

Engineering Student Technology Committee

October 19, 2005

Lockheed Martin Design Studio, Conference Area 1

- Kaiser went over welcome and introductions;
This committee reports to the Dean of Engineering, whom is always willing to assist the committee in anyway and whose door is always open if the committee would like to discuss anything.
- Kaiser reviewed of committee responsibility;
Charges for Technology Responsibilities and Committee (3 members)
- Kaiser went through the need to fill all committee positions;
 - ~Atmospheric Science; One Graduate Student
 - ~Civil Engineering; One undergraduate, one faculty member
 - ~Electrical and Computer Engineering; One undergraduate, one faculty member
 - ~Intradepartmental; Two undergraduates
 - ~Chemical Engineering; One undergraduate, one graduate
 - ~Mechanical Engineering; filled
- Kaiser Reviewed of ESTC website
- Kaiser requested volunteer for University Technology Fee Advisory Board
 - Need new rep, update on this years business
 - *No one volunteered so Kaiser stayed on UTFAB for second term
- Kaiser reviewed Budget Review
 - ~Strategic initiatives
 - ~Academic year budget (table and pie chart)
- Kaiser cover current Fee \$142.00
 - Lowered last year from \$155.00 when scholarships were no longer allowed to be taken from the Technology fees.

Charges for Technology Manual

Colorado State University

October 2004

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Rationale for Charges for Technology

The students at Colorado State University, in conjunction with their respective faculty and college administrators, recognize and acknowledge the following:

- Technological skills provide fundamental advantages in the job market;
- The State of Colorado and Colorado State University have many pressing fiscal needs that make it difficult to maintain a state-of-the-art technological environment for instructional programs; and
- For many students, the cost of purchasing and maintaining state-of-the-art technology for personal use is prohibitive. This is due largely to the rapid changes in technology being experienced in the marketplace.

Therefore, to provide general access to state-of-the-art instructional technology, to reduce the costs of technology for each student by pooling the resources of all students, to provide a competitive advantage

to students who attend Colorado State University, and to direct sufficient funding to these specific purposes, the students, faculty, and college administrators at Colorado State University endorse and support the collection of charges for technology. The charge is not intended to be a "use charge" and therefore is assessed to all students regardless of whether they actually use the equipment or whether they are enrolled in a course in the specific college for that semester.

The purpose of this manual is to standardize the policies governing the approval and administration of the different charges in use by the individual colleges at Colorado State University. The current University policy, approved by the Board of Governors of the Colorado State University System, provides enough latitude for each college to meet the needs of its respective constituencies.

At present, all the colleges at Colorado State University as well as the Intra-University Option have adopted and have been granted permission by the Board of Governors of the Colorado State University System to institute charges for technology. Each has a separate charge schedule consistent with the different needs of the constituencies at Colorado State University (see Appendix A).

The Board of Governors of the Colorado State University System approves the Charges for Technology for each of the colleges every year.

Strategic Planning within Each College and throughout the University

Each of the colleges should include long-range plans addressing future technological needs as part of its existing strategic planning. Coordination among colleges relating to future technological needs will undoubtedly result in overall savings for the University. Items not considered to be state-of-the-art in one college may provide a sufficient degree of functionality in another college or unit. The University will endeavor to make available to all of its units lists of equipment considered to be obsolete or surplus as well as needs of the different units.

Establishment of a College Technology Committee

Each college and the Intra-University Option at Colorado State University shall establish a College Technology Committee to oversee the administration of the charges for technology. The majority of committee members shall consist of students majoring within the college or the Intra-University Option and, at the discretion of the Dean, appropriate University personnel (e.g., faculty, computer lab coordinators). The Dean of each college shall be responsible for ensuring that adequate representation is present on this committee, according to the procedures outlined in the Board of Governors of the Colorado State University System approved Charges for Technology proposal for each college.

Responsibilities of the College Technology Committee

The College Technology Committee will ensure that extensive planning and communication with students will occur prior to any major commitment of funds. Input from student groups will be requested and considered prior to committee decisions. The College Technology Committee shall be responsible for ensuring that the funds returned to each college are spent according to established procedures. The Dean of each college shall be responsible for ensuring that these funds are administered according to CCHE guidelines with respect to "academic" charges as well as other applicable regulations or laws.

Continuation of Charges for Technology

The continuation of charges for technology within a college, as well as the amount of the annual charge, shall be voted upon by the College Technology Committee within each college at least every two years, beginning Spring Semester of 1996. This vote of the committee as well as the request for the continuance of charges for technology must be noted in the college annual Charges for Technology report.

