Current Year Narrative- CAC College of Veterinary Medicine FY13
Submitted by Dr. Claire Andreasen, Associate Dean for Academic and Student Affairs

Allocation and Spending Process – Please see submitted fiscal report
This section should describe the process used within the unit to allocate the CAC monies. 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.
In addition, this section should include:
1. Total income to the unit and lower level allocations by unit or department.
2. Total expenditures by project or department with brief description for each.
3. Impact on Student Experience –
Project and department expenditure information should include the impact on student education. Please
provide examples detailing impact and approximate costs, return on investment, value of investment,
number of students impacted, etc.

A revision of the allocation and spending process was undertaken in 2012-2013 for student
technology fees received by the College of Veterinary Medicine; therefore, this is a longer
narrative. The prior process had tracked funding for compliance with CAC policy; however, the college
budget analyst was not in the initial or ongoing planning process, and not given sufficient follow-up
information. With the occurrence of a new committee chair, and new associate dean with oversight of
academic IT, a revised approach to budgeting was undertaken. It was clear that the planning was critical
or the college student IT infrastructure would be over-spent and unsustainable for FY13, especially
following prior years of budget and personnel cuts. The process was to assure the following.
1. All funds go to support all veterinary students with specific direct impact; this is the highest
priority versus fewer groups of students.
2. Funds would be tracked with specific project numbers. Prior categories similar to the below had
been used, but there were “msc” expenses that were not made clear to the budget analyst as to
justification, recurring, etc. Projects advocated by faculty or units of low priority and minimal
impact for student IT infrastructure would not be a priority.
3. Matching funds would not be continued or awarded on projects not completed by faculty or
duplications of other available resources.
4. Funds would be budgeted for each project/category at the beginning of the semesters by meeting
with the college budget analyst, Director/manager of academic IT, CLIM committee chair, and
Associate Dean for Academic and Student Affairs. The Associate Dean has responsibility for
oversight of all Academic IT infrastructure, including students and classrooms. Over the
summer, beginning June 30, outcomes of the prior year and upcoming budget issues would be
reviewed.
5. Priorities related to #1 would be funded first for student IT infrastructure
6. Assessment of the budget will occur monthly or sooner if needed
7. The process involved a marked educational effort for the committee, especially the students, who
of course do not realize the significant budget limitations of the college with the RMM in a
professional college.
8. A yearly charge is given to the committee by the Associate Dean and Dean.

The following section consists of the new/revised outline of the process used and ongoing fiscal
issues to be met in FY14. All the listed projects impact all veterinary students (#125 for years 1
and 2 and 145-150 years 3 and 4 = approximate total of 550 students) and are critical to their
learning. Focused priorities consist of student IT support personnel, IT programs, computers used by
students, and classroom connections. Individual faculty projects that were not mission critical for
educational delivery were no longer a priority. The budget is not sustainable to do so and must be focused on priorities that are required for veterinary student learning. The below plan was presented and approved by the CLIM committee for the past year.

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**Student Technology Fees- Budget Plan FY13 (2012-2013) Protocol**

Submitted by Associate Dean Academic and Student Affairs, Reviewed by the Chair of the CLIM committee and Manager of Academic IT

8/16/2012

At the beginning of each fiscal year, the chair of the CVM CLIM committee and the Associate Dean for Academic and Student Affairs with input from the Manager of Academic IT will prepare a budget with anticipated recurrent expenses that are instrumental to the delivery of student educational technology and infrastructure 1.A.3-5 according to Guidelines for Appropriate Expenditure of Income from the Student Technology Fee, updated Oct 26, 2011.

In July of the new FY, the proposed budget will be presented to the CAC/CLIM administrative liaison who is the CVM Account Specialist/Budget Analyst, Ms. Karol Krumm, to inform her of anticipated expenses for that year that are essential to providing educational access/support for students. Each year, the remaining infrastructure needs will be met before funds are dedicated to projects as listed in 2. below

After the above expenses are met, funds may be used for:

1. Additional unanticipated essential computer delivery expenses for students, especially regarding 1.A.3, such as renovations and wiring updates.
2. After recurring expenses, flexible money can be used for CAC proposal matching funds or application for projects with identified criteria for proposals that have the highest impact for the most students.

Approximately $100,000-$105,000 per year comes to the CVM from student technology fees.

