DATE: August 30, 2012
TO: Computation Advisory Committee
FROM: Ellen Reints, Fiscal Officer
RE: Fiscal Year 2012 Computation Advisory Committee Report

On behalf of Interim Dean Akinc, I am sending you this requested report regarding the College of Engineering’s summary of all student technology fee income, expenditures and carryover funds.

A. Summary Page:
A summary page is attached to this email. It provides an overview of all College of Engineering technology fees including: carry forward from FY11 ($1.1M); funds received ($2.4M); expended ($2.1M); and carry forward to FY13 ($1.4M).

B. Carryover Totals:
The June 30, 2012 carry forward cash balance in the college’s technology fee accounts was $1,456,931, as compared to $1,115,186 one year ago. These funds are available to our departments to spend in support of student learning. The college’s approach to the management of financial resources involves both local and central decision making to meet present needs & objectives as well as to make progress on strategic plans. Department chairs have the flexibility to use as needed. They formulate plans and propose expenditures as they make decisions throughout the year.

C. Current Year Narrative:
The college has allocated technology fee revenue proportionally to the academic departments based on the enrollment of the students and the amount of instruction taught. This has been the practice for 2 years now, beginning in FY11.

The FY12 student technology fee income allocated to the college was estimated to be $2.2 million. A portion “off the top” was used to support central computing that benefits the entire college. The remaining was allocated to the academic departments. This model supplants the previous approach in which departments submitted proposals for central review and competition. The intention and philosophy here is to lean administrative overhead and improve the ability of departments to allocate resources under local control for the benefit of student learning. Actual revenue exceeded estimates by $238,000, totaling approximately $2.4 million. The majority of expenses paid from all of these funds were in the ISU class code category for “services, information, and communications.” The attached summary page shows the allocations made to each department and project including college-wide operational expenses, computer lab upgrades, and a software portfolio.
The college has taken steps toward a leaner, more efficient, and more collaborative administrative structure and is better positioned than in the past to respond to resource fluctuation and changing customer needs. Academic departments are supported through block budgeting; including technology fee structures which provide incentives for recruiting, retention, and academic success of students.

The estimated fall 2012 enrollment exceeds 7,600 engineering students. These student technology fees are used to reach the college’s highest priority of improving the quality of the student learning experience including improving the quality and quantity of space needed to achieve this aim.

Through the Dean’s Education Initiative (DEI), a one-time investment of $2.5 million was made to support our undergraduate educational programs in today’s environment of growing enrollment. This $2.5 million investment included $430,000 from technology fee income. The college initiative is directed at sustainable improvements in our curricular and co-curricular undergraduate educational programs in the areas of student learning, efficiency to accommodate increased enrollment, collaborations and economies of scale, and student success along the recruiting, education, advising, retention, and placement value change. The projects supported through the DEI will loosen the highest priority pinch points in the college’s undergraduate programs. Examples of projects include enhancing hands-on learning across the ENGR160 curriculum, adding additional GEO testing equipment, and addressing increasing enrollments in software engineering and electrical & computer engineering labs.

D. Expenses requiring CAC Approval:
Attached is a summary of the pre-approved unusual expenses. Approval for salary support greater than 50% for Jim Wellman is pending. In addition to the CAC annual audit process, we have reviewed WebFM and believe this complies with the CAC reporting guidelines.

Thank you.

CC: M Akinc, J Kurtenbach, G Mirka, B Narasimhan, R Cox, L Genalo, M Sasse, B Schafbuch
### Allocation and Expenditures Summary

**As of 6/30/12 FY12 Allocation** 2,438,892.84  
**Expenditures - FY12** 2,088,148.07  
**Project commitments yet to be realized** 1,465,930.89  
**FY11 Carryover** 1,115,186.12  
**Total Available - FY12** 3,554,078.96  
**Total Expenditures (real and projected)** 3,554,078.96

