

Guidelines for Appropriate Expenditure of Income from the Student Computer Fee

Approved by Computation Advisory Committee, CAC, on May 9, 1991
Amended on November 19, 1993, March 7, 1996 and December 1, 2005

These guidelines apply to the use of all student computer fee funds (Central Pool, College Pool, or any other funds supported by student computer fees). The expectation is that committees with half of their members consisting of Iowa State students establish priorities and make decisions about the expenditure of student computer fees. The Computation Advisory Committee, CAC, should be consulted for interpretation of these guidelines or the perceived need for revisions of these guidelines.

I. USE CATEGORIES

- A. The types of uses deemed to be **supportable** are:
 - 1. Information technology resources for all Iowa State University students.
 - 2. Information technology resources by faculty and staff (provided that such use is directly related to instruction).
- B. The types of uses deemed **inappropriate for support** are:
 - 1. Sponsored research and consulting by students, faculty or staff.
 - 2. Un-sponsored research or consulting by faculty or staff.
 - 3. Staff work not directly related to instruction.
 - 4. Construction and renovation of physical facilities, including furniture and wiring.
 - 5. Purchase of major information technology equipment (greater than \$25K per system) without consultation with CAC.
 - 6. Personnel on appointments exceeding two years.

II. EXPENDITURE CATEGORIES (intended principally for the supportable uses listed in section IA)

- A. **HARDWARE** – Purchase, maintenance, replacements or upgrades of university-owned equipment
- B. **SOFTWARE** – Purchase, maintenance, replacements or upgrades for university-owned machines and/or site licenses
- C. **EXPENDABLE SUPPLIES** (e.g., paper, toner, media, etc.)
- D. **STUDENT ACCESS TO NETWORKS**
- E. **SECURITY AND PROTECTION** against loss through theft of computers and computer peripherals (e.g. tie downs, special door locks, video surveillance systems, and payment of insurance premiums)
- F. **SUPPORT PERSONNEL** directly involved with hardware/software assistance and maintenance (e.g. lab monitors)
- G. **PERSONNEL INVOLVED IN COURSE DEVELOPMENT** as deemed appropriate by the colleges and departments for courses that make use of information technology resources. These expenditures may be for all Iowa State University student support, Information Technology Services personnel support, and general support costs (which may include expenditures to foster and promote course development).
- H. **OTHER SERVICES or FEES** related to the use of information technology for class development or delivery.