CLIM will fund known recurring/encumbered expenses that do not require yearly proposals to the CVM CLIM committee (aka pre-approved):

- **$30,000/year** ECHO service contract (classroom lecture capture for students)
- **$4,000/year** Cumulus (image library for students and instructors)
- **$26,000/year** Salary **System support specialist I** for student help desk; 34% salary; therefore, less than 50% of salary and benefits *(updated mid-year since benefits not initially included from prior figure of $16,320/yr)*
- **$20,000/year** Printing ($5 per semester CAC; $20 per year CVM to students; plus supplies)
- **$8000/year** Microsoft select (license and programs for students)
- **$15,912/year** Telecom **access fee** for students/class
- **$8600/year** Loaner laptops for students (planned prior year)
- **$Note below** AV upgrades (use of carry over to upgrade classroom IT infrastructure; $15,000 carryover)
- **$103,912/year** Estimate Total for FY 13

*6200 Slide Imaging system currently BACUS (pending) – yearly recurring image slide capture system for student instruction

**Notes for FY13:**

Recurring = Loaner lap tops, same model as prior year; therefore 4 will be adequate
Cumulus upgrade pending; plan to be supported by the Tech fee account for the classroom academic IT if student AV salary expenses can be met.

Recommend for FY13, recommend freeze any remaining flexible funds (including remaining carryover) until January 2013 due to drought and concern regarding mid-year budget cut.

**FY14**

**Known need for FY14; Yearly** = Classroom ECHO updates = $12,000/room. Rooms to update = 3-4 Begin summer 2013?
• Virtual slides **BACUS** used (allocation $6200) but if change provider to Aperio or other = $30-40,000 with 10% annual fee ($2000-3000). **No funds in budget at present to change system.**

With this responsible budget management model, we can assure that student computer infrastructure is met and there is accountability and responsibility for the student computer fees.

### Budget Outcomes

The process worked very well for tracking and identifying costs/expenditures.

1. Funds were not available for **matching funds** for the 3 CAC grants submitted. Correction of point 2 below hopefully will free funds in the future. CAC grants will not be supported for individuals that have not had a past strong outcome.

2. The proposed budget was very close to the spending that occurred.
   a. As stated, the first personnel cost was under-estimated in the planning since benefits needed to be included.
   b. Carryover funds made it possible to upgrade the Wilcke Suites for PCAL (item #6 below); mission critical
   c. Printing cost overruns had to be paid with carryover funds.

3. The funding of partial salaries of **personnel dedicated to student IT support** is critical. An additional person (SSS1) was added due to fund reorganization and CAC funds. Without this, student needs could not be met. Our veterinary students have onsite computer support due to the problems traveling to campus and the constant IT use for classrooms. This fee will continue for needs to supplement personnel salaries dedicated to students.

4. **Printing** became a critical issue as a mid-year crisis occurred with cost overruns by students that had not occurred in the past. Copying had exceeded the $20,000 allocation in January. This was due to excessive copying by approximately 12-14 students. In the past, copies over the 1500 units had not been charged to the U Bill due to no overage. A new policy will be similar to ISU. Units will be allocated and after allocation there will be a charge to the U Bill but will not over-compensate the printing expenses account. Limited printing is consistent with a green policy. Also, **2 printers will need to be replaced** in the upcoming year at $2000 each; after 2 older printers use the toner in them and are sent to surplus.

5. A **5 year plan for classroom IT upgrades** was formed this past year. Each year, upgrades are planned (see future issues below #4)

6. **Carry over funds** were used for **AV/IT classroom upgrades** in the Wilcke Suites that were time critical to be in place fall semester 2013 for group classrooms and the required professional standardize client communication experience (PCAL) which also is a requirement for college accreditation. This totaled **approximately $15,000.**

7. Carryover funds have been spent and the remaining has been allocated (Future issue #1 below). We now have to adhere strictly to the yearly allocation received.

8. Examine continued reorganization or decreasing printing allocation to free-up funds for new innovative projects.

### Future Issues

1. **Project commitments: Slide Image capture system.** For student instruction, we had a system (BACUS) containing all slide images used for pathology, histology, parasitology, clinical pathology. The company was terminating the type of contract and technology used (new slide scans were being eliminated at the college). The company has undergone changes, other companies were reviewed, and a new Olympus contract was explored. Software is $20,000 and yearly cost for the license is estimated at $5000 which that cost is aligned with our current...
allocation. Proposals was submitted to the university but it appears that program call will not be funded. The pathology department is dependent on this type of system for teaching and is willing to put up part of the money for the new software. This also will be used in histology. We have identified 3 funding sources, including our yearly $6200 allocation formerly for BACUS; the pathology department; and a small Foundation account with leftover money that fits this item. Action is needed in the next 4 weeks or the system will not function. We are in discussions with the company to obtain a complete proposal for FY14. A scanner will not be purchased at this time since that cost is $50,000; we will maintain what we have and can use the company for small numbers of slide scans.

