

Technology Investment Management Committee Process

Effective July 1, 2009

Background

As enacted by agreement between the Edmonds Community College Board of Trustees and ASEDCC Student Government on May 20, 1999, a fee has been assessed for each credit to all students starting on fall quarter 1999. The fee extends computer lab support for students, and augments funding of lab maintenance, operation, equipment replacement, and other one-time technology investments.

Purpose Statement

The TIMC is responsible for recommending allocations of the student's one-time technology investment fund and the College matching allocation. These allocations should direct the College's one-time technology investments based on the College's mission and goals, technology strategic plan, and with the following objectives:

- Broaden or enhance the quality of students' academic experience through the use of technology in support of the curriculum;
- Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors;
- Increase the integration of appropriate technology into the curriculum.

TIMC Participation Objectives

The TIMC will implement measures to expand student participation. The TIMC will encourage departments to hold open meetings to solicit student participation in the identification of potential projects. The TIMC will also provide linkage between students and appropriate departments for the development of joint projects.

Technology Investments

Technology investments would support one-time funding only and may include

- implementation of technology refresh plan (hardware & software),
- equipment acquisition and repair
- infrastructure support and
- technology research and development

Not to include:

- Furniture

- One time or ongoing salary expenses

Who May Submit Proposals

All proposals must be submitted, approved, and implemented by an organizational unit of the College, or by the Associated Students. Organizational units must have the sponsorship of the appropriate area Vice President or Associated Student Officer. Proposals submitted directly by individuals or affiliated groups will not be considered.

Preparation of proposals

The Director of Information Technology and the Associated Students Executive Officer for Technology will be responsible for overseeing the development of the detailed project review procedures for their respective areas. All submissions must use the project request format developed by the TIMC. Once proposals have been approved and prioritized by the appropriate VP for the submitting area, they will undergo a formal technical review process by the campus Information Technology department to verify the configuration and costs of the project, including expected operational impacts upon existing systems and resources. The proposals will be reviewed to see if technical aspects of the proposal can be improved, to ensure that all cost items have been identified, and to identify additional sources of funding. In addition, this review will include coordination with Purchasing and identification of opportunities for combined procurements and/or other cost-reduction opportunities. All applicants are reminded that this process will often result in changes in the exact equipment to be acquired and it is likely that the amount of the award will change based upon the technical and purchasing analyses. After the proposals have been reviewed by Information Technology Department, they will be forwarded to the TIMC in care of either co-chair.

TIMC Review Process

The Director of Information Technology and the Associated Students Executive Officer for Technology will meet and prepare a consolidated list of proposals to the TIMC. When the TIMC meets the committee will review the projects based upon the overall program objectives and any information gathered during the proposal review process by the Director of Information Technology and the Associated Students Executive Officer for Technology. TIMC applicants may be invited to a TIMC meeting to present their proposals.

Proposal Modifications

Through discussions within the TIMC or through discussions with proposal submitters, funding for a proposal may be modified, conditions may be attached to the proposal, proposals may be combined, or other modifications may be made. The TIMC may also solicit proposals where necessary to fulfill the overall objectives of this program or to address issues that were omitted by the individual project proposals.

Governance

The unallocated portion of Technology Fee Funds, along with an amount equal to the unallocated portion of Tech Fee Funds which will be matched by the College, are to be set aside for one-time technology investments and will be managed through the Technology Investment Management Committee (TIMC) starting in the 2008 - 2009 fiscal period. The College will match only the yearly unallocated portion of Technology Fee Funds, and not any unallocated funds transferred from previous years. With equal funds contributions, membership for the TIMC would include equal representation from the student government and the College. There shall be 6 voting members, comprising 3 students and 3 campus employees. Additionally, the Director of Student Programs or their designee shall serve in a non-voting advisory capacity. The Technology Investment Management Committee (TIMC) is co-chaired by the ASEDCC Executive Officer for Technology and the Director of Information Technology. They will be responsible to each assign two additional representatives to form a committee of six members.

