

Student Technology Fee Committee
University of Washington
techfee.washington.edu

ANNUAL REPORT

FY 2014

*Student Technology Fee Committee's annual report on the 2013-2014 year.
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Introductions

INTRODUCTION BY THE CHAIR

The Student Technology Fee Committee is tasked with the allocation of funding for technology throughout the University of Washington. We ensure not only the modernization of facilities, but help control the direction of progress undertaken by the University as a whole. As an entirely student populated committee, with funding entirely from student fees, we provide an important balance in university decisions.

In order to best meet the needs of the largest number of students, a focus was given to centralization of resources. One of our largest allocations was to the computer labs in Odeggard Undergraduate library. Here, students have the best access resources, including computing support, 24 hour availability, and maintenance. Exceptions were made for programs with unique needs, such as the Design school or the Computer Science Department. Other exceptions were made for projects that would bring particular utility to the university, such as the funding of a Lidar for the Geography Department. We will continue to follow this principal in the coming year.

As we seek to include diverse perspectives, this year we will coordinate further with staff and faculty. We will draw on the expertise of our Ex-officio members, as well as seek to understand the opinions and positions of the requesting colleges.

I look forward to working with this year's Committee to ensure these goals are met and that we continue in our mission to allocate funds in a manner beneficial to campus, to supplement the technology needs for students, and enhance the resources of the University of Washington.

STATEMENT BY THE COORDINATOR

The Committee works on estimates of total funding. Since students pay the fee in quarter increments, we do not have our total revenue until the end of the year. Because of that, the Committee uses last year's revenue as a guideline. The assumption is that student enrollment continually rises each year, thus previous revenue is a conservative estimate.

It's important to note that this estimating makes allocating money difficult. The Committee initially went over-budget in some of the categories because of these estimates. The Committee reallocated funds per bylaw rules from one category to another. The final budgets for each category and how much we actually spent are detailed below.

The Committee continued the standardization in decision making and being more consistent in evaluation of proposals using metrics. This ensures all proposals in the same category are judged by the same criteria. The Committee made difficult decisions in what to fund, but I am confident that the University is better for their work.

FINANCIALS

Financials

FINANCIALS (FISCAL YEAR 2014)		
DESCRIPTION	BUDGETED	EXPENSES
Revenue	4,534,120.05	
Returning Funds	475,000.00	
Funding	5,009,120.05	
Proposals	4,288,331.56	4,148,298.80
Supplementals	245,335.11	N/A
Fast Track	475,000.00	177,117.39
Administration	102,017.76	21,107.09
Employee Wages		12,211.65
Retirement & Benefits		1,856.17
Contractual Services		3,417.43
Supplies & Materials		3,621.84
Key Server	439,892.00	58,828.67
Software		38,990.17
Maintenance		19,838.50
Total Expenses		4,238,341.65

STATEMENT OF FINANCIAL POSITION

Proposals and Revenue

STF estimated a budget of around 4.5 million dollars in revenue. The Committee allocated 97% of student funds to projects across campus. It was a very close allocation. However, notice that revenue is actually far above our estimate. This is because of a previous UAC Proposal that returned a large amount of money. Had

FINANCIALS

the Committee known that this would happen, we may have made decisions differently and have been able to fund more proposals. This shows the impreciseness of the budget system.

Fast tracks were far below the typical amount. Even funding all fast tracks left the Committee with near 300k. This occurred because a few proposals did not follow procedures for fast tracking properly. If they had, we would have spent near the full amount. The Committee is revising policy to make it easier on proposal authors to submit fast tracks.¹

Administration (2.25% of total revenue)

As usual, STF has spent far below the allocated administrative budget. Wages were in line with previous years and the Committee purchased a few new laptops this year (Supplies & Materials). Nothing to note.

Key Server (Remaining Software Budget)

STF uses funds from the software budget to fund the Key Server. We purchased software for the Key Server and are looking to expand our offerings next year. Maintenance includes wages of one UW-IT employee, space on UW-IT server, and some other small needs of the Server.

