

# Charges for Technology Manual

## Colorado State University

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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 (CFT) for each of the colleges every year.

## **Revenue**

The charges for technology assessed to each student comprise the primary source of revenue for the Charges for Technology accounts in each college. In addition, valid sources of revenue include cost-recovery charges for printing, the sale of surplus CFT equipment for non-CFT purposes and cost-sharing charges assessed to faculty and staff for the use of services that were entirely CFT funded.

## **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.

## **University Charges for Technology (UCFT) Committee**

The UCFT committee is responsible for coordinating Charges for Technology activities including responsibility for: 1) maintaining the policies for the Charges for Technology activity in the CFT Manual, 2) assembling the annual CFT reports from the Colleges into an annual report that shall be submitted to the Information Technology Executive Committee (ITEC) for its approval, and 3) assembling the annual report on the magnitude of the charges and any proposed increases. The chair of the College Information Technology Administrators Council (CITAC) is responsible for convening and chairing the UCFT committee. Membership of the UCFT committee shall include up to two students and one staff member

from each college, two Intra-University students, and one staff member from the Center for Advising and Student Achievement (CASA). The student members from each college shall be appointed by the student governing body of the college, and failing that, by the Dean of the college. The college staff member shall be responsible for coordinating the college's CFT activities, and shall be appointed by the Dean of the college. The CASA staff member and Intra-University students shall be appointed by the director of CASA.

The UCFT committee will endeavor to meet twice per year. An alternate staff member, if appointed, may attend meetings and if necessary, vote in the absence of the primary member. At UCFT committee meetings, a quorum shall consist of nine voting members which represent a majority of the colleges and shall be necessary for action. Items are to be decided by majority vote of the quorum. In the case of a tie, the vote shall be determined by the vote of the chair. In the case of a tie where the chair does not vote or abstains, the motion shall fail.

### **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 DHE 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 May 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, and
- 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, or
- 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 Division of Enrollment and Access.

### **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.

The Assistive Technology Resource Center (ATRC) should be consulted when designing or modifying computer environments, both physical and electronic, to address accessibility, ergonomic and universal design considerations. To meet the needs of individual students with specific disabilities as defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the ATRC may purchase or provide specialized hardware, software or other appropriate accommodations as warranted on behalf of a particular student with a disability. To utilize CFT funds for such expenditures, a representative of the ATRC must attend the spring UCFT meeting and present a proposed budget for the following fiscal year. If budget was provided during the current fiscal year, the proposal will also include a written report of the current year's budget and expenditures.

If a budget is approved for the ATRC, that budget will be distributed to the colleges on a per student percentage basis, i.e., the percentage of total students enrolled in a college during the current year versus the total students enrolled in the university for the current year. The CFT funds for the ATRC will be transferred out of college CFT accounts shortly after July 1 of each fiscal year.

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 temporarily 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 Intra-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 Vice President for Information 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. Non-Student employee compensation

Funds can be used to compensate or partially compensate non-student employees up to a total of 1.0 full time equivalent (FTE) employee per college where the compensated employee's function directly supports equipment and activities that are paid for with the funds resulting from the charges for technology. This FTE may be allocated across multiple employees as long as the total FTE support per college does not exceed 1.0. Similar to item 1 above, the compensated employee(s) shall not be in support of academic courses or other functions normally funded by academic units. Non-student employees otherwise occupied in normal departmental functions, such as graders or tutors, shall not be paid from these funds.

3. Examples of allowable purchases of computer hardware and software

- Computers
- Imaging devices
- Plotters
- Hard disk drives
- CD-ROM and DVD drives
- Network cabling and devices
- Operating systems
- Word processors
- Spreadsheets
- Graphics packages
- Utility packages
- Compilers
- Simulators
- Productivity tools
- Software licenses
- Software upgrades

- File storage and backup solutions
- Diagnostic software
- Multimedia products
- Security systems
- File and application servers
- Ergonomic furniture compatible with learning stations
- Remote access solutions
- Environmental conditioning, including electrical power

Note that the last item above. “environmental conditioning, including electrical power,” allows ventilation, air conditioning, heating and humidification, and electrical power systems to be installed specifically to condition and power equipment purchased under this program. A limited amount of modification to the physical infrastructure is allowed, such as installing HVAC systems, ventilation systems, and modifications to existing rooms such as installing doors with vents, and installation of electrical panels and circuits specifically to environmentally condition the space and provide the power for server equipment purchased under this program. It is not intended to be used for the large projects such as the construction of new or refurbishing of existing server rooms, or for environmentally conditioning student labs.

#### 4. 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
- Videotape machines
- Video teleconferencing equipment

#### 5. Examples of allowed purchases of laboratory and other supplies

- Paper and output media
- Toner and ink cartridges for imaging devices
- Mouse pads
- Video and audio tapes
- Office supplies used in student labs by students (e.g. staplers, paper clips, scissors, etc.)
- Office supplies used by the help desk in support of the CFT activity (e.g. staplers, paper clips, scissors, etc.)

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.

## 6. 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.

## 7. Furnishings

When equipment is purchased with CFT funds, up to 25% of the cost of the equipment funds may be used to purchase furnishings that directly support the use of the purchased equipment. There must be a direct tie between the equipment and the supporting furnishing(s), e.g. chairs and tables for student computer stations or laboratory equipment, carts for portable equipment, equipment racks, etc.

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 not directly supporting CFT-funded initiatives
- Graduate student assistantships
- Personnel recruiting expenses
- General furniture
- General office supplies
- Vehicle rental
- Equipment not accessible to students
- Travel
- Food, drink and meals
- Facilities remodeling, except as noted above for environmental conditioning and electrical power for servers

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.

### **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 online.

Each college shall submit to the chair of the University Charges for Technology Committee the annual Charges for Technology report to be collated into a comprehensive report for the University and submitted to the Vice President for Information Technology 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, including requests for changes in the charges for technology. Consequently, annual reports from the colleges, including requests to change fees, are due to the UCFT chair by April 1.

### **Format for the Annual Charges for Technology Report**

The information requested for the report includes:

- Revenues and Estimated Expenses for the Current Fiscal Year, with explanations for all increases, and justification for carry-over and carry-forward requests.

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 at <http://ucft.colostate.edu/>.

### **Responsibility for this Document**

The University Charges for Technology (UCFT) Committee is responsible for this document, including all modifications and additions.

## Appendix A

### Schedule of Charges for Technology per Semester Effective as of July 1, 2015

| <b>College/Program</b>                                 | <b>Undergrad. Charge</b> | <b>Grad. Charge</b> | <b>Summer Charge</b> |
|--------------------------------------------------------|--------------------------|---------------------|----------------------|
| College of Agricultural Sciences                       | \$86.15                  | \$86.15             | No                   |
| College of Business                                    | \$103.00                 | \$103.00            | Yes                  |
| College of Engineering                                 | \$170.00                 | \$170.00            | No                   |
| College of Health and Human Sciences                   | \$71.00                  | \$71.00             | Yes                  |
| Intra-University Option                                | \$35.50                  | N/A                 | No                   |
| College of Liberal Arts                                | \$57.30                  | \$57.30             | No                   |
| College of Natural Sciences                            | \$94.50                  | \$0                 | No                   |
| Warner College of Natural Resources                    | \$94.50                  | \$94.50             | No                   |
| College of Veterinary Medicine and Biomedical Sciences | \$90.00                  | \$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.