STUDENT TECHNOLOGY FEE COMMITTEE
2011 Annual Report

SUNY DOWNSTATE MEDICAL CENTER
Meetings in 2010-2011

The Student Technology Fee was established at Downstate in 1999. As one of the requirements of the legislation creating the fee an Annual Report is required. The Student Technology Fee Committee has complied with this requirement every year and posts the report on a number of institutional websites.

The Student Technology Fee Committee had one meeting, December 16, 2010 during which it voted to change the way it was organized and the allocation of funds was accomplished (see below for more information). Therefore there were two Student Technology Fee Committees in 2010/11, the first one, which lasted until December 16, 2010, and the second one which is currently in place (both these committee memberships are named in this report).

This Annual Report will be the first for the new procedure in allocating funds for student technology projects identified by the colleges or support services committees.

Summary of Expenditures

The Student Technology Fee contributed $382,000 for services in 2010/11. Since the beginning of the fee, in 1999, it has contributed over $3,280,000 and generated an additional $1,100,000 worth of technology, from other sources, in service to our students.
**Committee Membership**

The following Student Technology Committee members were named by the student councils and the Downstate administration identify members of the committee. The current operational policy has each college identifying members of its own tech fee committee. If you are interested in becoming a member please inform your respective student council president or Dean. If you have comments or suggestions you may speak with any member or email the chair, Dr. Richard Winant. The membership for the beginning of 2010/11 committee was as follows:

- Dr. Matt Avitable (Director, Scientific Computing)
- Mr. Paul Chang (Student Rep, COM)
- Dr. Margaret Clifton (Faculty CON)
- Mr Greg Conyers (Director, ACT)
- Dr, Stan Friedman (Assoc. Dean, COM)
- Mr. Gennady Gandelsman (Student Rep, CHRP)
- Mr. Nitin Goyal (Student Rep, COM)
- Ms. Tara Kelly (Student Rep. COM)
- r. Jon Kubie (Faculty, COM)
- Mr. Brett Laurance (ECT)
- Mr. Sean Lavine (Student Rep. COM)
- Ms. Haekyung Lee (Student Rep. Grad Sch)
- Ms. Maria Lopez (Student Rep. Grad Sch)
- Dr. Andrea Markinson (Director, EPIC)
- Mr. Khalid Mohamed (Student Rep, CHRP)
- Dr. Dawn Morton-Rias (Dean, CHRP)
- Mr. Boris Mozer (Student Rep, CON)
- Mr. Issac Naggar (Student Rep, COM)
- Mr. Gregory Parnes (Student Rep, COM)
- Mr. Kunal Patel (Student Rep. COM)
- Mr. Jeff Putman (Asst. Dean, Student Affairs)
- Mr. Daniel Rainwater (Student Rep. COM)
- Mr. Stephen Simoni (Student Rep. CON)
- Ms. Jacqueline Turk (Student Rep, CHRP)
- Dr. Fred Volkert (Faculty, COM)
- Mr. Charles Wang (Student Rep. COM)
- Dr. Richard Winant (Director of Libraries)
- Ms. Melanie Wong (Student Rep. COM)
- Dr. Daniel Ehlike (Faculty, SPH)
- Dr. Aleida Llanes Oberstein (Faculty, CHRP)
- Mr. John Anthonypilla (Student Rep. COM)
- Ms. Sutanya Absolum (Student Rep. CON)
- Mr. Abraham Katz (Student Rep. COM)
2011/12 Final Student Technology Committee Members

After the December 16, 2010 meeting the colleges formed their own Tech Fee Committees and the Support Services formed theirs based on the budget allocation formula. The following Student Technology Fee Committee members form the group that reviews and advises the committees formed by the colleges and support services.

