

**Information Technology and Instructional Equipment (ITIE)
Fee Revenue Annual Report Narrative
Fiscal Year July 1, 2004 - June 30, 2005**

College/Unit: College of Law	Date: 8-30-05
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Section I – Expenditures from ITIE Allocations

*Briefly describe the nature of each objective and the benefits to students, followed by the specific expenditures the college/unit made from ITIE fees to accomplish the stated objective. Include all categories of expense directly related to the objective – personnel, equipment, supplies, etc. For personnel expenditures, please list the person's name, title/position, and the percent of that person's time spent in activities directly benefiting students. Describe as many objectives and related expenditures as you need to fully report your use of ITIE fees. **Note:** Please list information technology (IT) expenditures separately from other non-IT instructional equipment and supplies, as indicated by the template.*

IA. Information Technology Expenditures

Objective:

Provide lab assistant support evenings and weekends to help with computer hardware and software problems, assist students in their use of application software, attend to printers and assist with wireless laptop setup. (We were able to reduce student salary expenditures this year by hiring only work study students.)

Expenditure(s):

Lab assistant salaries and fringe benefits for the fiscal year totaled \$2,822.00.

Objective:

Fund approximately 1/5 of the Equipment/Application Specialist position to supervise and train lab assistants, supply second level technical support and create and update reliable working lab computer configurations. Also acts as lead technical support person for student laptop wireless setup. Due to increasing requirements in laptop and other student support we increased our Information Technology Analyst position from 32 to 36 hours from July – March, and increased it to 40 hours beginning in April. (Again funding approximately 1/5 of this position from ITIE funds.)

Expenditure(s):

Salary and fringe benefits for portions of the Equipment/Application Specialist and Information Technology Analyst salaries totaled \$20,741.00.

Objective:

Provide reliable computer lab printing through purchase of maintenance contracts on networked printers, timely replacement of printers and repairs not covered by the contracts.

Expenditure(s):

Printer maintenance contracts \$4,132.00. (Covered four HP 8150 printers, and one HP 5Si for four months.)

Objective:

Implement UCit print management system to control rapidly escalating printing costs.

Expenditure(s):

Start up costs for UCit Pharos/Uniprint print management system:
Card swipe keyboards: \$516.00
Print stations memory: \$242.00
Pre-charged Campus Bearcat printing cards: \$1,000.00
(For sale at Circulation Desk; proceeds of sales will be returned to ITIE fund.)
Total: \$1,758.00

Objective:

Make available adequate supplies of paper and toner to meet student printing needs for the networked laser printers in the computer labs. (Toner and paper expenditures were reduced due to implementation of Pharos/Uniprint print quota system in January 2005.)

Expenditure(s):

Toner costs \$7,570.00
Paper costs \$6,138.00
Total: \$13,708.00

Objective:

Purchase miscellaneous supplies, equipment, and repairs in support of student computing.

Expenditure(s):

Optical mice for computer lab: \$408.00; Olympus digital recorder (to record audio of student presentations): \$136.00; Total recorder software (to process digital recordings): \$36.00; Cables and connectors: \$156.00; Security cables: \$55.00; Replacement hard drive: \$61.00; Equipment repair: \$166.00; Miscellaneous expenses: \$459.00
Total: \$1,477.00

Objective:

Provide support for students taking Fall and Spring exams on laptop computers. Required purchases of power strips to supplement classroom electrical, USB flash drives to loan to students for exam submission, and other miscellaneous supplies. (Most of the supplies will be reused in subsequent exam cycles. Exam support money was also contributed by the Law Alumni group.)

Expenditure(s):

Power strips and extension chords: \$437.00
CDs, floppies and USB drives: \$407.00
Two way radios: \$108.00
Gaffer tape: \$97.00
Total: \$1,049.00

Objective:

Purchase antivirus software for computer lab and other student computing areas.

Expenditure(s):

Norton Antivirus Corporate Edition: \$932.00

Objective:

Provide wireless data access.

Expenditure(s):

UCit network access charges: \$2,003.00

Total expenditures: \$48,622.00

Section II – Communicating with Students

[Describe in this section the ways the college or unit is communicating the use of ITIE fees to students.]

The College of Law has a number of methods, formal and informal, for disseminating information about ITIE expenditures and soliciting input regarding future expenditures. We are a small College, and as such we interact with our students on a regular basis. If they are happy or unhappy about technology issues, we hear about it. This close interaction with our students helps us gauge the success of the initiatives we have put in place and also gives us the opportunity to tell students how their ITIE funds are being used. We meet formally and informally with representatives of the Student Bar Association (SBA) and the Student Legal Education Committee (SLEC) to discuss expenditures and enhancements in student computing and also to solicit input on future expenditures. For example, we solicited input from SBA and SLEC representatives before implementing the UCit Pharos/Uniprint print management system. There are also student representative on the College Library and Information Technology Committee. We pay particular attention to graduating students exit surveys as to areas that they feel need improvement.

Each year we publish the yearend narrative and spreadsheets on the College web site. (<http://www.law.uc.edu/library/itie.html>) where we include a summary of the years ITIE expenditures and links to the reports from the two previous years.

ITIE Fee Expenditures Worksheet
FY July 1, 2004 - June 30, 2005

College/Unit: College of Law								
For Year: 2004-2005								
I. Information Technology								
<i>Objective/Project</i>	Hardware	Software	Personnel & Fringes	Supplies	Repair & Maintenance	Telco/port chgs.	Other (Describe)	Total
Salary expenditures			17,998.00					17,998.00
Benefit expenditures			5,565.00					5,565.00
Other expenditures								
Printer Maintenance					4,132.00			4,132.00
Norton Antivirus		932.00						932.00
Wireless Access						2,003.00		2,003.00
Printer paper and toner				13,708.00				13,708.00
Misc. supplies and equipment							1,477.00	1,477.00
Laptop exam computer support							1,049.00	1,049.00
Start-up costs Pharos/Uniprint							1,758.00	1,758.00
Subtotal		932.00	23,563.00	13,708.00	4,132.00	2,003.00	4,284.00	48,622.00
II. Other Laboratory and Instructional Equipment and Supplies								
<i>Objective/Project</i>	Hardware	Software	Personnel & Fringes	Supplies	Repair & Maintenance	Telco/port chgs.	Other (Describe)	Total
Salary expenditures								
Benefit expenditures								
Other expenditures								
Subtotal								
Total I and II		932.00	23,563.00	13,708.00	4,132.00	2,003.00	4,284.00	48,622.00