Supplementals (5% of total revenue)

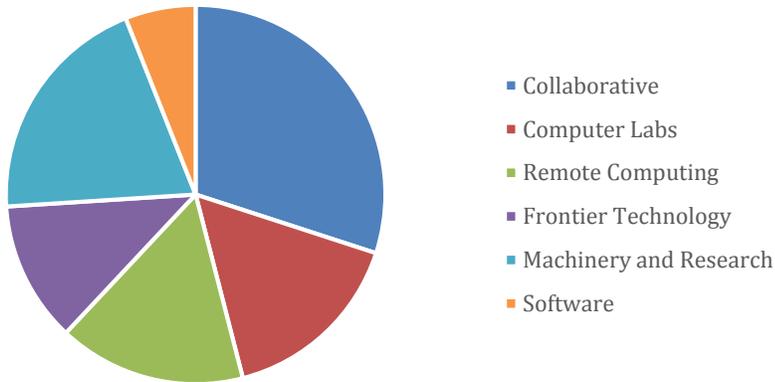
Supplementals are used to pay for changes to any 2014 proposal. This number is not yet applicable because the year has not ended. We will constantly be receiving requests for additional funds to pay for price changes, or extra needed equipment. Generally, the value is far below the 5% budget. The most often use for supplementals is to pay for taxes or AppleCare.

¹ Previous policy required authors to email the Committee to request fast track. We are revising that to include fast track in the title of their proposal

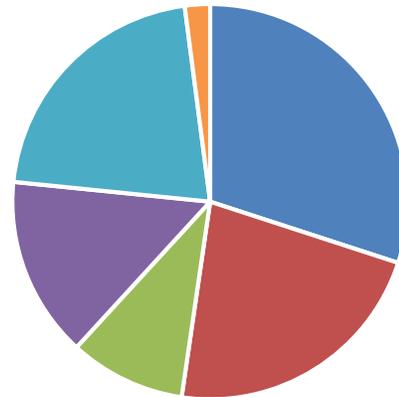
PROPOSAL AND BUDGET SUMMARY

Proposal and Budget Summary

Categories Budget



Category Expenditure



FUNDING CATEGORIES²

DESCRIPTION	BUDGET ³	REQUESTED	SPENT
Collaborative and Portable	1,389,018.00	1,515,851.08	1,339,125.63
Computer Labs	740,810.00	995,898.87	995,898.87*
Remote Computing	740,810.00	424,345.00	424,345.00
Frontier Technology	555,607.50	739,447.65	660,510.39*
Machinery and Research	926,012.50	960,233.80	952,916.56*
Software	277,803.75	92,652.50	92,652.50
Total	\$ 4,500,000.00	\$ 4,728,428.90	\$ 4,148,298.80

*overspending in a category by moving funds within 5% of budget

² A description of the categories is in the RFP. They were omitted in the Annual Report to make it easier to read

³ This is budgeted with the Committee estimate of 4.5 million dollars.

PROPOSAL AND BUDGET SUMMARY

THINGS TO NOTE

Microsoft Option: This year, the UW-IT has decided to end the Microsoft Option. This has saved the Committee a considerable amount of money. However, the Committee fears how this will affect the student body. The Microsoft Option, which gave students 'free' software, such as up-to-date Windows and Office allowed technical maintenance to be extremely simple. This also allowed students to make the most of older machines that may have been running older software.

Instead, students now have access to Office 365, Microsoft's cloud Office. This comes at no cost to the students and comes as part of typical Microsoft partnerships with the University. This gives students 5 copies of Office to put on any computer for as long as they are a University student. It does not include Windows.

The Committee will look and see how students respond to this change and recommend that ASUW and GPSS do the same.

Number of Proposals: The proposal count this year was lower than usual. We believe this occurred because of troubles with the proposal deadline date. The Committee initially pushed the deadline into Fall Quarter, but had issues coinciding with Finals and Winter Break. We look to rectify the mistake this year.

Overspending: We did not follow our budget to a tee. Per bylaw rules, we moved less than 5% from other budgets to make up for the small deficiencies in our allocation. This is why we spent more than our budget in some categories.

Categories: As the Committee had hoped in previous years when creating a larger budget for collaborative and machinery, we have seen an increase in the amount of money requested from those categories. However, we have not seen that large of a drop in requests from Computer Labs. The Committee will continue looking at its goal of reducing inefficiency in computer labs across campus.

Software: Because of the Key Server, our software requests have been quite low. However, there is still a need for more unique software that is not able to be put on the Key Server. We continue to use the remaining software budget to fund the Key Server.