- Matt Avitable/Downstate
- Greg Conyers/Downstate
- Stanley Friedman/Downstate
- Richard Winant/Downstate
- Dawn Morton-Rias/Downstate
- Lorraine Terracina/Downstate
- Fredric Volkert/Downstate
- Tanya McPherson/Downstate
- Jeffrey Putman/Downstate
- Margaret Clifton/Downstate
- Aleida Llanes-Oberstein/Downstate
- Daniel Ehike/Downstate
- Amirfarbod Yazdanyar/Downstate
- Mark Stewart/Downstate
- Jennifer D. Brown/Downstate
- Pascal J. Imperato/Downstate

Student Technology Committee Structure and Process

Mr. Greg Conyers and Mr. Jeff Putnam crafted the following policy and procedure statement which was approved by the Student Technology Fee Committee for implementation:

- During the summer of 2010, the student technology fee committee, agreed to a new process of allocating student technology fee revenue. This new method placed the planning process in the hands of the colleges and support services, instead of the round the table approach of previous years. The new process was meant to insure proposed projects fit into the plans of the colleges and support services in their efforts to improve information and educational technology services to students.

College Committees

The Dean of each college is required to appoint a tech fee committee for their respective school or service and as a matter of institutional policy include at least 2 student representatives. The membership of the committee must be provided to the Chair of the Oversight Committee at the beginning of the academic year (date to be determined by the Oversight Committee Chair). This committee would be charged with spending the funds allocated to the respective college. Funds not spent in a particular year will be rolled over to the next academic year. Each College would manage their own acquisitions through accounts allocated to the college under the student tech fee account. In the event that a college does not convene a committee after written request by the oversight committee, the oversight committee may redistribute the funds assigned to that committee equally to the remaining local college based committees.
At the end of each academic year, each College Committee will prepare an end of year report on their projects, expenditures, and future plans which will be delivered to the chair of the Technology Fee Oversight Committee for inclusion in the annual report.

Support Service Representatives
Each support service will have one representative with a standby. The support service areas include the Library, Academic Computing, Audio Visual and the Advanced Learning Resource Center. The assignment of representative(s) from each area must be provided to the Chair of the Oversight Committee at the beginning of the academic year.

At the end of each academic year, each Support Service will prepare an end of year report on their projects, expenditures, and future plans which will be delivered to the chair of the Technology Fee Oversight Committee for inclusion in the annual report.

Technology Fee Oversight Committee
The oversight committee is to be comprised of the chairs of the College Committees, the Support Service Representatives (as identified above), and a representative of the Division of Student Affairs. The charge of this committee is:

1. To provide the subcommittees with general guidance as to what purchases may be made according to statute with technology fee funds
2. To audit purchases made by the subcommittees restricted to ensure compliance with the relevant technology fee statutes as follows:
   a. A description of the purchase approved by a subcommittee will be submitted via email to the members of the oversight committee
   b. If there is no objection within 4 business days, the requisition will be co-signed by the chair of the Oversight Committee at which time the purchase can proceed.
   c. In the event that an audit issue is raised, the Chair of the oversight committee will convene the oversight committee to review the issue and make a recommendation.
3. To allow a venue for proposing collaboration amongst colleges and support groups for large projects as follows:
   a. If a subcommittee is interested in a larger collaboration, the chair will send an email to the oversight committee to determine interest from the other members.
4. To make adjustments to distribution and/or target of allocations (Approval by 7 of the 10 committee members required)
5. Convene a yearly meeting to review process and solicit general student feedback as follows:
   a. At the beginning of each academic year, the oversight committee will convene a meeting with a quorum of the student representatives from each college. The agenda for this meeting will be to review and approve the projected allocations for each college / support service and to solicit suggestions for Center-wide projects and/or support service expenditures.
6. Each year, the Chair of the Technology Fee Oversight Committee shall prepare an Annual Report, which includes information from each of the College-based subcommittees and each support service, to be posted on the institutional web site.
Formula for Distribution of Technology Fee funds
Funds from the technology fee revenue will be allocated directly into sub accounts of the Technology Fee account as follows:
1. College Committees 58% of respective college student contribution to the technology fee as collected by the bursar
2. Support Services allocation as percent of tech fee revenue collected by bursar
   a. Library 20%
   b. Academic Computing 13%
   c. Audio Visual 5%
   d. Advance Learning Resource Center 4%

