

**STUDENT SENATE BYLAWS**  
**CHAPTER XIX**  
**INFORMATION TECHNOLOGY (ITECH) FUND ALLOCATION PROCESS**

Student Senate shall have the power to set policies and procedures for the allocation of the Information Technology (ITECH) money with the support of the University Center Director and/or the Student Senate Advisor. The availability of the ITECH money is based on the UNC Board of Trustees' approval of the budget at the beginning of every fiscal year and is not an automatic amount granted to Student Senate.

**SECTION 1: GENERAL QUALIFICATIONS**

- A. Programs must be student fee funded programs in order to apply for the ITECH Funds. The only exception to this will be the University Center Business Office due to the amount of direct support it provides to student fee funded clubs, organizations, and programs.
- B. Programs' current technology to be replaced must fall below the UNC Information Technology Desktop Computing standards.
- C. Programs' requested technology must meet the UNC Information Technology Desktop Computing standards. If the technology is specialized and unique to a particular program, exceptions may be granted on an individual basis.
- D. Applications cannot be submitted for any technology that is forbidden by any University Policy.
- E. Student fees will not provide for any technology with the intention for personal use.
- F. At no time will Student Senate be responsible for any deficit spending done through the repair and replacement of technology requests or any money received through the ITECH process.

**SECTION 2: COMMITTEE FORMATION**

- A. The Director of Finance for Student Cabinet will convene the ITECH Application Review Committee (ARC) to determine the amount of funding each applying program will receive. The ITECH ARC will consist of the Director of Finance, the Student Body President, and the Student Senate Advisor.

**SECTION 3: APPLICATION PROCESS**

- A. In conjunction with the University Center Director and/or the Student Senate Advisor, the Director of Finance will confirm that funding exists to initiate the ITECH Application Process. This confirmation is done through the Information Technology Department.
- B. If funding exists, the Director of Finance will make applications available the first Monday following the funds availability, and inform all eligible programs of the application requirements.
- C. The Director Finance will work with the Student Rights Advocate to formulate a fair funding process using a rating system that can document and justify funding allocations.

- D. The ARC will review all ITECH applications to determine funding levels the week after applications are submitted.
- E. Program will be notified within one week of the ARC determining funding allocations.

**SECTION 4: RESPONSIBILITIES OF APPLICANTS**

- F. All programs must submit an ITECH Application to the Director of Finance on or before first Friday of February by 5:00 of the Spring Semester.
- G. Programs must justify the impact the new technology will have on students.
- H. Program must submit a preliminary budget for new technology.
- I. Program must provide a description of the existing technology that is to be replaced if ITECH funding is received.

*Revised November, 2009*

# STUDENT SENATE

Your campus. Your voice.

## Information Technology Funding Application Student Senate University of Northern Colorado

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### Application Information

Name: \_\_\_\_\_ Program: \_\_\_\_\_

Email: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Campus Telephone: \_\_\_\_\_

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### Eligibility

Is your program supported by student fees?  Yes  No

Does your program's current technology fall below the UNC standards?

Standards can be found at: <http://www.unco.edu/it/aboutIT/UNCDesktopStandards.pdf>

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### Purpose of Funding Request

In the space below, please provide a description of each of the following to the best of your ability:

1. Description of the impact new technology will have on students.
2. Preliminary budget for new technology.
3. Description of existing technology.

Please keep your answers clear and concise. Feel free to attach any additional pages or information that will help answer the questions and support your request for funding.

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### Student Senate Approval

- Request Not Approved  
 Request Approved for \$ \_\_\_\_\_