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Title</th>
<th>FY12 Carry Forward Balance</th>
<th>Allocation/Total Receipts</th>
<th>Total FY12 Commitments In</th>
<th>FY11 Carry Forward Balance</th>
<th>Total FY11 Commitments Outstanding</th>
<th>Total Personnel (1)</th>
<th>Total Services, Information, Communication (2)</th>
<th>Total Supplies (3)</th>
<th>Total Utilities, Maintenance &amp; Repair (4)</th>
<th>Total Miscellaneous (5)</th>
<th>Total Capital Transactions (6)</th>
<th>Office Supplies (7)</th>
<th>Office Supplies (8)</th>
<th>Office Supplies (9)</th>
<th>Total Expenditures (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>202-20-20</td>
<td>OPERATIONAL EXPENSES</td>
<td>627,577.47</td>
<td>635,783.61</td>
<td>61,798.55</td>
<td>0.00</td>
<td>123,270.44</td>
<td>0.00</td>
<td>391,270.44</td>
<td>118,475.08</td>
<td>0.00</td>
<td>0.00</td>
<td>1,628.11</td>
<td>0.00</td>
<td>0.00</td>
<td>442,762.07</td>
<td>596,800.66</td>
</tr>
<tr>
<td>202-02-83</td>
<td>COMP LAB UPGRADES</td>
<td>(8,047.65)</td>
<td>352,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,401.15</td>
<td>21,020.00</td>
<td>0.00</td>
<td>0.00</td>
<td>81,622.83</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-83</td>
<td>252,579.52</td>
</tr>
<tr>
<td>202-02-84</td>
<td>ABE</td>
<td>27,648.09</td>
<td>31,891.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,920.21</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>41,273.73</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-84</td>
<td>18,265.36</td>
</tr>
<tr>
<td>202-02-85</td>
<td>MSE</td>
<td>14,068.35</td>
<td>72,812.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,579.20</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>53,055.55</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-85</td>
<td>13,756.50</td>
</tr>
<tr>
<td>202-02-86</td>
<td>CBE</td>
<td>65,453.57</td>
<td>262,579.52</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,401.15</td>
<td>21,020.00</td>
<td>0.00</td>
<td>0.00</td>
<td>81,622.83</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-86</td>
<td>262,579.52</td>
</tr>
<tr>
<td>202-02-87</td>
<td>E CPE</td>
<td>65,453.57</td>
<td>355,833.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,401.15</td>
<td>21,020.00</td>
<td>0.00</td>
<td>0.00</td>
<td>81,622.83</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-87</td>
<td>252,579.52</td>
</tr>
<tr>
<td>202-02-88</td>
<td>COMP LAB UPGRADES</td>
<td>(8,047.65)</td>
<td>352,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,401.15</td>
<td>21,020.00</td>
<td>0.00</td>
<td>0.00</td>
<td>81,622.83</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-88</td>
<td>252,579.52</td>
</tr>
<tr>
<td>202-02-89</td>
<td>IMSE</td>
<td>62,408.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,401.15</td>
<td>21,020.00</td>
<td>0.00</td>
<td>0.00</td>
<td>81,622.83</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-89</td>
<td>10,032.00</td>
</tr>
<tr>
<td>202-02-90</td>
<td>ME</td>
<td>52,674.61</td>
<td>274,632.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,401.15</td>
<td>21,020.00</td>
<td>0.00</td>
<td>0.00</td>
<td>81,622.83</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-90</td>
<td>135,387.22</td>
</tr>
<tr>
<td>202-02-91</td>
<td>ONLINE LEARNING</td>
<td>2,318.61</td>
<td>(135.00)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-91</td>
<td>(0.39)</td>
</tr>
<tr>
<td>202-02-92</td>
<td>ERU</td>
<td>70,589.38</td>
<td>169,299.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-92</td>
<td>101,991.21</td>
</tr>
<tr>
<td>202-02-94</td>
<td>ENGR TECH SERVICES</td>
<td>66,088.38</td>
<td>92,073.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-94</td>
<td>125,266.46</td>
</tr>
<tr>
<td>202-02-95</td>
<td>TOYLING W TECHNOLOGY</td>
<td>29,781.71</td>
<td>11,667.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,184.00</td>
<td>0.00</td>
<td>0.00</td>
<td>202-02-95</td>
<td>17,771.56</td>
</tr>
<tr>
<td>202-20-22</td>
<td>SOFTWARE PORTFOLIO</td>
<td>89,015.36</td>
<td>413,056.94</td>
<td>89,015.36</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>371,071.42</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>371,211.71</td>
<td>0.00</td>
<td>0.00</td>
<td>202-20-22</td>
<td>41,845.23</td>
</tr>
</tbody>
</table>

