Morris Campus Student Association (MCSA) Technology Fee Guidelines

I To Qualify for MCSA Technology Fee Funding, Proposals:

a. Must be for technology: for example, hardware, software, networking, access, support services, and data
b. Must provide direct, visible benefits to UMM students.
c. Must make new investments in technological infrastructure, equipment, and services.
   i) “New” may, at the discretion of MCSA Forum, be interpreted to include the expansion of existing investments; however, such expansion shall not cover budgetary gaps in violation of guideline 1.e.
d. Must fall inside the parameters of technology that is supported at UMM, as determined by expert consultation (see 2.c.).
e. Shall not be used to supplement budget gaps. Rather, projects funded shall serve to enhance student technology experience on campus. Examples of such a gap may include:
   i) Failure to plan for expected maintenance or upkeep costs (see guideline 2.b.).
   ii) A preexisting commitment, obligation, or expectation to supply funding.
   iii) At the discretion of MCSA Forum, exceptions to this guideline may be made based on the degree to which proposals provide substantial benefits to a substantial number of students. However, such benefit must be exceptional and clearly demonstrated, and guideline 1.e.i. exceptions should not be presumed. iv) A proposal should not be rejected on this basis simply because an office/organization has significant annual funding or a large budget.
f. Must show efforts to purchase energy efficient or sustainably designed models of technology to support UMM’s efforts to reduce energy consumption and to decrease effects on the planet.
   i) Through a prescreening process, the MCSA Secretary of Resources and Operations and the Sustainability Officers may recommend proposals with potential for significant cost and energy savings to the Green Reinvestment Fund for a portion of their funding.
g. Shall provide maximum benefits to the maximum number of students.
   i) Proposals benefiting a smaller number of students shall demonstrate that the impact on said students will be significant.

II To Be Considered for MCSA Technology Fee Funding, Proposals:

a. Shall describe actions taken to locate other source(s) of funding for the project.
   i) Proposals submitted without prior attempt(s) made at sourcing alternate funding will not be disqualified, but shall be considered with discretion by the MCSA Forum.
b. Shall include detailed plans for the maintenance and upkeep of funded technology in the future, beyond continued Technology Fee funding.
   i) Proposals lacking detailed plans for funding maintenance and upkeep shall make a reasonable effort to demonstrate potential avenue(s) for such funding.
c. Shall describe steps that will be taken to ensure security of equipment from theft, loss, or misuse.
d. Must be preceded by campus expert consultation(s) regarding logistical upkeep/maintenance concerns, compatibility with existing systems, and accessibility and overall appropriateness of requested technology.
   i) Recommended contacts for such consultations shall be found within the Technology Fee application, or may arise through guideline 2.d. consultations.
e. Must include consultation(s) with one or more members of the MCSA Resources & Operations committee to ensure completeness and accuracy of proposals.

III To Be Eligible for MCSA Technology Fee Funding, Student Organizations:

a. Must be either a University Campus Life Program (CLP) or University Recognized Organization (URO) as defined by the University’s “Classification of Student Organizations on the Morris Campus” policy.
i) Organizations classified as an Independent Student Group (ISG) may seek Technology Fee Funding if an eligible student organization — or other eligible body of the University of Minnesota Morris Campus — is willing to manage the Technology Fee funds on behalf of the ISG. MCSA can advise ISGs on possibilities for such collaborations, but it is the responsibility of the concerned group to coordinate any such partnerships prior to application.

IV Technology Fee Funding Allocations

a. Allocations will be decided using a singular dollar amount determined by MCSA Forum rather than per item, as listed on the proposal. (Ex. A student organization submits a proposal for funding 2 items: a new computer for $700 and a CD player for $90. The forum determines an allocation of $700. With that $700, the student organization may use those funds for either/both items from its proposal; they could purchase the computer for $700 or a less expensive computer for $610 and the CD player for $90).

b. The Forum may determine a list of items from a proposal that will be ineligible for purchase with Technology Fee Funds. The person who requested funds will be notified of the Forum’s recommended allocation as well as the list of items ineligible for funding (Ex. An office on campus submits a proposal for funding 3 items: a new printer for $150, a webcam for $20, and a remote-controlled robotic sea turtle for $150. The forum determines an allocation of $150, but lists the robotic sea turtle as ineligible for funding. The office can accept the $150 for purchasing either the printer or a combination of less expensive printer and webcam. The office may not, under any circumstances, use the funding to purchase the robotic sea turtle.).

c. Recommendations for allocation may be less than the amount requested in a given proposal. Allocations will be final when the requesting party accepts the amount allocated and the Chancellor approves the allocation.

d. Allocated funds may be used to purchase any item from the initial proposal except those specified as ineligible for funding by the Forum.

e. When purchasing items with model numbers, etc. that do not match those in the original proposal, parties must provide the Secretary of Resources and Operations with information demonstrating that such items are consistent with what the funds were granted for.

f. If the purchase deviates significantly from any permissible requested items, it will be brought by the MCSA Secretary of Resources and Operations to MCSA Executive Committee for approval or rejection (Ex. An organization allocated $300 for a request of 5 webcams would like instead to purchase 3 webcams and headsets/mics which were NOT on the original proposal to go along with them. This information is submitted to the Executive Committee, which may or may not decide to approve of the change.).

V Regarding the amount to allocate for the technology fee proposals:

a. Typically, in order to determine how much to allocate, MCSA representatives can multiply the projected enrollment for the upcoming year (from the Finance committee) by the technology fee per student. For example, if projected enrollment is 2,000 students and the technology fee is $125 per year, the total to allocate will be $250,000.

b. In addition, carryover funds from the technology fee account can be used, with the requirement that a minimum of 20% of the total allocation is left in the carryforward. For example, if $200,000 is allocated, a minimum of $40,000 should be left in the carryforward.

c. If, in a given year, the total enrollment is less than projected (for example, the projection was 2,000 but actual enrollment was only 1,900), then less money should be allocated in the following year to bring the total in the carryforward back to the appropriate amount.