Notable Proposals:

2014-050 – UW Academic Explorer

This proposal expands MyPlan into an full academic planning tool for students. Academic Explorer seeks to be a single tool used by all students for information about all University educational requirements. This includes average GPA of accepted applicants, specific classes needed, and related majors.

The major downside is that it is extremely expensive.

2014-059 – Long Range Terrestrial LiDAR

This proposal is for equipment offering the ability to rapidly acquire repeat 3D point cloud data with cm-scale accuracy from distances of up to 4 km. In perspective, this instrument could be set up in Gas Works

PROPOSAL AND BUDGET SUMMARY

Park to produce a detailed, full-color 3D model of buildings in downtown Seattle, with sufficient resolution to count the number of visitors on the space needle observation deck. It is one of three existing in the world today.

2014-071 – UW Seattle Campus Interior Mapping

This proposal is for campus interior mapping. The goal is to produce an app that can be used to offer direct routing to any location on campus, inside and outside. At the moment, interior mapping is a rapidly growing field in technology. However, the Committee had deep privacy concerns about this, along with questions about the actual usefulness of the proposal. It passed in a 4-3 vote.

PROGRESS ON 2013-2014 GOALS

Progress on 2013-2014 Goals

GOALS

Last year, the Committee outlined key goals it intended to accomplish.

- Reducing inefficiency in labs and software
- Proposal Category Continuation
- Website Value
- Database Map of Technologies available to students

The Committee had strong gains with the first two goals. The lowered budget in computer labs and the expansion of Odegaard and other larger labs around campus has reduced the number of smaller labs needed. The Key Server has also been moving forward, lowering the cost of software and becoming easily deployed around various labs.

The Committee did not achieve as much as desired on the final two goals.

The weaknesses in our website became more apparent this year and we look to push forward another update. The website was also a barrier to easy communication with proposal authors. Messages are fragmented either through email or announcements on the website. It becomes difficult to find the best way to contact authors. Things such as attachments for proposals, updates for authors on their proposal statuses, and other points for the administration would make the website a more valuable tool.

A comprehensive map of technologies has proven to be a challenge for the STF over the past years. It's difficult because the landscape of the University changes rapidly. Any progress on cataloguing equipment or software becomes outdated quickly and we move back to square one. It is also difficult to get different departments on-board. The Committee is still committed to seeing this map through, but may need to deploy additional funds or personnel to make it possible.

BYLAW CHANGES

The Committee approved several bylaw changes during session. There are attached at the bottom of this report. The Committee had issues with meeting, due to lack of members and current member absence. The bylaw changes enacted will hopefully quicken the pace of decision making capabilities of meetings.

- Allow the Committee to find a replacement member in the event that ASUW and GPSS are not able to fill the position – and for the Committee to have more aggressive action towards members who do not attend.
- Allow a meeting of information to occur without quorum. No substantial voting will occur that is not needed for activities of the meeting. This change will allow proposal presentations and STF's timeline to continue uninterrupted.
- Chair compensation to be in line with SAF's chair.

PROGRESS ON 2013-2014 GOALS

- Timely reminders on meeting dates for all those involved – within one week.

The Committee believes that these bylaw changes will help mitigate the biggest problems that plague meetings year to year. The full text and amended articles are attached below.

KEY SERVER, LABSTATS, FEE LEVEL

Key Server, LabStats, Fee Level

KEY SERVER

The Key Server has been a resounding success the three years it has been implemented. The Committee has gotten a lot of feedback about the positive effect it has through campus and with the additional savings it brings students.

The Committee has purchased server space with UW-IT to protect and better maintain the Key Server Software. Previously, it was held on hard drives in an Odegaard closet.

For the following year, the Committee is hoping to improve processes regarding the Key Server. This includes requests for software, using the Key Server on computers, and visibility throughout campus. One of the big problems is disconnect between UW-IT and the Tech Fee in placing needed software on the Key Server.

Through it all, we will also look to control costs as much as possible. We predict the Key Server to take an increasing amount of money as more software is added and maintenance costs rise.

LAB STATS

Labstats comes with the Key Server as a way to monitor computer usage. With it, we can measure how much software is being used and how many computers are being used as well. It enables the Committee to have reliable data on computers with the Key Server to make better decisions regarding student money.

In order to maximize the use of LabStats, the Committee continually pushes departments to use the Key Server to get more valuable information about lab usage.