Each year the College Technology Committee shall be authorized to request an increase or decrease of the charge by an amount not to exceed 5% of the current annual charge without completing the full approval process described in the next paragraph.

If an increase or decrease larger than 5% of the current annual charge is contemplated, the College Technology Committee shall hold open hearings, during the academic year, with all parties (undergraduate students, graduate students, and faculty). Following the hearings, a vote of all College Technology Committee members shall be taken. Passage of a charge change greater than 5% shall require approval by a two-thirds majority of the committee members.

All recommendations for continuation or changes shall be forwarded to the Dean for approval. The Dean's decision and reasons for the decision shall be communicated to the College Technology Committee. All charge recommendations shall then be forwarded to the University Information Technology Executive Committee (ITEC) and then to the Provost, who shall give approval before the recommendations are forwarded to the Board of Governors of the Colorado State University System. The Board of Governors of the Colorado State University System shall have ultimate authority for approving the continuation or changes. At the June Board meeting each year, continuation and proposed changes to the charges for technology are approved as part of the budget process for the coming fiscal year.

Requests for changes greater than 5% shall include the following information:

- Five-year history on actual and projected (for the current fiscal year) revenue and expenditures, and projected revenue and expenditures under the proposal
- Space and other facilities related requirements, if any, related to the change
- A description of the process used to obtain student support for the change
- Specific rationale and justification for the requested increase

Distribution of Funds

Each College Technology Committee shall be responsible for recommending a procedure for distribution of the funds resulting from the charges for technology. This distribution must be approved by the Dean of each college. The College Technology Committee may opt for centralizing the funds, or it may opt to return a percentage to each department to reflect the different needs of the college's various disciplines. Expenditures shall be reviewed beforehand by the Dean. Any disputes between the College Technology Committee and the Dean will be referred to the Provost for resolution.

Refunds

There may be unusual situations that could justify a refund of the technology charge, and students may request a refund from the College Technology Committee. Such a request shall be made in writing and addressed to the Chairperson of the College Technology Committee. The decision to grant a refund shall

be determined by a majority vote of the College Technology Committee. The student may appeal the committee's decision by notifying the committee and arranging a date to meet with committee members. Arguments from both sides will be heard and a vote taken. Decisions made by the committee at that meeting shall be final. Refunds will not be granted for the following reasons:

- 1) no predicted use of the equipment
- 2) non-enrollment in any specific college courses that semester
- 3) change of college later than one week after census date

A refund may be permitted on the grounds of change of college before or within one week following the official university census date. Students requesting refunds must present documents proving a change has been processed by the Registrar's Office. A refund may also be allowed because of withdrawal from the University as a result of serious illness, disabling accident, military call-up, or activation of Reserve or National Guard units, as stated in University policy, and is subject to confirmation by the Office of Enrollment Services.

Proposal for Expenditures

To improve educational experiences, proposals for expenditures of the funds resulting from the charges for technology shall be solicited by the College Technology Committee from students and faculty, preferably working together. Members of the committee are primarily responsible for identifying departmental needs; however, the departments may make their own requests. Moreover, all students having suggestions about laboratory equipment, computers, and other general-purpose requirements are encouraged to bring them to the respective committee members, department heads/chairs and/or the Dean's Office. Laboratory supervisors, graduate teaching assistants, and faculty members are also encouraged to make suggestions as they often know what improvements are needed and what is commercially available to upgrade and enhance the different laboratories.

As a University-wide teaching facility, the University Libraries may submit proposals for expenditures to established College Technology Committees, either for assistance in special technology for students in particular colleges, or for across-the-board technology enhancements.

The Assistive Technology Resource Center should be consulted when designing computer laboratories with improved accessibility for all students. To meet the needs of individual students with specific disabilities, the Assistive Technology Resource Center may purchase or provide specialized equipment or other appropriate accommodation(s) as warranted on behalf of a particular student. Total expenditures for such accommodations during each year will be allocated to each college's E&G budget, in proportion to the Charges for Technology collected by each college the previous year, to reimburse these costs incurred by the Assistive Technology Resource Center.

A college may carry forward Charges for Technology funds for several years to provide for major purchases. Requests for carry forward must be fully documented and justified and the major purchases involved must be included in the strategic plan for the college. A multi-year purchase must not be in conflict with pertinent laws of the State of Colorado or other applicable regulations. Any requests for carry forward funds for multi-year purchases must be included in the annual report and must be approved by the Provost.

