Computation Advisory Committee Annual Report Guidelines

Approved by the Computation Advisory Committee, February 28, 2008
Updated: January 25, 2011 (effective with FY11)

In order to maintain a high level of accountability any college, department, other unit or project grant receiving student computer fees (from here forward referred to as a “funded group”) from the Computation Advisory Committee (CAC) shall provide a report at the end of each University fiscal year for which the funds were allocated and/or spent. The primary goal of these reports is to ensure that student computer fee funds are accounted for at every level and that they are expended in a way that’s consistent with the CAC Guidelines for Appropriate Expenditure of Income from the Student Computer Fee. In addition this policy outlines a report to be compiled by CAC at the end of each fiscal year to provide a summary of all student computer fee income, expenditures and carryover funds. This policy includes both requirements for the reports and methods of enforcement when the requirements are not met.

I. Funded Group Yearly Reports

Each funded group must submit a report to the Committee at the end of each fiscal year. Each report needs to include four sections:

1. Summary showing income expenditure and carryover totals
2. Description of the intended use of carryover funds
3. Narrative describing the allocation and spending process used by the unit
4. Description of the impact on student experience

Who must submit a report?

1. Each college showing the funds they received from the College Pool and income from augmented fees (higher fees than the standard computer fee).
2. Any department receiving augmented fee income directly
3. Information Technology Services and University Library

A. Summary Page

This page provides a quick overview of all funds allocated and expended by the funded group. A sample report is included in the Appendix. The page should include the following:

1. A total of available funds to include carryover from previous years and all allocated funds.
2. A total of expenditures broken down by university class totals, and broken down by
department if appropriate.
3. A total of all unspent funds to be carried over to the next fiscal year.

B. Carryover Funds

Each report should describe the planned expenditure of all carryover funds. A detailed description of each long-term project should be given including the following:

1. Expected total cost of the project.
2. Details on carryover including information on previous years’ carryover, funds allocated from this year’s budget, and the time for funds to accumulate.
3. A description of intended use of project funds. Long-term detail can be difficult, but all available detail should be provided.
4. When a long-term project is implemented, this section should include all final information on the project including the total actual cost of the project and any unspent funds. The unspent funds should be documented as unspent funds not allocated to long term projects on the summary page.

C. Allocation and Spending Process

This section should describe the process used within the unit to allocate CAC monies in the unit. This section should also describe procedures used to validate expenditures as appropriate. The narrative should also include a summary of planned allocation and allocation methods for the next fiscal year if they are changing.

D. Impact on Student Experience

This section should sum up the impact of expenditures on student education. Please provide examples detailing impact and approximate costs, return on investment, value of investment, students impacted, etc. It should contain an overview of current and future projects, as applicable, and anticipated future needs.

II. Computation Advisory Committee Report

Each year a report shall be compiled by the CAC Chair. This report is intended to give a broad overview of all Student Computer Fee use allocated by the committee through all allocation procedures. This report should summarize the income, expenditures, allocations, and carryover from all of the reports described in I.A.

A. A breakdown of all income, expenditures, allocations, and carryover from all of the reports described in I.A.

1. Information on the Central Pool to be broken down by:
   a. Information Technology Services,
   b. University Library,
   c. CAC Initiatives, including all expenditures from the Central Pool allocated directly by CAC.
2. The College Pool to be broken down by colleges receiving funds, including any special fees for a funded group.
3. Augmented fee income broken down by receiving unit.
4. Expenditure categories.

B. A breakdown by unit of all carryover balances.

III. Report Policy Enforcement Procedure

As a means of enforcing this policy and ensuring the reports are received in a manner that is timely and consistent with this policy, the following procedures shall be followed.

A. All reports shall be submitted to CAC within two (2) months of the end of the University fiscal year.

1. The reports shall be submitted directly to the CAC Chair who will distribute them to CAC for approval at the next CAC meeting.
2. Approval of the reports shall require a quorum of committee members present with a special majority voting for approval.
   a. A quorum shall be defined as seven (7) staff & faculty members and seven (7) student members
   b. The special majority shall constitute a majority of faculty & staff members present and a majority of student members present. If either group does not reach a majority, the measure fails.
3. If the report is not approved, it is sent back to the funded group for review with recommendations by CAC. The report must be resubmitted to the CAC chair within two (2) weeks of the request to revise the report. The revised report will follow the same approval policy as an initial submission.
4. After re-submission, if the committee determines that the funded group has not adequately met the reporting policy and the recommended changes to the report, the CAC chair will work with the Executive Vice President and Provost on an appropriate remediation.
5. Within two (2) weeks of approval reports shall be posted on the CAC website.

B. Within one month of approval of all funded group reports, the CAC Chair shall submit the CAC report for approval by CAC under the same requirements and procedures of all other reports.

C. If any reports are not submitted (or re-submitted) to the CAC Chair as outlined above, the Chair shall notify the funded group about the delinquent reporting and will work with the Executive Vice President and Provost on an appropriate remediation.