

**SAINT LOUIS UNIVERSITY  
PARKS COLLEGE OF ENGINEERING, AVIATION AND TECHNOLOGY**

Policy Number PARKS-005  
Effective Date: Month May 2018

v2.3. Revised: May 1, 2018

**TECHNOLOGY FEE USAGE POLICY**

**PURPOSE:** To establish the policy and procedures by which Parks College of Engineering, Aviation and Technology spends monies collected through the Parks Technology Fee.

**SCOPE:** This policy applies to expenditures made by Parks College of Engineering, Aviation and Technology using funds collected through the Parks Technology Fee.

**DEFINITIONS:** Parks Technology Fee – Provides funding for software and developmental tools used by aviation and engineering students at Parks College of Engineering, Aviation and Technology. This fee is charged each semester to all full-time and part-time undergraduate students registered as students in Parks College of Engineering, Aviation and Technology of Saint Louis University.

Parks College of Engineering, Aviation and Technology will be referred to as Parks College.

**POLICY**

**I. General**

The Parks Technology Fee was established in 2001 to provide a recurring stream of funds to be used for improvements and enhancements to the teaching labs in Parks College.

**II. Procedures for Use of Technology Fee Funds**

All expenses funded from the Parks Technology Fee must satisfy one of the allowed purchase categories defined in Section IV of this document. Permission for purchases outside the allowed purchase categories requires approval of the Parks Faculty Assembly and the Dean of Parks College.

The funds collected from this fee will be divided based on the allocation discussion in Section III. Each unit that receives an allocation is allowed to save unspent funds from year to year provided they report their account balance and provide justification as noted below.

All expenses funded from the Parks Technology Fee will be reported annually to the Parks Faculty Assembly and to the Association of Parks College Students. Specifically, each unit will provide an annual report to the Dean that (1) articulates the purchases made from the Parks Technology Fee Funds, (2) provides details of and justification for the expenses, (3) presents and justifies any savings of the funds for future use, and (4) provides an expected expenditure

timeline of any saved funds. Similarly, the Dean will provide an annual report containing the same items as the unit reports listed above. The Dean will collate the individual unit reports along with the Dean's report into one document, and will share it with the Parks Faculty Assembly and the Association of Parks College Students. The term of this report will be the academic year (July - June) and will be completed and shared by the end of August.

### **III. Distribution of funds**

The Parks Technology Fee shall be divided based on the following:

- A. The Dean's office shall retain 20% for those expenses which enhance the educational opportunities of all Parks students.
- B. The remaining 80% is to be divided amongst the units based on the following formula:
  1. The Department of Aviation Science and the School of Engineering will split this 80% based on student population in each unit.
  2. The pool of money received by the School of Engineering will be provisioned by giving the Director of the School of Engineering 50% of the school's allocation and each of the programs (EE, CpE, CE, ME, AE, BME, IDE) 4% + 22%\*percentage of Engineering students in that program.

Formula for distribution of funds:

Dean's Office: 20%

Department of Aviation Science:  $80\% \times \text{percentage of Parks Students in Aviation Science}$ .

Director of School of Engineering:  $50\%$  of  $80\% \times \text{percentage of Parks Students in Engineering}$ .

Each Engineering Program:  $80\% \times (4\% + 22\% \times \text{percentage of Engineering Students in that program})$ .

### **IV. Allowed and Disallowed Purchase Categories for Technology Fee Funds**

The spirit of the technology fee fund is to provide continuous improvements to the experiential learning opportunities provided through Parks College. The following categories outline allowed and disallowed purchases from the Parks Technology Fee funds.

- A. Department, School or Program Purchases
  1. Undergraduate experiential educational infrastructure including but not limited to: bench equipment, computers, laboratory furniture.
  2. Undergraduate experiential education consumables including but not limited to: software licenses experimental parts and supplies, manuals and guides.

B. Dean's Office Purchases

1. Undergraduate experiential educational infrastructure which do not reside in the control of any department, school or program including but not limited to: furniture for experiential learning environments, equipment for undergraduate laboratories which are open and useful to all Parks students
2. Undergraduate experiential education consumables which do not reside in the control of any department, school or program including but not limited to: software for undergraduate education which is open and useful to the Parks department, school and programs
3. Maintenance support for experiential education infrastructure which do not reside in the control of any department, school or program

C. Categories of purchases not allowed by the proceeds of this fee:

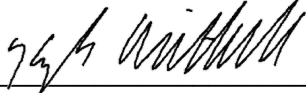
1. Salary of any kind
2. Resources for extracurricular student groups
3. Infrastructure not directly related to experiential education
4. Furniture and equipment for lecture classrooms

**V. Approvals**

This Parks College policy was approved by the Parks College Faculty Assembly and the Dean of Parks College of Engineering, Aviation, and Technology.

Approved by Parks Faculty Assembly on April 25, 2018.


Signature:

  
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Kyle Mitchell  
Chair, Parks Faculty Assembly

Date:

5-1-2018  
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Signature:

  
\_\_\_\_\_  
Michelle Sabick  
Dean, Parks College of Engineering, Aviation and Technology

Date:

5/1/2018  
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