Colleges are not permitted to carry deficits over a fiscal year boundary, rather Colleges are mandated to carry over only small, desirably zero, fund balances over fiscal year boundaries. However, some expenses for technology, especially for software licensing and maintenance, are recurring and are therefore incurred in July. Because Charges for Technology revenue is not collected until the beginning of the fall semester, this pre-spending may cause some Charges for Technology accounts to be in deficit. As these expenses are required for the operation of technology environments, this paragraph details a policy that colleges can apply to sustain their operations throughout this time period. Colleges and the University Open Option may deficit spend up to 20% of the annual Charges for Technology revenue that they collected during the last fiscal year prior to receiving revenue for the current fiscal year. Any deficit so incurred may not be carried past the end of September. Colleges may appeal this to the Information Technology Executive Committee (ITEC) by forwarding the appeal to the ITEC via the Associate Vice President for Information and Instructional Technology.

Allowable Uses of Funds

The following are allowable uses of the funds resulting from the charges for technology:

1. Student hourly compensation

Funds can only be used specifically to compensate students for monitoring or supervising computer laboratories or other laboratories where a substantial amount of the equipment has been purchased with the funds resulting from the charges for technology, or to compensate students for offering technology training and/or technology development specifically for students. Such technology training or development shall not be in support of academic courses or other functions normally funded by academic units. Students otherwise occupied in normal departmental functions, such as graders or tutors, shall not be paid from these funds.

2. Examples of allowable purchases of computer hardware and software

Computers	Printers
Plotters	Hard disk drives
CD-ROM drives	Network cabling and devices
Operating systems	Word processors
Spreadsheets	Graphics packages
Utility packages	Compilers
Simulators	Productivity tools
Software licenses	Software upgrades
Tape backup devices	Diagnostic software
Multimedia products	Security systems
File servers	Ergonomic furniture
Modems	compatible with learning stations

3. Examples of allowable purchases of other instructional equipment

Scientific laboratory instruments	General testing equipment
Diagnostic hardware	Kilns
Art studio technologies	Electrical or electronic music technology

Cameras
Video teleconferencing equipment

Videotape machines

4. Examples of allowed purchases of laboratory supplies

Printer paper for student use
Mouse pads

Printer cartridges
Video and audio tapes

This category is not intended to be used for the purchase of otherwise typical laboratory supplies for equipment not purchased with funds resulting from the charges for technology.

5. Maintenance

Charges for maintenance required for the continued use of the items purchased with funds resulting from the charges for technology are allowed and encouraged.

In addition, credit card costs incurred by the University in permitting students to pay the charges for technology are allowable "cost of doing business charges."

The constituency of a college may wish to exclude or include any of the aforementioned items. Such an exclusion or inclusion must be recommended by the College Technology Committee of the respective college and the action filed with the Dean's Office and the Provost's Office.

Non-Allowable Uses of Funds

The following are non-allowable uses of funds resulting from the charges for technology:

Non-student personnel
Personnel recruiting expenses
General office supplies
Facilities remodeling
Equipment not accessible to students

Graduate student assistantships
General furniture
Vehicle rental
Photocopying
Travel

Any photocopying such as copying for computer manuals is not an allowable use of funds.

The term "accessible to students" is meant to imply equipment used by students in order to fulfill academic requirements. Such equipment may be available in an open lab or in a specialized laboratory accessible only while a faculty member or a teaching assistant is present. Often specialized equipment can only be used in a meaningful manner when a direct supervisor is present. Ordinarily, purchase of administrative equipment is not considered an appropriate use of the funds.

The appropriateness of a specific item may be questioned by a Dean and advice obtained from the internal audit office of the University. Inappropriate expenditures proposed by the College Technology Committee can be vetoed by the college Dean. A process for appeals and clarification shall be in place and rests with the Provost, who shall have final say. If Deans allow inappropriate expenditures, they are subject to adverse audit findings which will be addressed during regular performance reviews.

Basis of the Charges for Technology for Undergraduate Students

All undergraduate students enrolled for nine or more credits will be assessed the charges for technology by each of the colleges. The charges will be prorated for students taking less than nine credits. No distinction is made between resident and non-resident students.

All charges collected from students in a given college will be transferred directly to that college as a separately budgeted item in the Resident Instruction budget of the college.

Basis of the Charges for Technology for Graduate Students

Graduate students enrolled for six or more credits in colleges that require charges for technology of graduate students will be assessed the charges for technology. The charge will be prorated for students taking less than six credits. No distinction is made between resident and non-resident students. Graduate students paying the continuous enrollment fee do not pay the charges for technology.

Need-Based Scholarships

Ten percent of the Charges for Technology funds collected each Fall and Spring shall be designated for need-based scholarships in each college. The College CFT committees shall determine the amount of the scholarships, the eligibility requirements, and the application process. The process shall consider gross financial need and enrollment status. College CFT committees may also establish other criteria (e.g., grade point average, year in school) as they see fit. Scholarships shall not exceed the higher of a) 50% of full tuition for the current year or b) twice the total CFT charges assessed a single student for four years (eight semesters plus any intervening summer sessions). Students on less than half-time status shall not be eligible for CFT need-based scholarships.