FEE LEVEL

The current fee is placed at \$41. For a student attending the University for three quarters, this is a total of \$123 a year paid to the STF.

The past decade has seen dramatic changes in technology and its role in our daily lives. Computers and computing technology have become an integral part of our education. In order to facilitate the integration of technology within the university, each student pays a quarterly fee as part of their tuition. It is the job of the Student Technology Fee Committee to allocate these funds. However, as time has increased our demand for technology, the fee level has stayed the same. This year, the STF will investigate how the unchanging fee level has restricted technology allocation within the University. We will do so by gathering data on the total funds requested each year versus funds allocated, the types of proposals funded and not funded, as well as gather data on the impacted parties from these allocations.

BYLAW AMENDMENT

Bylaw Amendment

FULL BYLAW TEXT

As required by Committee bylaws, all recommendations contained herein must be approved by the Associated Students of the University of Washington (ASUW) and the Graduate and Professional Student Senate (GPSS) Executive Boards. The Committee approves the following changes by the listed votes:

Proposed Amendments to Article II

- Add Article II (4) stating "Should ASUW or GPSS be unable to appoint their voting members by Winter Quarter, the Committee Chair may appoint a temporary representative from the constituency failing to appoint a Committee Member or Members. This/These representatives shall be forwarded to the appropriate constituency and serve until such time that they are (i) Approved as full members of the Committee or (ii) Another representative is approved by their constituency." Additionally, all other sections of Article II shall be appropriately renumbered.

Chair's reason for change: The ability for the STF Committee to function is reliant on appointments of members by ASUW and GPSS. As was observed this year, delays in appointments combined with rules for quorum led to Committee meetings being unable to achieve quorum, thus delaying the Committee from holding meetings. Much of the issue stemmed from the lack of actual candidates applying for the position.

Proposed Amendments to Article III

- Amend Article III (1) to replace "Quorum of the Committee shall be defined as: one-half (1/2) of the members from each represented constituency rounded down to the nearest whole number, plus the presiding officer (as defined in Article IV)." With "Quorum of the Committee shall be defined as: one-half (1/2) of the appointed members of the committee rounded down to the nearest whole number including the presiding officer (as defined in Article IV)."
- Amend Article III (1) to replace "A meeting of the Committee shall only take place if a quorum is present" to state "A meeting of the Committee shall only take place if quorum is present, including Committee members attending via audio-visual media".

Chair's reason for change: The first amendment is being proposed to prevent the inability for a majority of the Committee to meet if a large number of either constituency is absent. As observed during this cycle and previous cycles, the ability for the Committee to meet and act has been delayed on several occasions. Furthermore, given the Committee's voting procedures, which only occur at the last two or three meetings, requirements for quorum to be present are not necessary in most meetings giving the lack of substantive decision making not being made in most meetings. The second amendment is being made to ensure that the Committee is able to meet in the event that Committee members are not present physically, even if they are able to communicate with the Committee directly.

BYLAW AMENDMENT

The Following Proposal is not a bylaw amendment, but is authorized under Article III (2) or may be promulgated under Article XVII

- **The Chairman of the STF Committee shall be compensated for service to the Committee hourly wage for hours served, for a total no greater than one-quarter of undergraduate tuition per quarter.**

Chair's reason for change: This proposal is to address the unique issues of the STFC Chair. In particular, the Chair is responsible for the managing and hiring of paid employees, Committee operations and other issues at an ad hoc basis. Similar positions, such as the Student Activities Fee Committee Chair and the Chair of PACS are compensated at the level of 2 quarters and 1 quarter of tuition, respectively. Precedent set this year is that the SAF Committee provides this compensation, though it would be possible under the Committee's current bylaws to compensate the Chair as an administrative expense.

Proposal Amendment to Article III

- **Notification of meetings shall take place no later than one week (five business days) before any meeting to all members of the Committee and proposal authors.**

Reason for change: In order to ensure fair chance of representation, members must be made aware of a meeting prior to it occurring where the time period for such notification be set at a minimum of three business days for non-voting meetings and a minimum of one week for voting meetings. Voting meetings being defined as all meetings where a vote occurs to allocate funds or form an opinion of the body as a whole: including but not limited to by-law changes and proposed amendments. Non-voting meetings being all meetings not defined as voting, including hearing on non-fast-track proposals.