

UWG By-laws and Guidelines for Tech Fee Funds

Purpose

The purpose of the Technology Fee Committee (TFC) is to determine the allocation of expenditures for technology fees collected by the University of West Georgia each fiscal year according to BOR Policy.

Committee Makeup

1. The committee shall be made up of six members: three students appointed by the SGA and three faculty/staff selected by the Technology Planning Senate Committee.
2. The members of the committee will serve a one-year term beginning January 1st and ending December 31st.
3. Each year the appropriate body selects the membership of the committee no later than December 1st of the year prior to the new committee year.
4. It is up to the assigning body (SGA or TPC) whether there shall be any guidelines regarding how the selections for their representation to the committee are determined. The committee shall elect a chairman at the first meeting of the new committee.
5. The committee shall be considered to be at a quorum with five members.
6. Approval of any project requires four approval votes with all votes being recorded.

Role of Chief Technology Officer (CTO)

- A. The CTO will be responsible for monitoring the status and expenditures of approved projects by the TFC.
- B. The CTO shall be in contact with each project's contact/owner per item H above.
- C. The CTO shall provide to the TFC final fiscal year expenditures by project on or before June 20 to allow the TFC to accomplish item L in the allocation process listed above.

Allocation Process

Each year the committee shall undertake the following:

- A. Work with campus Budget Director to determine fiscal year estimated fee generation and set budget limit.
- B. Publish via web and newspaper a Technology Fee Calendar for the calendar year no later than the last workday in January.
- C. Receive project proposals from campus community no later than the last workday in February.
- D. Determine project conformity to BOR guidelines.
- E. Publish received projects via website and campus newspaper and hold open forums prior to project approval to allow for input from campus community.
- F. Award project funding in whole or part based on project justification, need, and priority for department/college/division/program for the fiscal year beginning in July no later than the last workday in April.
- G. Remove from consideration all projects not funded in the initial awarding process. These items must be resubmitted via item J below for future consideration during the same fiscal year.
- H. The CTO will develop a reporting system of expenditures and project status during fiscal year. Project status will be reported one week prior to November and February review/reallocations.
- I. Review projects' status periodically with CTO to determine viability of the projects for current fiscal year. Reclaim funding for any project that has not made any significant progress toward completion if project contact/owner cannot reasonably justify lack of progress.
- J. Review projects received by November and February for funding if funds are available.
- K. Reallocate unused technology fee funds to items received in item J above adhering to guidelines.
- L. Produce an annual report of projects and expenditures for the fiscal year completed during members' current term no later than the last workday of June.