Each year, the Office of Student Financial Services shall provide each college with a list of eligible students, based on their gross financial need and other applicable criteria established by the college. The summary of need-based scholarships awarded by each college shall be included in the annual Charges for Technology report provided to the Board of Governors of the Colorado State University System.

Reports and Requests to the Board of Governors of the Colorado State University System

Each year each college shall produce an annual Charges for Technology report. Copies shall be made available upon request to any student or faculty member, and a copy of the report shall be posted at all central departmental bulletin boards or on the Web.

Each college shall submit to the Director of Academic Computing and Networking Services the annual Charges for Technology report to be collated into a comprehensive report for the University and submitted to the Information Technology Executive Committee for review. The report is then presented to the Provost, the President's Cabinet and subsequently forwarded to the Board of Governors of the Colorado State University System.

Colleges requesting changes greater than 5% shall submit this request to the Information Technology Executive Committee for review. The report is then presented to the Provost, the President's Cabinet and subsequently forwarded to the Board of Governors of the Colorado State University System.

The Board of Governors of the Colorado State University System receives the annual Charges for Technology report at its May meeting. At the June meeting, it receives requests for changes in the charges for technology. Also, all continuing charges are approved each year at the June meeting. Consequently, annual reports from the colleges are due to the Information Technology Executive Committee by March 1, and requests for changes in the charges for technology by April 1.

Format for the Annual Charges for Technology Report

The information requested for the report includes:

- Administration of Charges for Technology
- Description of Labs Supported by Charges for Technology, and
- Revenues and estimated expenses for the current fiscal year

Additional detail, including guidelines for preparing Annual Reports, a budget template for submission of expenses, copies of previous Annual Reports, and other pertinent information, may be found on the web at <http://www.colostate.edu/services/acns/ChargesforTechnology.html>.

Appendix A

Charges for Technology Each Semester (2004-2005)

College	Undergrad. Charge	Grad. Charge	Summer Charge
Agricultural Sciences	\$75	\$75	No
Applied Human Sciences	\$69	\$69	Yes
Business	\$100	\$100	No
Engineering	\$155	\$155	No
Intra-University Option	\$36	N/A	No
Liberal Arts	\$55	\$55	No
Natural Resources	\$100	\$100	No
Natural Sciences	\$100	\$0	No
Veterinary Medicine	\$100	\$0	No

Colleges may assess charges for technology to summer students.

Undergraduate students enrolled for nine or more credits will be assessed the full charge for technology. The charge will be prorated for students taking less than nine credits.

Graduate students enrolled for six or more credits in colleges that require charges for technology of graduate students will be assessed the full charge. The charge will be prorated for students taking less than six credits. Graduate students paying the continuous enrollment fee do not pay the charge for technology.

No distinction is made between resident and non-resident students.

	Budget	Additional Allocation	Encumbrances	Expenses		
Strategic Initiatives	24,000	31,186.64		11,728.00	3,473.81	\$13,458.18
Balance Forward from FY05		5,458.18				
Academic Village computing	10,000					\$10,000.00 <i>project balance</i>
Electronic Classroom		20,000.00	FY05 balance fwd			\$8,272.00 <i>project balance</i>
Computer Desks				11,728.00		6/15/05 CIS 070712
Smart Board (hold funds & verify need)		1,800	FY05 balance fwd			\$1,800.00 <i>project balance</i>
LMDS 8th Studio - chairs		3,246.84	Equip Repl		3,246.84	7/1/05 CIS 071019
RAMlab equipment		681.62	FY05 balance fwd			\$454.65 <i>project balance</i>
Data Programming Boards					215.00	7/11/05 ACard MicroChip
Multimeter					11.97	7/22/05 ACard Harbor Freight
Security Cameras	6,000					\$6,000.00 <i>project balance</i>
Unallocated	8,000					
Actual CFT Revenue						
	242,578.50	49.0%				
Over the last six years, fall revenue has been 52.21% of the total revenue for the year.						
If FA05 revenue is 52.21% of the total, this year's revenue will be \$464,620, or \$30,380 short of the \$495,000 budget						
The shortfall has traditionally been taken from Strategic Initiatives, but may be applied as committee deems fit.						

