


**MEMORANDUM**

To: College Presidents  
From: Brian Cohen   
Subject: Student Technology Fee Plans - Academic Year 2015-16 Plan  
Date: March 4, 2015

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As you know, each year campuses develop a Student Technology Fee (STF) Plan with the goal of bettering the student educational experience through technological improvements. Over the years the STF has greatly benefitted CUNY students in many different ways such as funding software and hardware improvements, expanding our library resources and developing mobile applications. In order to continue our success and allow for meaningful STF plan review and input prior to the end of the academic year, and provide the Colleges with sufficient time to begin implementing their proposals over the summer, this year's plans should be **submitted to the Office of the Associate Vice Chancellor and University CIO by April 24, 2015.**

The STF Plan, and the associated budget, should be based on projected enrollment for Academic Year 2015-16 and reflect your campus priorities regarding technology investments and improved technology related services.

**Academic Year 2015-16 Student Technology Fee Plan Requirements**

The projects supported by the STF must directly benefit students. Common uses include continued upgrades and replacement of student accessible computers, providing new or improved online student services, providing wireless access on campus, mobile applications, and increasing the number of electronic media resources/publications in libraries. Please ensure that at least 10% of the planned expenditures are for electronic media resources and publications in libraries.

Your submitted plans should include the following:

- (1) A list of the members of the Student Technology Fee Committee, including their respective positions on campus. We ask that you be mindful that significant student representation on the Student Technology Fee Committee be maintained at each campus. Please be sure to include a member of your elected student representatives when selecting student participants. Also, please include a calculation indicating what percentage of your Tech Fee Committee is comprised of students.
- (2) A summary of your overall budget, using the attached Budget Summary form; **each sub-section on your Budget Summary Form must have a subtotal** (see attached).
- (3) A detailed description of each project to be covered by the STF. Please provide sufficient detail to enable us to understand your reasons for selecting the project and its

intended purpose. For example, please describe how software selections will benefit students. A listing of projects and their costs alone is not sufficient.

(4) Plans must also be made easily accessible via your college's website.

### **Strategic Technology Initiatives**

The Strategic Technology Initiative (STI) program helps introduce, support, and adopt new technologies that have enterprise benefits to our students and colleges. The STI program is currently funded at \$7.5 million each year, and all funds will fully support those projects selected and approved through the IT Steering Committee.

The \$7.5 million will include the \$3 million that campuses previously put towards Enterprise Technology Initiatives, as well as an additional \$4.5 million from Student Technology Fee monies derived from the 2014 Tech Fee increase (a \$25 increase for full-time students, and a \$12.50 increase for part-time students per semester).

**Please send an electronic version of your Student Technology Fee plan by April 24, 2015 to Tech.Fee@mail.cuny.edu.** If you have any questions, please do not hesitate to contact me at [brian.cohen@cuny.edu](mailto:brian.cohen@cuny.edu). As always, I am available to assist you in identifying other successful themes and projects around the University. You may also wish to consult with George Otte, University Director of Academic Technology, at [george.otte@cuny.edu](mailto:george.otte@cuny.edu) who will be helping me review your plans and make recommendations on your submissions.

Attachment

c: Chancellor Milliken

Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer

Chancellor's Cabinet

George Otte, University Director of Academic Technology

IT Steering Committee