

COLLEGE OF MICRONESIA-FSM  
ADMINISTRATIVE PROCEDURE No. 8000

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## Technology Fee

Date Approved:	21 May 2002
Date Revised:	11 December 2009
Date Reviewed:	28 May 2014, 5 December 2025
Reference:	Guam Community College, University of Guam, Lane Community College (Oregon) – Student Technology Fee Allocation, Roane State Community College (Tennessee) – Tuition and Fee Listing.

### Purpose of the Technology Fee

The technology fee is used to meet the College of Micronesia-FSM's ongoing technology needs in alignment with established policies. Technology fees support the college's commitment to maintaining accessible, up-to-date digital resources essential for student learning, instructional delivery, and institutional efficiency.

### Technology Fee Usage

From the \$100 per-semester per-student Technology Fee collected, \$30 will cover the cost of current operations, and the remaining \$70 will be set aside in the tech fee fund to systematically upgrade servers, computer labs, software, and other technology-related student services.

### Technology Access Ratio

The college will uphold a minimum student-to-computer access ratio of 10:1 across all campuses. This ratio may be reviewed annually to reflect changing student needs, increased reliance on personal devices, or enhancements in remote and cloud-based learning technologies.

### Technology Lab Refresh

All computer labs will undergo a refresh every five years or as assessed by the Director of Information Technology. This refresh cycle ensures that students and faculty have access to current technology that supports modern educational demands.

### Approval for Major Purchases

All major equipment purchases exceeding \$10,000 will be reviewed by the ICT committee and require the President's approval, per business office policy. To expedite technology upgrades, requests for essential technology purchases may be subject to a streamlined approval process, especially for critical or urgent needs.

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### **Emergency Fund Use and Expedited Approval**

In case of an emergency affecting institutional operations, the Director of Information Technology, through the Vice President for Institutional Effectiveness and Quality Assurance (VPIEQA), may seek direct approval from the President to expedite the use of Technology Fee funds outside the standard review process.

#### *Emergency Scenarios:*

Expedited fund use may be approved in the following situations:

1. **Cybersecurity Threats** – Urgent response to security breaches, malware attacks, or data loss incidents requiring immediate technology purchases or software licensing.
2. **Infrastructure Failures** – Critical failures of **servers, network equipment, power systems (UPS), or storage solutions** that impact academic and administrative functions.
3. **Natural Disasters** – Technology damage caused by typhoons, earthquakes, or other natural disasters that disrupt **campus-wide IT services**.
4. **Major Connectivity Outages** – Unexpected failures in internet or campus network connectivity that impede **student access to learning platforms**.
5. **Compliance and Regulatory Requirements** – Sudden changes in compliance standards requiring the purchase of **data protection tools or security upgrades**.

Any emergency request must be documented and justified in writing to ensure accountability and alignment with the college's strategic priorities.

### **Management and Prioritization of Technology Fee Requests**

All technology fee-funded purchases must receive **approval from the Director of IT**, who is responsible for prioritizing these purchases. The IT office will prioritize requests based on their alignment with the **college's strategic goals and technological demands**.

### **Special Requests Outside Standard Policy:**

There may be special requests for technology fee funds for needs outside the policy's usual scope. However, **safeguarding the fund's primary purpose is paramount**, and all requests will be considered with this priority.

See Board Policy No. 8800