

OKLAHOMA STATE UNIVERSITY™

Information Technology

The reconstituted OSU Student University Technology Services Fee (UTSF) Committee will operate as follows:

- Maintain a twenty-member committee with the responsibility of stewardship, oversight, and recommending approval of the fiscal year budget for the UTSF
- The Committee total membership will be composed of:
 - 7--Undergraduate student representatives appointed by the President, Student Government Association (It will be the responsibility of the SGA to appoint student members to the committee who represent a broad cross section of the University.)
 - 7--Faculty Representatives--one each from College of Agricultural Sciences and Natural Resources, Spears School of Business, College of Engineering, College of Human Environmental Sciences, College of Education, College of Arts and Sciences, and Center for Veterinary Health Sciences--appointed by the academic Deans
 - 3--Professional and Graduate Student Association representatives appointed by the President, Professional and Graduate Student Association
 - 1--Vice President for Academic Affairs representative appointed by the Vice President for Academic Affairs
 - 1--Faculty Council representative appointed by the Chair, Faculty Council
 - 1--Library representative appointed by the Dean of the Library.
- One of the seven members from the Student Government Association will serve as committee chair as appointed by the President, SGA and confirmed by the SGA Senate. The Faculty Council representative will serve as co-chair. The co-chair will chair the committee in the absence of the chair. In the absence of both chair and co-chair, those present will select an acting chair.
- The committee will be appointed (with input as described above) by the Vice President for Administration and Finance; will meet quarterly; and, will provide recommendations and reports to the Vice President for Administration and Finance as the committee deems appropriate.
- Staff from Information Technology will serve as ex-officio non-voting members of the committee and provide administrative functions, such as publishing agendas, taking and publishing minutes, and other administrative actions required to support the committee.
- Proposals for use of University UTSF funding will be submitted to the Office of Vice President for Administration and Finance, through the Chief Information Officer (CIO) of Information Technology, ATTN: CIO, Room 305 WH, CAMPUS, or cio@okstate.edu.
- Meeting dates and locations will be set by the committee and will be published on a web site, as will meeting agendas and minutes of meetings held.

- The UTSF budget execution is the responsibility of the CIO. The CIO will be responsible for maintaining and publishing budget to actual financials on a web site to be updated on a monthly basis.

The objectives of the UTSF Committee are:

- To identify, review and recommend general University computing needs of students to be administered centrally
- To review and recommend funding for University facilities, support and management of institutional technologies supported by the UTSF
- To review and recommend a plan for implementation of University technology for both short- and long-term needs
- To review, propose and recommend prioritization of budgets and expenditures related to the UTSF.

The committee serves in an advisory capacity to the Vice President for Administration and Finance, who has final expenditure oversight of the UTSFs in cooperation and coordination with the Vice President for Academic Affairs (VPAA).

Funds collected from the UTSFs will be budgeted in separately identifiable accounts which clearly identify the source of such revenues. These accounts will be established by the Associate Vice President and Chief Budget Officer. All expenditures of UTSFs will be recorded in the accounts so established so that uses of the funds are clearly identified. No transfer of revenues from the established accounts is authorized without a majority vote of the UTSF committee.

The CIO, or designee,

- will present to the committee, at every meeting, the year-to-date status of the UTSF revenues and expenditures
- will present to the committee, at the March meeting, or before, a recommended UTSF budget for the next fiscal year
- will present to the committee, at the September meeting, or before, a full accounting of the prior fiscal year's UTSF revenues and expenditures and will explain significant variance to the prior year's approved budget.

Reports to be reviewed during the first meeting are:

- FY03 salary, operating, and capital expenditures (information only)
- FY04 salary, operating, and capital expenditures (information only)
- FY05 salary, operating, and capital expenditures (for discussion and approval)

Approved February 8, 2005

By Vice President for Administration and Finance

(After meeting with Faculty Advisors' Council and Deans' Council)