

## Faculty Computer Refresh Subsidy Program

Version 1.1

July 1, 2013

### Introduction

Emerging federal requirements for expenditures disallow computer purchases except where explicitly allowed by and dedicated to a grant. Specifically, faculty computers used for any other purpose than on a specific grant, for example such general uses as communications and academic uses, cannot be purchased using federal funds. This introduces an additional burden on the University to fund such. In light of these changes and to ensure that regular (tenure and tenure-track) faculty have access to basic computing essential to the conduct of their duties, the Provost allocated in FY 13 \$100,000 of base funds to subsidize computer purchases for this program. This document contains the terms and conditions for the use and application of such a subsidy.

A committee (the 'Committee') was constituted by the Provost to develop these terms and conditions. The Committee was comprised of the following members: Pat Burns (Chair), Dave Carpenter (CAHS), Jim Cox (CNS), Kacie Reed (CVMBBS), Mark Ritschard (CAAG), David Ryan (Controller), and Ron Splittgerber (OVPR). The Committee endeavored to attain simplicity, yet maintain accountability, flexibility, and equity.

The program shall adhere to the following terms and conditions:

1. The subsidy program shall be available only for regular (tenured and tenure-track) faculty.
2. The number of regular faculty in each college eligible for this program shall be determined by the Office of Institutional Research on July 1 of each fiscal year. The Office of Institutional Research shall produce and distribute to each college shortly after July 1 of each fiscal year a list of regular faculty eligible for the subsidy in the college.
3. Available funds shall be allocated to each college in proportion to the number of eligible regular faculty in each college, as determined in the preceding item 2.
4. The funds shall be used only to subsidize purchase of personal computers, either desktop or laptop, or commensurate desktop hardware such as thin clients and the servers necessary to support them. Other devices, e.g. research computers, tablets, smart phones, etc., are not eligible for subsidy.
5. Computers may be refreshed on any cycle, in accordance with priorities for purchase determined by and at the discretion of each college.
6. The subsidy shall be limited to \$500 or half (fifty percent) of the cost of each computer or thin client and associated server hardware, whichever is less, for a faculty member in each fiscal year. The subsidy may be used to subsidize the cost of leased devices, consistent with all of the provisions of this program.
7. The computers shall be purchased using extant purchasing rules, e.g. on the HP contract for the standard models wherever possible. Note that there is an exception process.
8. A single fund shall be established for, in, and under the authority of each college for the subsidy. Colleges must supply the additional funds from other, approved fund sources.
9. Funds not expended by March 15 of each year shall be recovered by the Provost's Office, and returned to the pool for next year's purchases.
10. The program shall be implemented to minimize the administrative burden on all involved. Therefore, colleges shall annually report to the VP for IT no later than May 1 of each year the total number of computers purchased for which the subsidy was used.

11. Business and Financial Services shall report the total amount of subsidy expenditures used by each college to the VP for IT no later than May 15 of each year.
12. The VP for IT shall report to the Provost no later than May 30 of each year: the number of computers subsidized, the total subsidy amount, and the average subsidy amount, separately for each college.
13. It is anticipated that these expenditures will be subject to examination by the Internal Audit Department in the course of their standard audits of the colleges conducted periodically.
14. These terms and conditions shall be reviewed annually by the Committee, which may be reconstituted for such purposes, with the original members if they are available, but augmented by other members if they are not.

This revised version 1.1 of this document was reviewed, and the changes contained herein endorsed by the Committee at its meeting of June 26, 2013, thereby resulting in this version 1.1 adopted unanimously by the Committee effective July 1, 2013.