**Total** 3,554,078.96

### Notes:
- Difference of "Allocation/Carryover" minus "Expenditures/FY12 Carryover" should equal zero.

1. Salaries, wages and fringe benefits.
2. Includes software, data service, computer supplies, and other computer related expenses.
3. Includes expendable equipment, printing, photocopy supplies, hardware supplies, photo/audio/visual supplies, etc.
4. Includes graduate student tuition for graduate students working and paid on CAC funds where no other tuition support exists.
5. Includes assets with a useful life of more than one year and a cost of $2,000 or more.
6. Includes distribution of computer fees from college account or among department accounts.
<table>
<thead>
<tr>
<th>College</th>
<th>Dept/Location</th>
<th>Category(ies) of &quot;Unusual Expense&quot;</th>
<th>Total Project Cost</th>
<th>CAC Funds Requested</th>
<th>Description</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Aerospace Engineering: Howe Hall Atrium</td>
<td>Renovation</td>
<td>390,000</td>
<td>50,000</td>
<td>Next Generation Interactive Classroom</td>
<td>To support team interaction and promote effective communication between students and faculty.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Chemical Engineering: 1123 Sweeney Hall</td>
<td>Furniture</td>
<td>7,500</td>
<td>7,500</td>
<td>15 chairs</td>
<td>This provides furniture for a newly renovated computer lab, accommodating the high enrollment of CBE &amp; ME students.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Civil, Construction, &amp; Environmental Engineering: 134 &amp; corridor of Town Engineering</td>
<td>Furniture, Renovation</td>
<td>100,000</td>
<td>72,000</td>
<td>New furniture, ceiling tile and grid, carpet, lighting, and electrical needed for the furniture. Power in corridor for computers and laptops, and new fixed tables and chairs will be installed.</td>
<td>To enhance the environment for student learning by adding computer capacity and improving facilities in the main computer lab in Town Engineering.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Civil, Construction, &amp; Environmental Engineering: 142 Town Engineering</td>
<td>Furniture</td>
<td>2,742</td>
<td>2,742</td>
<td>Tables &amp; chairs</td>
<td>To allow for the increased enrollment of 20 students per section, an additional set of tables and chairs for geotechnical engineering courses.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Electrical &amp; Computer Engineering: 2061 Carver</td>
<td>Furniture</td>
<td>36,000</td>
<td>18,000</td>
<td>Furniture for 24 lab stations</td>
<td>New flexible lab stations will increase the total capacity to absorb increased demand for lab space for high- enrollment courses.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering: 1051 Black Engineering</td>
<td>Furniture</td>
<td>2,700</td>
<td>2,700</td>
<td>9 computer tables</td>
<td>To accommodate more students due to the increased enrollment in the Department of Mechanical Engineering.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mechanical Engineering: Black Engineering</td>
<td>Furniture</td>
<td>35,000</td>
<td>35,000</td>
<td>70 chairs</td>
<td>To accommodate more students due to the increased enrollment in the Department of Mechanical Engineering.</td>
</tr>
</tbody>
</table>
APPENDIX A

Request for advance approval of unusual* expenses
[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee”]

Department: Aerospace Engineering

Building/room location: Basement floor of Howe Hall

Description: Howe Hall- Next Generation Interactive Classroom

Total Project Cost: $390,000 ($50,000 coming from Aerospace Engr technology fee fund)

Category of unusual expense(s) within the project:
Renovations

Costs associated with these unusual expenses: For construction, materials, labor, and design costs

Date(s) of proposed expense: 05/12 - 10/12

Justification*:
The goal for this new classroom is to support team interaction and promote effective communications between students and faculty. The space will consist of pods for team learning, with whiteboard space for interactive brainstorming, and advanced electronic media capacity for content delivery.

The Aerospace Engineering department has doubled their undergraduate population over the last few years and at the same time has only a single classroom dedicated to the department in the building. With the continued growth of the freshman class, the problem has now become acute and additional classroom space is needed.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by:  

College approval:  

18 March 2012
Iowa State University
of Science and Technology

March 2012

**Project Title**

Howe Hall-Next Generation Interactive Classroom

**Revised Project Budget**

**Background on Project**

This project will remodel approximately 2,260 net square feet of existing space on the atrium level of Howe Hall currently used to meet a variety of teaching and associated support space for the Department of Aerospace Engineering in the College of Engineering.