2. **Printing** - The budget was not sustainable for printing without limits. Instructors have the ability to place printed material in the student bookstore to benefit the students. A number of the committee members, including students, did not favor continuation of the college allocating money for printing. There are higher priorities such as IT infrastructure and matching funds for CAC grants that will benefit students.

3. **Personnel**. We are in the process of hiring a SSSIII dedicated to student IT infrastructure support and planning. This position replaced a SSSII that was vacated; and this position will have a higher level of responsibility and give us the ability to recruit the level of personnel we need for planning. A portion of the salary will probably need to come from student technology funds; but only a small portion can be allocated at this time.

4. **Class room IT infrastructure**. The projected costs of $25,000 (newer classrooms) to $45,000 (older classrooms) for upgrades is currently not sustainable in our budget. Solicitation of private gifting has been advocated to the Dean, but that is not a reliable method due to variable donor interests.

5. A number of other budget issues impacted student infrastructure during and at the end of the year budget cycle. Campus had funded Turning Point but this was delegated to the colleges and not anticipated in our budget. For fall 2013, we were able to include this in the laptop mobile computer programs for students due to savings and packaging the student computer purchase. We are dependent on the program in our teaching.

6. **Servers**. Server purchase is needed soon at $25,000 due to increasing images and increased use to videos and other additions to teaching and ECHO recording used solely for student learning.

7. **Printing captioning of lectures**. On campus and for us, this is a future impact since it is currently “for fee” by companies. Captioning currently is cost prohibitive for the college and done via campus accommodation units. Nevertheless, we are exploring how to accomplish this in the future.

8. **Infrastructure**. We have the leading IT system for student learning among all veterinary colleges in the U.S. and probably globally. However, being the leader comes at an expense. I have charged our IT group and will be discussing with our college CLIM committee visions for the future. Primarily, how can we position ourselves to have educational access comparable to what we have now accessible by all devices and relieving us from so much computer maintenance due to the veterinary students requiring a help desk at the college? The web conversion is estimated to take 2-3 years and 2 programmers.

9. **Additional technology fee**. The committee started the discussion of an additional yearly technology fee due to increasing expenses and there will not be an increase in student numbers (RMM). Our college is technology intense and other programs have added technology fees specific to colleges or programs; computer science, engineering, etc. Due to student debt in veterinary medicine, even with our nationally low tuition and fee rate, we are hesitant to do so. This may come to a point of deciding to keep our leading IT student infrastructure or not.
Summary

1. The allocated use of funds will continue as planned with tracking and project numbers.
2. The committee will be discussing whether to recommend to the Academic IT section and Associate Dean the continued college allocation for printing via student technology funds of $20 per students per year which is over $10,000/yr budgeted not including the printers and supplies. For FY14, we have already spent approximately $6000-8000 for supplies. Currently, we are the only known veterinary college that gives any allocation for printing. Other colleges found they could not sustain a budget for student printing.
3. Hiring of personnel for student computer support is a priority to meet student needs. A portion of salary will remain at less than 50%.
4. Replacement of the BACUS slide scanning system software.
5. Future planning for classroom upgrades, which is the least sustainable part in the current budget model.
6. Examine graduate student IT support. They are supported if they have an ISU owned computer and for wireless.
7. Examined and plan for future learning via IT.
## Allocation and Expenditures Summary

### FY13 Allocation

<table>
<thead>
<tr>
<th>Special Fees</th>
<th>FY12 Carryover</th>
<th>Total Available - FY13</th>
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<tbody>
<tr>
<td>107,620.07</td>
<td>41,493.38</td>
<td>149,113.45</td>
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</tbody>
</table>

### Expenditures

- Project commitments yet to be realized: 27,029
- Total Expenditures (real and projected) - FY13: 149,113.73

### FY12 Carry Forward Balance

<table>
<thead>
<tr>
<th>Allocation/Total Receipts</th>
<th>Total Personnel Expenditures</th>
<th>Total Services, Information, Communication</th>
<th>Total Utilities, Maint &amp; Repair</th>
<th>Total Miscellaneous</th>
<th>Total Capital Transactions</th>
<th>Transfers Out</th>
<th>Office Supplies</th>
<th>Total Expenditures</th>
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<td>T02</td>
<td>41,493.38</td>
<td>107,620.07</td>
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<td>122,084.73</td>
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</tbody>
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### Notes:
- Difference of "Allocation/Carryover" minus "Expenditures/FY12 Carryover" should equal zero.

### Expenditure Categories

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.