

UNIVERSITY *of* WASHINGTON | BOTHELL

FY19-20 ANNUAL FUNDING PLAN

PREPARED BY THE
STUDENT TECHNOLOGY FEE
COMMITTEE OF 2019-2020



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MISSION STATEMENT



Mission Statement. The goal of this committee is to provide the University of Washington, Bothell students with exceptional up-to-date and/or cutting-edge technology to enhance the quality of education, expand opportunities to grow and develop and improve the student life experience.

EXECUTIVE SUMMARY



Introduction. As Chairman of the Student Technology Fund Committee (STFC), and in coordination with the committee members themselves – I, Aaron Jacobson, have prepared the following Annual Funding Plan in accordance with the bylaws set forth by the Associated Students of the University of Washington, Bothell.

This document outlines the annual budget, current objectives, and mission statement of this committee. In addition, this document provides insights into the major topics of the committee, as well as setting forth the guidelines for how this committee shall operate and provide funding for the technological needs of the students. For the 2019 - 2020 school year, the committee is dedicated to serving the future technology needs of the University of Washington, Bothell students, and will ensure that items voted on will enhance the educational and experience of the students.

CURRENT OBJECTIVES



Current Objectives: The committee's current priorities are – increase community involvement, foster campus safety, and implement cutting edge technology.

Increase Community Involvement. UW Bothell's awareness of the STF committee is of vital importance to the correct prioritization of student funds. In order to ensure student funds are meeting the needs of its students this committee will commit to efforts and partnerships increasing community involvement.

Ensure Unbiased Proposal Reviews. We guarantee that we will act and deal with every situation fairly.

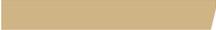
Fairly reviewing every proposal and/or appeal constitutes of preventing bias or discrimination. This is important because all proposals and/or appeals are intended to help the committee better serve the needs of the University of Washington, Bothell students.

Promote Committee Integrity and Transparency. To allow the committee to better service student needs and improve its functions, the committee and its members are committed to ensuring that the funding processes are effective.

Foster Campus Safety. The committee wishes to be an active contributor to the University of Washington, Bothell community by providing technologies that enhance student safety.

Implement Cutting Edge Technology. This committee will prioritize applications that raise the technological standards and capabilities of students of the University of Washington Bothell.

OPERATIONAL STRATEGY



STF Definitions:

- **Technology.** Electronic equipment and or software beneficial to the student experience.

The categories of technology include, but are not limited to:

- Computer hardware (i.e. hard drives, graphics cards, motherboards, etc.)
 - Electronics (i.e. Televisions, Computers, VCR/DVD Players, Cameras, etc.)
 - Software
 - Machinery
- **Infrastructure.** This committee may fund the initial cost of infrastructure, labor & equipment vital to the installation of the requested technology.

The committee will not fund certain infrastructure costs that run in conflict with current IT standards or are too costly, examples include, but are not limited to:

- Core Drilling

- Livening Ports

Note: The committee will not fund equipment that is required for course instruction, or equipment such as furniture, subscription-based software, and will not fund recurring maintenance.

PROPOSED FUNDING CATEGORIES



Proposed Funding Categories. This year, the committee hopes to fund a variety of projects in numerous areas to assist students succeed in their studies and improve the education and quality of student life at the University of Washington, Bothell. These diverse areas are listed below.

Traditional Campus Amenities. (Computers, Projectors, Printers, Etc.)

Traditional Campus Amenities provide students with essential, everyday technology necessary for completing schoolwork, and providing students with the technology needed for their specific fields of study.

Non-Traditional Campus Amenities. (TV's, Wireless Systems, Food Services, Etc.)

Non-Traditional Campus Amenities provide students with technology that can enhance student choice, academic experience, and the social life of students at the University of Washington, Bothell.

State-of-the-Art and Experimental Technologies. (A.I. Research Equipment, Lab Equipment, Virtual/Augmented Reality, Etc.)

These technologies will provide students with hands-on experience and insight into future technologies that are crucial to their fields of study.

