either the organization requesting funds or its individual or collective membership.

Funding decisions and the expenditure of approved allocations must conform with constitutional requirements, including the decision of the United States Supreme Court in *Board of Regents v. Southworth*, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing Wisconsin Statutes, Attorney General's opinions, Board of Regents' regulations, UW System Policy Papers, and State Department of Administration and Office of State Employment Relations regulations.

Section 4.03: Quorum

A quorum is defined as more than fifty percent of voting Student Information Technology Committee (SITC) members present. In order to conduct official business, there must be a minimum of two voting members.

Section 4.04: Voting

- (4.04.1) Voting by the Student Information Technology Committee shall be accomplished in accordance with the latest edition of "Robert's Rules of Order," requiring a simple majority unless otherwise indicated in these articles.
- (4.04.2) Should a vote result in a tie, the Information Technology Director shall cast the tie-breaking vote.
- (4.04.3) Members of the Student Information Technology Committee (SITC) who have in the past or currently hold executive or paid positions in proposals, who are funded or have requested funding through the Student Technology Fee, may participate in the discussion or debate of any motion. However, such members must abstain from any vote affecting funding for that proposal. If any such member votes for or against any motion relating to a proposal in which he or she has held or currently holds an executive or paid position, it will be grounds for dismissal from the SITC at the discretion of the Information Technology Director. The Director shall seek counsel from the Stout Student Association President and Vice President before taking action on this matter.

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Article 5. Information Technology Policies

Section 5.01: Policy Recommendations

- (5.01.1) The field of information technology is a rapidly-changing field, and policies governing information technology should be reviewed frequently.
- (5.01.2) The Student Information Technology Committee (SITC) shall review and recommend changes of University information technology policies to Learning Information Technology (LIT) as necessary.

LIT shall also consult the SITC regarding any information technology policy changes that are being proposed.

- (5.01.3) The (SITC) shall review this document, including changes to the Student Technology Fee process, as needed.

Article 6. Funding Criteria

Section 6.01: General Funding Policies and Guidelines

- (6.01.1) All Student Technology Fee funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (815).
- (6.01.2) The Student Technology Fee is intended to provide students with additional services and should not replace existing funds intended to support student technology.
- (6.01.3) Student Technology Fee funding should concentrate on areas that visibly benefit students. Therefore, requests that are confined to specific classrooms would not be considered appropriate unless endorsed by the Student Information Technology Committee (SITC) with an explanation of how the funds would benefit a majority of students.
- (6.01.4) Student Technology Fee funding shall be aligned with the campus Information Technology strategic plan and the campus overall strategic plan.
- (6.01.5) Base costs, especially personnel expenses and contractual obligations, from one year to the next should have the highest priority in funding unless removed as a fixed cost. Base costs are defined as reoccurring expenses that occur for more than one (1) fiscal year without a predefined end-date. If modifying base costs, an alternative funding transition plan must be approved by relevant parties prior to changes.
- (6.01.6) Allocations not categorized as base cost will not be allowed to be funded for more than one (1) fiscal year. SITC may decide to fund allocations not categorized as base for more than one (1) fiscal year should the committee unanimously vote on a specified end-date.
- (6.01.7) Student Technology Fee funding for the following uses is normally considered inappropriate:
- Equipment or services for department-specific usage with limited or little potential for student use.
 - Support for areas that do not rely solely on tuition and state support.
 - To replace institutional funds that were reduced or rescinded due to budget reductions or administrative decisions within institutional units.

Section 6.02: Policy on Questionable Appropriateness of Funding

If the Student Information Technology Committee (SITC) budgets for or allocates funds to a purpose that is normally considered inappropriate or is of questionable appropriateness, and this is approved by the Chancellor or Chancellor designee, the SITC must keep a rationale of how the expenditures benefit students on file for future audits.

Section 6.03: Records

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It is the responsibility of any unit, department, office, organization, or individual receiving Student Technology Fee funds to keep all records, documents, and receipts in the case of a possible audit. It is also the responsibility for the Information Technology Director to create a detailed record of any Student Technology Fee funding for historical preservation. The length of time each type of record isto be retained shall be in accordance with University records retention schedules.

Article 7. Student Technology Fee Funding Process

Section 7.01: Outline of Process

The Student Information Technology Committee shall procced with Student Technology Fee allocations according to the general order listed below, with the specific steps described in further detail in subsequent sections of this article.

- Stout Student Association Members and Campus Departments shall submit ideas to the Student Information Technology Committee.
- The Student Information Technology Committee shall deliberate these new requests for the Student Technology Fee and gather feedback from Students
- The Student Information Technology Committee shall approve or deny allocations and send it to the University Student Senate of the Stout Student Association for approval.
- The University Student Senate of the Stout Student Association shall approve or deny the one-time Student Technology Fee allocation.
- Send it to the Chancellor for final approval should it be approved by the University Student Senate.
- Base costs are addressed in Section 7.06.