Changes to this formula can only be made as per charge of oversight committee above

2010/11 Student Technology Fee Expenditures
The following projects were carried over from 2009/10 and were identified for funding during the 2010/11 fee year

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Expense Type</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholar Educational</td>
<td>Database</td>
<td>$1,495.00</td>
<td></td>
</tr>
<tr>
<td>Systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITC</td>
<td>Card Readers</td>
<td>$4,500.00</td>
<td></td>
</tr>
<tr>
<td>Copyright Clearance</td>
<td>Site License</td>
<td>$10,800.00</td>
<td></td>
</tr>
<tr>
<td>Adwar Video</td>
<td>Monitors Conf. Rooms</td>
<td>$7,301.44</td>
<td></td>
</tr>
<tr>
<td>Every Conference Table</td>
<td>Conference Table</td>
<td>$2,049.99</td>
<td></td>
</tr>
<tr>
<td>Adwar Video</td>
<td>Projector</td>
<td>$2,738.73</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$37,437.90</td>
<td></td>
</tr>
</tbody>
</table>

The following were the planned expenditures by the colleges and support services based on an allocation formula and following the agreed procedures to expend (projects are reviewed by the Tech Fee for appropriateness in support of student technology)

<table>
<thead>
<tr>
<th>Department</th>
<th>Expense Type</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Database</td>
<td>$19,000.00</td>
<td>$74,000 Allocated</td>
</tr>
<tr>
<td></td>
<td>Chairs</td>
<td>$27,851.20</td>
<td></td>
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<tr>
<td></td>
<td>Projectors/Bulbs</td>
<td>$9,555.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R25 Annual Fees</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>AV</td>
<td>Classroom Upgrade 2&amp;6</td>
<td>$2,4000.85</td>
<td>$14,000 Allocated</td>
</tr>
<tr>
<td></td>
<td>Projectors/Bulbs</td>
<td>$14,352.94</td>
<td>$46,000 Allocated</td>
</tr>
<tr>
<td></td>
<td>Projector Pole Equipt.</td>
<td>$287.06</td>
<td></td>
</tr>
<tr>
<td>LRC</td>
<td>Simulation Supplies</td>
<td>$5,350.94</td>
<td>$14,000 Allocated</td>
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<tr>
<td>CHRP</td>
<td>High Definition Camcorder</td>
<td>$949.95</td>
<td>$46,000 Allocated</td>
</tr>
<tr>
<td></td>
<td>Blu-Ray Rewriter/Disc</td>
<td>$287.43</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Episiotomy Trainer</td>
<td>$4,980.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ergometer Cable Brace</td>
<td>$1,772.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Newborn Exam Midwife DVC</td>
<td>$370.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Collection</td>
<td>$1,433.00</td>
<td></td>
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<tr>
<td></td>
<td>Episiotomy Trainer</td>
<td>$1,660.00</td>
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<tr>
<td></td>
<td>Simulation Software Upgrade</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td>$287.98</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ipad 2</td>
<td>$1,204.00</td>
<td></td>
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</table>
Professor Aleida Llanes-Oberstein and her colleagues on the CHRP Tech Fee Committee wrote the following guidelines for processing projects to expend their college’s allocation.

1. Committee Membership:
   a. One representative from each degree program in CHRP
   b. CHRP Dean
   c. CHRP Assistant Dean
   d. At least 2 CHRP students
   e. Note: The two committee chairs are members of the Centerwide Student Technology Fee Oversight Committee.

2. Proposal template, purchase requisition, sample letter of justification, New York State OGS link and Discussion Forum will be posted in PRIME.
   a. Faculty Access: CHRP Faculty Users Group
   b. Student Access: All degree program Student Groups will contain a link to the Student Technology Fee Folder in the CHRP Faculty Users Group.