Off Campus Technologies. (Microsoft Agreement, Library Laptops, Etc.)

Technology that is online, or portable, that students can use to obtain access to the universities' resources off campus, and will assist them in reaching their educational goals.

On Campus Safety and Parking. (Sensors, Security Cameras, Emergency Booths, Parking Applications, Etc.)

The purpose of this technology would be to further support the safety of all people on campus.

FY19-20 BUDGET

Current Budget. For the 2019-2020 fiscal year, the committee plans on approving technological resources that will upgrade existing technologies on campus.

We consider fair distribution of the committee's funds to be important. The committee hopes to see a variety of proposals for different types of technologies. We also hope to see increased student participation and future proposals as a result of our efforts to increase visibility of the work of the committee through workshops, discussions, and marketing efforts.

To fulfill the committee's objectives and mission statement for this year, we propose an allotted budget of \$1,025,201.89 per cycle. Our calculations show that this budget is impartial and will provide students with the technology they need to succeed. We have considered any additions and reductions in the following proposals.

Budget

Current Balance and Revenue. The following information reflects the current fund balance and revenue for FY19 and partially of FY20.

Fund Balance 2019	\$1,965,257.00
Projected Revenue	\$621,782.00
Fund Balance and Projected Revenue Total	\$2,587,039.00

Current and Long-Term Expenses. The following information reflects the current and long-term expenses of FY20 and partially of FY19.

Long-Term Savings Goal	\$124,356.40
UWB STF Admin Costs (1%)	\$6,217.82
Long-Term Expenses	\$130,574.22
Current Expenses	\$406,061.00
Total Expenses	\$536,635.22
Total Remaining Budget	\$2,050,403.78

Proposals

Normal Expenses

Proposal Title	Amounted Allocated
Counseling Center Laptop	\$4,500
Library Loan Computers	\$16,936
In Library Computers	\$37,425
Nest Computers	\$3,960
Student Affairs Computers	\$3,156
CPR Dummy	\$6,170
Makerspace	\$14,021
Big Shaker	\$20,000
Library Workstations	\$7,670
UWB IT Media Equipment Circulation	\$141,666
Open Learning Lab	\$72,000
Trickfire Robotics	\$28,000
Subtotal	\$355,504

Long Term Expenses

Proposal Title	Amounted Allocated
Orgsync 19-20	\$24,667.50
Orgsync 20-21	\$25,889.50
Subtotal	\$50,557

Total Expenses: \$406,061

SCHEDULE

Committee Meetings and Schedule. In the best interest of students and in compliance with the Open Public Meetings Act, the STF committee originally created the following schedule to be published to the community.

The following schedule provides an overview of important dates, meetings, as well as providing insight as to the purposes of each meeting. All meetings are open to the public, and the committee highly encourages students, faculty, and other individuals within the University of Washington, Bothell community to attend.

General Meetings. For the 2019 - 2020 academic year, general committee meetings are scheduled to be held Fridays from 2:00PM – 4:00PM (PST), and are designated within the following schedule as General Meetings.

Special Meetings. The committee reserves the right to schedule Special Meetings in the event that there is a pressing subject that needs to be decided on. Meeting times will be posted in advance pursuant to the Open Public Meetings Act.

Quarterly Review. Quarterly Reviews are one-hour sessions in which the committee examines its commitment to its mission statement and outlined goals.

1st FUNDING CYCLE OVERVIEW

1st Funding Cycle Overview. The following information attempts to provide insight into important dates of the 1st Funding Cycle, along with tentative meeting agendas. Each meeting agenda is also available online^[1].

General Meeting	November 15 th	ARC-210 from 2:00PM – 4:30PM
Tentative Agenda		
Introduction to how the committee works.		
Selecting Chair and Cochair.		
General Meeting	November 22 nd	ARC-210 from 2:00PM – 4:30PM
Tentative Agenda		
Annual Funding Plan Discussion.		
Review and modify funding request form.		
General Meeting	December 6 th	ARC-210 from 2:00PM – 4:30PM
Tentative Agenda		
Review current funding request document – discuss and approve revisions.		
Discuss fee adjustment.		
No Meeting	December 13 th	ARC-210 from 2:00PM – 4:00PM
Winter Quarter Finals Week		

No Meeting	December 20 st	N/A
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Winter Break – Happy Holidays!