Student Charges for Technology Fund

*College of Engineering
Colorado State University*

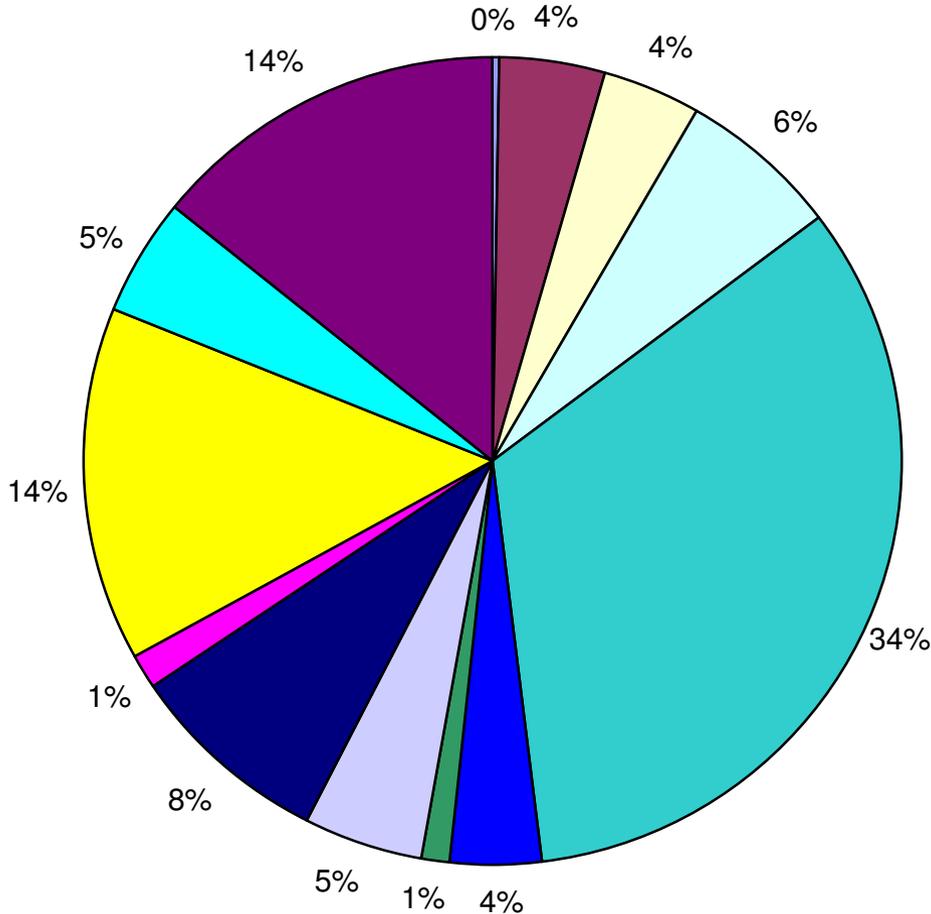
Academic Year 2005-2006 Budget

	Forward from FY05	FY06 Allocation	Total FY06 Budget
Advance Purchases	\$60,000	\$0	\$60,000
Assistive Technology	\$0	\$2,000	\$2,000
Business Expenses	\$701	\$0	\$701
Central Services & Systems			
Computer Lab Equip. Replacement	\$29,856	\$165,000	\$194,856
Laboratory Maintenance & Support	\$0	\$23,000	\$23,000
Network Maintenance	\$0	\$6,000	\$6,000
Server Maintenance & Support	\$15,820	\$70,000	\$85,820
Student Wages	\$5,300	\$70,000	\$75,300
Department Allocations			
Atmospheric Science	\$946	\$20,000	\$20,946
Chemical Engineering	\$1,202	\$19,700	\$20,902
Civil Engineering	\$24,420	\$31,800	\$56,220
Electrical & Computer Engineering	\$15,394	\$17,500	\$32,894
Intra-departmental majors	\$8,000	\$5,000	\$13,000
Mechanical Engineering	\$5,484	\$41,000	\$46,484
Strategic Initiatives	\$27,940	\$24,000	\$51,940
	\$93,595	\$495,000	\$588,595

Student Charges for Technology Fund

College of Engineering
Colorado State University

Academic Year 2005-2006 Budget
\$495,000



- Assistive Technology (\$2K)
- Atmospheric Science (\$20K)
- Chemical Engineering (\$19.7K)
- Civil Engineering (\$31.8K)
- Computer Lab Equip. Replacement (\$165K)
- Electrical & Computer Engineering (\$17.5K)
- Intra-departmental majors (\$5K)
- Laboratory Maintenance & Support (\$23K)
- Mechanical Engineering (\$41K)
- Network Maintenance (\$6K)
- Server Maintenance & Support (\$70K)
- Strategic Initiatives (\$24K)
- Student Wages (\$70K)