

## **Technology Advisory Board (TAB) Minutes of Meeting of August 19, 1998**

Location: AHT 4th Floor Conference Room  
Time: 2:00 - 3:00PM

**In attendance:** Bill Britten, Matt Disney, Bill Drumright, Joe Gipson, Mark Hall, Marcia Katz, Dewitt Latimer, Jeff Maples, Susan Metros, Faye Muly, Rob Power, Surya Singh, Ken Walker

The draft of the Bylaws for the Board was discussed at length, and this review of the Bylaws will be continued at the September meeting of the Board.

A draft of the Policies and Procedures for the Technology Fee was also presented and discussed.

Included in the minutes are the amended drafts of each of these documents.

The next meeting of the Technology Appropriations Board is scheduled for September 16, 1998

### **DRAFT OF POLICIES AND PROCEDURES**

**Purpose:** The purpose of the Technology Fee is to provide all students with improved access to the technological infrastructure, resources, and services at UTK.

**Definition of the Fee:** The fee is levied by the Board of Trustees; all money derived therefrom are University or "state" funds and are under University (State) control.

**Use of the Fee:** Ultimate authority for use of the Fee rests with the Board of Trustees. The administration makes recommendations to the Board relative to the use of the Fee and is responsible for approving all expenditures. Utilization of the Fee, including but not limited to purchases, travel and salaries, will be in strict accordance with established university fiscal policies and procedures.

**Control of the Fee:** Administrative officers on the Knoxville campus are charged with control of all aspects of the University Technology Fee. The Vice Chancellor for Information Infrastructure, acting as the fiscal officer for the general account is responsible to the Chancellor for the day-to-day fiscal control of the Fee and for the presentation of an annual budget that reflects the purpose of the Technology Fee as previously stated herein. Appropriate consultation with students and faculty will be sought. It is recognized, however, that while seeking consultation in matters pertaining to the Fee, the Chancellor and other administrative officials will not delegate "control".

**Fee Assessment:** All full-time and part-time students registered through The University of Tennessee registration system for Knoxville classes will automatically be assessed the Technology Fee. Both graduate and undergraduate students will be assessed the fee each semester on a \$12 per credit-hour basis, with a \$100 cap.

## **Refunds/Adjustments:**

Prior to the First Official Day of Classes - If a student withdraws or is dismissed from the University, the Fee will be adjusted 100%. If the student drops or adds hours, the Fee will be adjusted accordingly.

The First Official Day of Classes - If a student adds additional hours or reduces the number of hours, the Fee will be adjusted accordingly. If a student withdraws on or beyond the first official day of classes, the Fee will not be adjusted.

Exceptions - Exceptions to the Technology Fee Policy for Refunds and Adjustments must be approved by the Office of the Vice Chancellor for Information Infrastructure.

## **DRAFT OF BYLAWS**

### **Mission:**

- Advise Vice Chancellor for Information Infrastructure on implementation and expenditure of the technology fee
- Develop and administer technology guidelines
- Solicit input from campus constituencies
- Monitor progress of collections/expenditures
- Discuss technology trends and their impact on UTK's plan

**Schedule:** The meeting year of the Technology Advisory Board, and all its related committees, runs from April to March. Monthly meetings are held on the third Wednesday of the month.

### **Membership:**

- Vice Chancellor for Information Infrastructure (Co-Chair)
- 1 member of the Academic Affairs staff, appointed by the Vice Chancellor for Academic Affairs
- 1 member of the Administration and Student Affairs staff, appointed by the Vice Chancellor for Administration and Student Affairs
- 2 members of the faculty, appointed by the chair of the Faculty Senate
- 1 member of the Council of Deans, appointed by the Vice Chancellor for Academic Affairs
- 5 students (1 is co-chair), appointed by the Student Government Association President (At least 2 student members shall be graduate students)
- 1 member of the Office of Research, appointed by the Vice Chancellor for Research
- 1 member of the Finance staff, appointed by the Executive Director of Business and Finance Voting members other than the Vice Chancellor for Information Infrastructure shall serve two-year renewable terms.

### **Ex Officio Membership:**

- 5 student members from the Student Technology Services Committee (STAT) (1 from each branch of SGA, chosen by the respective branch)
- Associate Vice Chancellor, Information Infrastructure
- Director, Computing and Academic Services
- Director, Telecommunications and Network Services
- Director, Innovative Technologies Center
- 1 member, appointed by the Vice Chancellor for Development

### **Voting Privileges and Procedures:**

- All members shall have full voting rights. Ex-officio members shall not have voting privileges.
- Seven voting members shall constitute a quorum.
- Proxies shall be allowed. The voting member that the proxy is replacing must notify a board co-chair of the change no later than noon of the scheduled meeting day.

**Officers:** The Vice Chancellor for Information Infrastructure and one of the student voting members shall serve as co-chairs of the Board.

- The Vice Chancellor's position shall be permanent.
- The student co-chair shall be selected by the Student Government Association President, following consultation with the Board. The student co-chair shall serve in this capacity for a two-year non-renewable term.

### **Meeting Rules:**

- Special meetings of the Board may be called at any time by one or both co-chairs.
- By a simple majority, the Board at any time may authorize a change in the time and place of its meetings.
- Items of business and agendas shall be distributed to the members, or posted on the appropriate site on the DII web page, at least 48 hours prior to the meeting date.
- New business may be brought before the Board at any meeting, as part of the agenda item for new business, but full discussion may be delayed until the following meeting.
- Items of business, other than changes in the by-laws, shall be approved by a majority of members present.
- Minutes of all meetings shall be kept, and published within five working days after the meeting.

### **Committees:**

- There shall be standing committees on technology and strategic planning.
- Other ad hoc committees may be created at the discretion of the Board.
- Membership for all committees shall be selected from regular and ex officio members of the Board.
- Following consultation with the Board, the co-chairs shall appoint the chairpersons of each committee.

- A slate of membership for each committee shall be prepared by the committee chair(s). The slate will be presented to the Board co-chairs in April, for approval by the Board in May.
- Committee membership will be between three and five members, except if the Board authorizes an increase in a committee membership.
- Each committee shall have a student representative.
- The length of committee membership shall be one year, renewable, or until the dissolution of the committee.
- Members of the university community may be added to the committee, at the request of the committee chair, and with the approval of the Board.

**Parliamentary Authority:**

- The parliamentary authority for the Technology Advisory Board is defined in these bylaws.
- For parliamentary procedures not defined in the bylaws, the Board shall follow "Robert's Rules of Order."

**Amendments:**

- Consideration of changes in the bylaws of the Technology Advisory Board may be brought before the Board at any time on a motion duly made, seconded, and passed by a majority of the voting members present.
- The specific proposal to amend the bylaws shall be considered at the next regularly scheduled meeting of the Board, provided that the motion has been circulated to the membership at least one week prior to the date of the meeting.
- A favorable vote by at least two-thirds of the voting members present at the meeting is necessary to effect a change in these bylaws.