Section 7.02: Student Tech Fee Requests

- (7.02.1) All Members of the Stout Student Association and Campus Departments may present the Committee with ideas for the Student Technology Fee.
- (7.02.2) The SSA Information Technology Director and Student Committee Members shall gather ideas from the Students for Student Tech Fee allocations. These individuals shall collaborate with campus departments and the SSA Information Technology Director to create a request should it meet the requirements of the Student Tech Fee.
- (7.02.3) A “callout for ideas” will occur during each fall and sping semester no more than fifteen (15) school days after the beginning of the term. The callout for ideas will be communicated to Students, Faculty and Staff.
- (7.02.4) Along with the request, the following may be included:
- A cost estimate for the proposal;
 - A justification of why this request represents the best usage of Student Technology Fee funds;
 - A justification of how the proposal satisfies the Funding Criteria (Article 6);
 - A clear itemized report of all revenue streams from any other sources, if applicable; and
 - Plans for how the proposal will be funded beyond the Student Technology Fee process;
 - Any additional information requested by the committee.

Section 7.03: Committee Deliberations

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- (7.03.1) Following submission of an idea for allocation, the SITC will deliberate on whether the allocation will be appropriate for the Student Technology Fee.
- (7.03.2) The SSA Director of Information Technology shall gather feedback from members of the Stout Student Association.
- (7.03.3) The Departments or Individuals who submitted requests ideas to the Student Information Technology Committee may be invited to present their proposal to the Committee.
- (7.03.4) Each idea shall be discussed individually in turn, with the order determined by the Committee or the Director. The floor will then be opened to discussion on the amount for the idea. Pertinent discussion topics include, among others, the idea's compliance with criteria for Student Technology Fee funding; budget management competence; quality of services provided to students; and relation of the technology strategic plan and mission of the University. At the end of discussion for each request, a motion may be offered by a Committee Member proposing a recommended funding level for the idea. The motion may be for any dollar amount equal to or less than the level requested by the idea. This motion must be seconded but cannot be amended.
- (7.03.5) Should the motion to approve the request fail, the Director of Information Technology, with the assistance SITC advisors, shall communicate to the person(s) who made the request stating that the request has been denied, along with reasoning.
- (7.03.6) Following the passage of a Student Technology Fee allocation, the Director of Information Technology will draft a motion and send it to the University Student Senate of the Stout Student Association under sponsorship of the Student Information Technology Committee.

Section 7.04 Senate Deliberation

- (7.04.1) Following the approval of allocations by the Student Information Technology Committee, the University Student Senate shall consider and adopt or deny one-time Student Technology Fee allocations.
- (7.04.2) During senate deliberations, the Information Technology Director shall be given the opportunity to introduce the motion and provide information to the Senate. During debate, all those present shall have the opportunity to speak on the motion.
- (7.04.3) In the event the motion does not receive a simple majority vote, it will be immediately referred back to the Information Technology Commission for reconsideration.

Section 7.05 Chancellor's Approval

- (7.05.1) Following approval by the University Student Senate, the one-time requests will be sent to the Chancellor for final approval.
- (7.04.2) Immediately following the Chancellor's adoption of the Student Technology Fee allocations, the Information Technology Director shall transmit, with explanation as necessary, copies of the adopted allocation to the Committee Advisor(s), LIT directors, and anyone who submitted a request.

Section 7.06 Base Cost Annual Approval Process

- (7.06.1) At the beginning of the academic year, the Chief Information Officer of UW-Stout shall present the Committee with recommended base costs no later than the third meeting of the year.
- (7.06.2) Following their presentation, discussion will be opened in order to discuss the proposed base costs for the upcoming fiscal year. During this time, items may be added or removed with a unanimous vote. If

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removing base costs, an alternative funding transition plan must be approved by relevant parties prior to budget changes.

- (7.06.3) After discussion, a Committee member may motion to approve the base costs for the upcoming fiscal year. This vote must pass by a simple majority.
- (7.06.4) Should base costs be approved by the committee, a memorandum shall be sent to UW-Stout's Chancellor by the SSA Director of Information Technology and Stout's Chief Information Officer for final approval by the Chancellor.
- (7.06.5) Immediately following the Chancellor's adoption of the Student Technology Fee base costs, the Information Technology Director shall transmit, with an explanation as necessary, copies of the adopted allocation to the Committee Advisor(s), LIT directors, and any other relevant parties.

Article 8. Special Provisions

Section 8.01 Restrictions During Special Provisions

- (8.01.1) While special provisions are in effect, SITC shall not meet regularly; meeting times will be determined by the SSA Director of Information Technology and UW-Stout's Chief Information Officer.
- (8.01.2) While the special provisions are in effect, a request for ideas will not occur according to Section 7.02.
- (8.01.3) All of these restrictions are in place until the criteria for special provisions are not satisfied; should the criteria not be satisfied anymore, full privileges are given back to the SITC and special provisions shall expire.

Section 8.02 Criteria and Approval for Special Provisions

- (8.02.1) Should the total funds available for allocations of the Student Technology Fee fall below \$5,000, the criteria for special provisions have been met.
- (8.02.2) The Student Information Technology Committee will deliberate to determine if the activation of special provisions is appropriate.
- (8.02.3) The Student Information Technology Committee will vote to activate special provisions followed by a confirmation vote by the University Student Senate (U.S.S).
- (8.02.4) Following passage by the SITC and USS, the SSA Director of Information Technology shall communicate to all interested parties that special provisions are now in effect; this includes the Chancellor, Vice Chancellor for Administrative and Student Life Services, Chief Information Officer, and Committee Members.

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