The goal for this new classroom is to support team interaction and promote effective communication between students and faculty. The space will consist of pods for team learning, with whiteboard space for interactive brainstorming, and advanced electronic media capacity for content delivery.

**Justification/Need for Revised/Amended Budget, Including Changes in Project Scope**

The department has doubled their undergraduate population over the last few years and at the same time has only a single classroom dedicated to the department in the building. With the continued growth of the freshman class, the problem has now become acute and additional classroom space is needed. Realignment of the project budget and scope were necessary to accommodate the departmental needs.

**Funding**

See Below

**Project Budget**

<table>
<thead>
<tr>
<th></th>
<th>Initial/Rev. (previous)</th>
<th>Revised Budget (Mar 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Costs</td>
<td>$118,500</td>
<td>$217,500</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>40,000</td>
<td>63,450</td>
</tr>
<tr>
<td>Movable Equipment</td>
<td>79,000</td>
<td>100,050</td>
</tr>
<tr>
<td>Relocation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Contingency</td>
<td>12,500</td>
<td>9,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$250,000</strong></td>
<td><strong>$390,000</strong></td>
</tr>
</tbody>
</table>

**Source of Funds:**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Initial/Rev. (previous)</th>
<th>Revised Budget (Mar 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Engineering</td>
<td>$70,000</td>
<td>$210,000</td>
</tr>
<tr>
<td>University Funds</td>
<td>180,000</td>
<td>180,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$250,000</strong></td>
<td><strong>$390,000</strong></td>
</tr>
</tbody>
</table>
Howe Hall-Next Generation Interactive Classroom
Revised Project Budget
March 2012
Page 2

Authorized by:  
David J. Miller  
Associate Vice President for Facilities

Approved by:  
Warren R. Madden  
Vice President for Business and Finance

Date:  3-9-12

Date:  3/10/12

c:  Carol Yanda  
Carol Swenson  
Project Web Site/CPDR

email:  Ellen Reints  
Thomas Brumm  
Connie Bates  
Richard Wiezien

Mark Grief  
Lea Bartley  
Rhea Seich

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>Capital F/A #:</th>
<th>Holding Acct(s):</th>
<th>Source Acct(s) &amp; Amt(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP001864</td>
<td>502-12-22</td>
<td>113-12-07</td>
<td>701-15-20 = $180,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>202-02-83-10-0011 = $50,000; 202-02-33-09-0008 = $20,000; 202-02-33-09-0003 = $140,000</td>
</tr>
</tbody>
</table>

G:\Buildings and Land Entities\Howe\Capital Projects\Next Generation Interactive Classroom Rev Proj Bdg't 03-12
3/8/12
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines): Furniture

Description: 15 chairs for newly renovated 1123 Sweeney Hall computer lab

Date(s) of proposed expense: 2/29/12

Justification*: need to purchase 15 chairs for newly renovated computer lab. Lab was expanded to include 1123, 1129, and 1133 Sweeney to accommodate the high enrollment of CBE students; was also done in collaboration with ME Dept.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: Jody Danielson

College approval: [Signature] 18/A/02/12 2012
Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the "Guidelines for Appropriate Expenditure of Income from the Student Technology Fee."]

Category of unusual expense (from guidelines): Furniture, renovation

Description: Install new fixed seating tables and 20 thin client computers in the north-south corridor on the west side of the 1st floor in Town Engineering Building. Reconfigure electrical, media equipment, replacement of the lights, carpet and furniture in Room 134 Town Engineering Building.

Date(s) of proposed expense: July-August 2011 for hallway work; Summer 2012 for room 134 work

Justification*: Add computer capacity and study space for student learning. Improve facilities in main computer lab in building. Enhance environment for student learning. These computers will be available for general use for all students in the College of Engineering.

Projected Cost: $100,000, of which only $70,000 to be paid from Technology Fee.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: [Signature]

College approval: [Signature] 9/12
Iowa State University  
of Science and Technology  
May 2011

**Project Title:** Town Engineering–Remodel Room 134

**Project Type**
Remodeling

**General Description of Project**
Computer room 134 will be updated with new furniture, ceiling tile and grid, carpet, lighting, and electrical needed for the furniture. In corridor C0124, power will be added for computers and laptops, and new fixed tables and chairs will be installed.