No Meeting	December 27 th	N/A
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Winter Break – Next Meeting on the 10th

General Meeting	January 3 th	N/A
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Winter Break – Next Meeting on the 10th

General Meeting	January 10 th	ARC-210 from 2:00PM – 4:00PM
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Tentative Agenda
Discuss Updating Annual Funding Plan
Discuss adding two more committee members.

1st Funding Cycle. Applications for the 1st funding cycle will begin Wednesday, January 15th.

General Meeting	January 17 th	ARC-210 from 2:00PM – 4:00PM
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Tentative Agenda
Discuss marketing strategy for second cycle.

General Meeting	January 24 th	ARC-210 from 2:00PM – 4:00PM
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Tentative Agenda
Discuss marketing strategy for second cycle.

1st Funding Cycle Closure. Applications for the 1st funding cycle will close on Wednesday, January 29th.

General Meeting	January 31 st	ARC-210 from 1:30PM – 5:00PM
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Tentative Agenda
Review funding requests for the 1st Funding Cycle.
Flag documents that require further review via hearing.

2nd FUNDING CYCLE OVERVIEW

2nd Funding Cycle Overview. The following information attempts to provide insight into important dates of the 2nd Funding Cycle, along with tentative meeting agendas.

2nd Funding Cycle. Applications for the 2nd funding cycle will begin Wednesday, February 5th.

General Meeting February 7th ARC-210 from 1:00PM – 5:00PM

Tentative Agenda

Hearing Session for applicants flagged for review.

General Meeting February 14th ARC-210 from 1:00PM – 5:00PM

Tentative Agenda

Discuss flagged applications and prepare for final decisions.

Announce Tentative Decisions on funding requests.

General Meeting February 21st ARC-210 from 1:30PM – 4:30PM

Tentative Agenda

Appeals Hearings

Announce final decisions on funding requests, and funding appeals.

General Meeting February 28th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Discuss marketing strategies and opportunities.

Quarterly Review March 6th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Review progress to objectives. Analyze performance over the quarter.

Discuss how the committee can improve funding request review process.

Outline opportunities for growth.

2nd Funding Cycle Closure. Applications for the 2nd funding cycle will close on Wednesday, March 11th.

General Meeting March 13th ARC-210 from 1:00PM – 5:00PM

Tentative Agenda

Review funding requests for the 2nd Funding Cycle.

Flag documents and applications that require further review via hearing.

No Meeting March 20nd ARC-210 from 2:00PM – 4:00PM

Spring Break

General Meeting March 27th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

1st Hearing Session for applicants flagged for review.

General Meeting April 3rd ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

2nd Hearing Session for applicants flagged for review.

General Meeting April 10th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Discuss flagged applications and prepare for final decisions.

Discuss application appeals – flag for review.

General Meeting April 17th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Discuss flagged applications and prepare for final decisions.

Discuss marketing strategies and opportunities.

General Meeting April 24th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Announce tentative decisions on funding requests, and funding appeals.

General Meeting May 1st ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Discuss marketing strategies and opportunities.

1st Hearing Session for applicants making appeals.

General Meeting May 8th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Announce final funding decisions.

Prepare for Quarterly and Annual Review.

Discuss marketing and growth strategies.

Quarterly Review May 15th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Review progress to objectives. Analyze performance over the quarter.

Outline opportunities for growth.

General Meeting May 22th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Review objectives – define whether our objectives were met or not met.

Summarize marketing efforts – how effective were they?

Annual Review May 29th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Summarize accomplishments and completed goals.

Discuss possible improvements for next year.

General Meeting June 5th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Items intended for prior meetings in the event extra time is required.

General Meeting June 26th ARC-210 from 2:00PM – 4:00PM

Tentative Agenda

Items intended for prior meetings in the event extra time is required.

Preparations for the 2020-2021 school year.