

Submitted: January 9, 2008

Approved: March 11, 2008

Recommendation #39: Determining what services will be included in the Information Technology Services expense pool and defining the statistic used for allocating the expense pool.

Issue number: E-39, E-55

Background

IT Services offers a variety of services to the university. The costs for providing these services have historically been funded from both a central allocation from the General University fund and from various cost recovery mechanisms. The Budget Model Review and Implementation Committee recommended that the IT Services costs that are funded from the General University fund be included in the IT Services expense pool and allocated proportionately to primary resource units based on their proportion of faculty FTE, staff FTE and student headcount.

Historically, the Office of Institutional Research has reported faculty and staff FTE data based on the October 31st payroll. This has traditionally been considered the fall term "official" payroll commitment data. Student enrollment data has historically been captured from the 10th day enrollment census file for each term. The Office of the Registrar manages the census file and the data reported through the Office of Institutional Research each term. This reporting has traditionally been considered the university's official student headcount data.

Recommendation

The RMM Expense Allocation implementation work group recommends that the IT Services costs that are funded from the General University fund be included in the IT Services expense pool. Specifically, the IT Services units and services funded from the General University fund include:

- Office of CIO
 - IT Services administration
 - Administrative Services (IT Services Accounting, Human Resources and Staff Support Service)
 - Internet Participation & Membership Fees
- Academic Technologies
 - Classroom Technology Services and Support *
 - Creative Services *
 - Communications
 - Test and Evaluation Services
 - Web CT (partial)
 - High Performance Computing *
 - Geographical Information Services *
- Customer Services
 - Solution Center Help Desk *
 - Academic Computer Labs Support

- Productivity Software
- Networks and Communications
 - Campus Backbone (Campus inter-building connections)
 - Wireless Data in Central Campus Locations & General Use Classrooms
- Security and Policies
 - Security and Policy Development
 - Incident Response
- Systems and Operation
 - Campus Central Data Storage *
 - Campus Infrastructure Services (DNS, DHCP, directory services, authentication)
 - Basic Messaging (WebMail/PopMail)
 - Data Center Operations *
- University Information Systems
 - Data Warehouse
 - Web Development *

* Service costs are funded from both a central allocation from the General University fund as well as from various cost recovery mechanisms. The portion of the service costs that is funded from the General University fund will be funded through the expense pool. The portion of the service costs that is currently funded from direct charges to customers based on usage will continue.

IT Services will define the basic level of service that will be provided through the pool. Services that exceed this basic level will be charged back to customers.

Allocation statistic

The RMM Expense Allocation implementation work group recommends that the costs associated the IT Services expense pool be allocated proportionately to primary resource units based on their proportion of faculty FTE, staff FTE and student headcount.

For the purposes of this allocation, faculty FTE includes tenured faculty, tenure-track faculty, non-tenure eligible faculty and postdoctoral associates. Staff FTE includes professional and scientific staff, merit staff, and hourly staff (excluding students). Faculty and staff FTE data takes into account all funding sources, excluding agency funding. The Office of Institutional Research's October 31st FTE data from the prior fiscal year will be used as the data source for this allocation statistic. For example, for fiscal year 2009, the IT Services expense pool will be allocated using the Office of Institutional Research's October 2007 FTE data.

For the purpose of this allocation, student head count includes undergraduate, graduate and professional students. This includes both full-time and part-time students as well as on-campus and off-campus students. The Office of the Registrar's prior fall term 10th day enrollment census data, as reported by the Office of Institutional Research, will be used as the data source for this allocation statistic. For example, for fiscal year 2009, the IT Services expense pool will be allocated using the Office of Institutional Research's 2007 fall term 10th day enrollment data.