**Justification/Need for Project**
Need to update existing computer room and corridor.

**Estimated nsf/gsf to be Constructed/ Renovated**
2682 nsf/gsf

**Proposed Functions/ Occupants of Space**
Computer classroom

**Project Budget with Source of Funds**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Costs</td>
<td>$35,000</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>9,000</td>
</tr>
<tr>
<td>Movable Equipment</td>
<td>50,000</td>
</tr>
<tr>
<td>Relocation</td>
<td>0</td>
</tr>
<tr>
<td>Project Contingencies</td>
<td>6,000</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$100,000</strong></td>
</tr>
</tbody>
</table>

**Source of Funds**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Funds</td>
<td>$28,000</td>
</tr>
<tr>
<td>Civil, Construction, &amp; Environmental Engineering</td>
<td>$72,000</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td><strong>$100,000</strong></td>
</tr>
</tbody>
</table>

The University Funds as shown above are being committed in accordance with provisions of Section 8.33 of the Code of Iowa.
Town Engineering—Remodel Room 134  
May 2011  
Page 2

Authorized by: [Signature]  
David J. Miller  
Associate Vice President for Facilities  
Date: 5-18-11

Approved by: [Signature]  
Warren R. Madden  
Vice President for Business & Finance  
Date: 5/18/11

c: Carol Yanda  
Carol Swenson  
FAMIS/CPDR

email: Rhea Selch  
Lea Bartley  
Nancy Qvale  
Brandi Latterell

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>Capital F/A #</th>
<th>Holding Acct(s)</th>
<th>Source Acct(s) &amp; Amt(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR Capital</td>
<td>502-11-82</td>
<td>113-11-22</td>
<td>701-02-04-14-0000 (FY11) = $28,000</td>
</tr>
<tr>
<td>CP001B23</td>
<td></td>
<td></td>
<td>202-02-88-00-0000 (FY12) = $72,000</td>
</tr>
</tbody>
</table>

G:\Buildings and Land Entities\Town\Capital Projects\Remodel Room 134  
5/17/11  
PR014946
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Department: Civil, Construction, & Environmental Engineering

Building/room location: 142 Town Engineering

Description of total project: 2 testing stations to be used for 4 lab groups

Total Project Cost: 2,742

Category of unusual expense(s) within the total project (see http://www.cio.iastate.edu/committees/cac/policies/expenditures_2011-2012.pdf):

Furniture

Costs associated with these unusual expenses: 2,742

Source of support for remaining project costs: n/a

Date(s) of proposed expense: FY12-13

Justification*: In the undergraduate laboratory, we will use technology fees for geotechnical testing equipment to improve student learning in CE 360.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: __Gary Mirka________________________

College approval: ____________________________

18 April 2012
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Department: Electrical & Computer Engineering

Building/room location: 2061 Carver

Description of total project: Furniture for 24 lab stations.

Total Project Cost: 36,000

Category of unusual expense(s) within the total project (see http://www.cio.iastate.edu/committees/cac/policies/expenditures_2011-2012.pdf):

Furniture

Costs associated with these unusual expenses: 36,000 (18,000 from Technology Fees)

Source of support for remaining project costs: General Fund

Date(s) of proposed expense: FY12-13

Justification*: Electrical & Computer Engineering new, flexible lab stations for undergraduate labs to support: CPR E 185, 281, 288, EE 185, 201, 230.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: __Gary Mirka________________________

College approval: ____________________________ 18 April 2012
APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines):

Projected Cost: $2,700

Description: Add nine (9) more computer tables in 1051 Black Engineering Building to accommodate more ME 324 students.

Date(s) of proposed expense: July/August 2011

Justification*: To accommodate more students due to the increased enrollment in the Department of Mechanical Engineering.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: [Name]

College approval: [Signature] 3-29-12
APPENDIX A

Request for advance approval of unusual expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Category of unusual expense (from guidelines):

Projected Cost: $35,000

Description: Add 70 chairs in mechanical engineering student computer labs.

Date(s) of proposed expense: July/August 2011

Justification*: To accommodate more students due to the increased enrollment in the Department of Mechanical Engineering.

*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)

Requested by: __Nate Jensen____

College approval: __ELLIS__ 3/29/12