Approval/Allocation Process

The TIMC Process shall go according to the following schedule;

Summer	Fall	Winter	Spring	Summer
Collection of Technology Fee (quarterly)	Collection of Tech Fee TIMC Proposal Applications available TIMC Proposal Applications Due	Collection of Tech Fee Proposal Reviews (IT) Final proposal packages for TIMC (done by IT director and Executive Officer for Technology)	Collection of Tech Fee Final Tech Fee Revenue Determined College Match of Revenue Determined TIMC Makes Decisions/Allocations Last Year's TIMC Reports Due	Funds Available for approved TIMC Projects

This schedule may be amended by the TIMC co-chairs as needed.

The money collected from student technology fees will be allocated as follows;

- A maximum of \$225,000 for yearly technology operations that covers both staffing and operating expenses for the expanded computer lab support. Any future reductions in service as a result of required budget cuts will be proportionate to service reductions to all the College programs.
- 3% of the total balance set aside for use by the ASEDCC Executive Board to fund limited technology requests to support 522- Accounts.
- The remaining unallocated funds and equally matched amount by the College are to be used by TIMC.

No funds shall be taken from the starting balance into a reserve account.

Any funds not spent in TIMC process shall be returned to the respective accounts for allocation in future TIMC processes.

Additionally, any funds not equally matched by the College will be distributed by the 3 students of the TIMC.

The final list of recommended projects and any implementation considerations will be submitted by the TIMC to both Student Government and President's Cabinet for review and ratification.

If either body rejects or modifies the recommendations then an ad hoc committee comprised of 2 members appointed by Student Government and 2 members appointed by the President and 2 non-voting advisory members, the Director of Information Technology and the Director for Student Programs or their designees shall meet to resolve the differences. They will forward the revised recommendations to the ASEdCC Executive Board and Presidents Cabinet for approval. If the revised recommendations do not receive approval from both bodies the funding for that years TIMC process will revert to their respective accounts for future TIMC allocation.

Approval and allocation of TIMC funds must be completed by the conclusion of spring quarter.

The administrative head (the appropriate Vice President or their designee, or the ASEdCC Executive Board or their designee) of each unit receiving an award is responsible for establishing procedures to monitor the expenses of the project and for ensuring the project objectives and any assigned conditions are met. Each organizational unit receiving funding must, submit a report to the TIMC that outlines the activities of the project, describes how the project objectives were met, and identifies all expenditures of funds. The report is due spring quarter of the fiscal year that funds are available; exceptions must be approved by the TIMC co-chairs. These reports will be publicly available and retained for biennial process review.

Technical, Cost, and Operational Impact Review

Funds will not be disbursed and Purchasing will not proceed with the acquisition of the items until the final budget is approved. The Information Technology Department has the responsibility of preparing the final budget. If issues arise during this review, a final determination will be made by the Director of Information Technology in consultation with the co-chair of the TIMC.

Project Expenditure Control

The head of the organizational unit will be responsible for overseeing the projects to ensure that project expenditures are made in accordance with the project plan and any conditions identified by the TIMC or subsequent review processes. Any project deficits will be the responsibility of the area receiving the award.

Project Management and Coordination

The TIMC may require that major projects be managed and coordinated by a project team consisting of the various constituencies that will be involved or affected by the proposed project. The Director of Information and Technology, in consultation with the organizational entity, will appoint the project-management committee.

Course Fees

If the equipment requested will be used by any courses for which equipment-related course fees are collected, the total project funding requested must reflect the amount collected from these course fees.

Security

All equipment acquired by the Student Technology Fee program must be adequately secured. Project Applicants should include adequate funding for the appropriate security mechanisms. Please contact the Director of Information Technology for assistance ensuring projects include appropriate information technology security considerations.

Approved 6/2009
Amended 6/2010