3. Submission of Proposals:
   a. Projects costing less than $4000 may be submitted to the committee chairs on an ongoing basis two weeks before the committee meeting date.
      i. Meetings will be held 4 times per year on the first Wednesday of the month (October, February, April and May) from 8-9am.
   b. Projects costing $4000 or more must be submitted to the committee chairs by the following dates:
      i. Fall: Last Tuesday in September
      ii. Spring: Last Tuesday in January
   c. Requisitions starting at $5000 have to be submitted to the Expense Review Committee.
   d. Any requisition $20,000 and over has to be advertised in the Contract Reporter (4 week process).
   e. There is currently an internal SUNY Downstate policy stating that 3 bids must be obtained (written or verbal) for requisitions over $10,000.

4. Allocation of Funds:
   a. One third of the funds will be set aside for emergencies in the fall semester but will be spent by the end of the fiscal year unless earmarked as carryover money for a larger purchase.
5. Distribution of Proposals to Committee Members:
a. Committee chairs will send an e-mail alert to committee members as soon as proposals are received (2 weeks before the meeting) and posted in PRIME.

6. Scoring of Proposals by committee members utilizing the proposal scoring sheet.

7. Discussion of Proposals by committee members via an online discussion forum/e-mail.

8. Meetings:
a. Dates: (Committee Chairs will notify students and faculty of dates at the beginning of the academic year.)
i. The committee will meet four times per year on the first Wednesday of the month from 8-9am.
   1. October
   2. February
   3. April
   4. July
b. Conclude discussions on the proposals
c. Vote on proposals

9. Committee recommendations will be forwarded to the Dean for approval.

10. Approved proposals will be forwarded to the Centerwide Student Technology Fee Oversight Committee for approval.

11. Initial completion of the purchase requisition will be done by the person submitting the proposal and submitted with the proposal. The purchase requisition will then be forwarded to the Dean’s office for inclusion of account information and signature(s).

12. Tracking of purchase requisitions will be done by the Dean’s office.

13. If an expenditure is greater than $5000, the proposal and purchase requisition will be forwarded to the Centerwide Expenditure Committee.

14. At the conclusion of the fiscal year the committee chairs will prepare a report on the projects, expenditures, and future plans which will be sent to the chair of the Student Technology Fee Oversight Committee for inclusion in the annual report.
2011/12 Allocation amounts

The following are the 2011/12 Allocation amounts and any carry over from 2010/11

Student Tech Distribution estimate for FY11/12

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Balance</th>
<th>Estimate FY12</th>
<th>Total (11/12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$6,991.32</td>
<td>$76,437.54</td>
<td>$83,428.86</td>
</tr>
<tr>
<td>College of Medicine</td>
<td>$100,488.20</td>
<td>$121,513.97</td>
<td>$222,002.17</td>
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<tr>
<td>College Health</td>
<td>$2,535.58</td>
<td>$47,776.18</td>
<td>$50,311.76</td>
</tr>
<tr>
<td>Related Professions College</td>
<td>$0.00</td>
<td>$39,168.42</td>
<td>$39,168.42</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>$8,000.00</td>
<td>$7,747.08</td>
<td>$15,747.08</td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td>$270.10</td>
<td>$4,9684.40</td>
<td>$96,684.40</td>
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<tr>
<td>Academic Computing</td>
<td>$46,000.00</td>
<td>$49,684.40</td>
<td>$95,684.40</td>
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<tr>
<td>Audio Visual</td>
<td>$74.81</td>
<td>$19,109.38</td>
<td>$19,184.19</td>
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<tr>
<td>ALRC</td>
<td>$1,735.16</td>
<td>$15,287.51</td>
<td>$17,022.67</td>
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<tr>
<td>No College Designated</td>
<td>$870.84</td>
<td>$870.84</td>
<td>$870.84</td>
</tr>
<tr>
<td>Total</td>
<td>$166,095.17</td>
<td>$382,187.69</td>
<td>$548,282.86</td>
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