The 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, one each from the College of Agricultural Sciences and Natural Resources, Spears School of Business, College of Engineering, College of Human Sciences, College of Education, College of Arts and Sciences, and Center for Veterinary Health Sciences--appointed by the academic Deans.
  - 7--Faculty Representatives--one each from College of Agricultural Sciences and Natural Resources, Spears School of Business, College of Engineering, College of Human 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 Academic Affairs representative appointed by the Provost and Sr. Vice President
  - 1--Faculty Council representative appointed by the Chair, Faculty Council
  - 1--Library representative appointed by the Dean of the Library.

- ➢ One of the seven undergraduate student members appointed by the Deans 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 in the fall and spring semesters; 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 accepted in the spring via the web application: http://it.okstate.edu/utsf/.

- ➢ Meeting dates and locations will be set by the committee and will be published on the UTSF 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 the UTSF 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 Provost and Sr. Vice President.

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 spring meeting, or before, a recommended UTSF budget for the next fiscal year
- will present to the committee, at the fall 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.

Revised November 9, 2011
By CIO Office (Approved by UTSF Committee)

Approved February 8, 2005
By Vice President for Administration and Finance
(After meeting with Faculty Advisors' Council and Deans' Council)