



Higher Education's Trusted Source for Comprehensive IT Benchmarking Data

EDUCAUSE Core Data Service Module 1: IT Organization, Staffing, and Financing

This module includes questions about central IT organization, staffing, and financing. In responding to the survey questions, please enter data that describe your **current** IT environment, unless a question specifically requests data for the prior fiscal year. Please note: some questions that, in previous CDS surveys, requested data from the prior (year-end actual) fiscal year now ask instead about the current (budget) fiscal year, and some ask for both prior actual and current budget data. Please enter all financial data in U.S. dollars.

Module 1 is required for all participants.

1. What is the title of the highest-ranking information technology (IT) administrator/officer in your institution?
(If the person has multiple titles, check all that apply.)

- ☐ Chief Information Officer (CIO)
- ☐ Chief Technology Officer (CTO)
- ☐ Vice President
- ☐ Vice Chancellor
- ☐ Vice Provost
- ☐ Associate Vice President
- ☐ Associate Vice Chancellor
- ☐ Associate Vice Provost
- ☐ Dean
- ☐ Executive Director
- ☐ Director
- ☐ Other (please specify)
- ☐ Not applicable - position is vacant

2. To whom does the highest ranking IT administrator/officer in your institution report? (VP/VC = Vice President or Vice Chancellor)

- ☐ President/Chancellor/CEO
- ☐ Highest-ranking academic officer (Provost, Academic VP/VC, Dean)
- ☐ Highest-ranking administrative officer (Administrative VP/VC, Executive VP)
- ☐ Highest-ranking business officer (VP/VC, Business Officer, CFO)

- ☐ Second-level academic officer (Vice Provost, Assistant or Associate Provost/Academic VP)
- ☐ Second-level administrative officer (Assistant or Associate Administrative VP/VC)
- ☐ Reports jointly to president/chancellor/CEO and chief academic officer
- ☐ Reports jointly to president/chancellor/CEO and chief administrative or financial officer
- ☐ Reports jointly to chief academic officer and chief administrative or financial officer
- ☐ Other (please specify)

3. Is the highest ranking IT administrator/officer a member of the President's or Chancellor's cabinet?

- ☐ Yes
- ☐ No

4. What year was the highest-ranking IT administrator/officer appointed to this post?

- ☐ Year
- ☐ Not applicable - position is vacant

5. What was this person's prior position?

- ☐ Employee in your institution's central IT organization
- ☐ IT leader elsewhere in this institution
- ☐ Administrator elsewhere in your institution
- ☐ Faculty member in your institution
- ☐ CIO or equivalent at a different institution
- ☐ IT administrator below level of CIO at a different institution
- ☐ CIO or equivalent in another sector (business, government, military, healthcare, etc.)
- ☐ Other (please specify)
- ☐ Not applicable - position is vacant

6. Which organizational units are responsible for the following functions in your institution? Note: these categories do not always match the functional areas into which you are asked to place numbers of FTE staff or to report sources of funding; this question is intended to help identify colleagues with similar organizational responsibilities.

	Primarily central IT	Shared between central IT and other admin or academic unit(s)	Primarily other admin or academic unit(s)	Primarily system or district office	Primarily outsourced	Not applicable - no organizational unit responsible
1. Administration of central IT organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. IT policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. IT security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Project management/Business process/Systems analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Admin info systems/ERP - Finance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Admin info systems/ERP - HR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Admin info systems/ERP - Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Admin info systems/ERP - Alumni/Advancement /Fundraising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Admin info systems/ERP - Other (facilities, grants management, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Business intelligence/Data administration/Data warehouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Help desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Desktop computing, user support, training, computer store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Student technology (labs, training, support, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Faculty instructional technology/CMS/LMS support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Classroom and learning space support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. (continued)

	Primarily central IT	Shared between central IT and other admin or academic unit(s)	Primarily other admin or academic unit(s)	Primarily system or district office	Primarily outsourced	Not applicable - no organizational unit responsible
16. Multimedia services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Distance education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Network infrastructure and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Telephony	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Data center, operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Enterprise infrastructure and services; identity management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Research technology services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Web support services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Institutional research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. IT in an affiliated hospital	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Mailroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Print/Copier services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Other (select organizational unit here; describe other function below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other function

7. How many full-time equivalent (FTE) staff--including clerical, support, and management staff--and students are employed in central IT in each of the functional areas below for the current fiscal year? Please include part-time, temporary, and limited-term employees, as well as any employees of external suppliers of outsourced IT services.

Even if you do not use this taxonomy in your institution, please redistribute your FTE numbers according to these definitions to ensure comparable data across all CDS participants. If you had no staff or students in a functional area, enter 0; for partial FTEs, please use decimal numbers. Definitions of the functions can be found in the CDS glossary. If your institution has merged the library and central IT, please see the glossary term library/IT staff for directions.

For functional areas 1 through 5, you may enter subsidiary line items to automatically calculate the subtotal, or enter a subtotal and leave the corresponding line items blank.

Please note: In previous surveys, versions of this question requested data from the prior fiscal year. This question asks instead about the **current** fiscal year.

	Staff FTE	Student FTE
1. Office of the CIO subtotal (Enter subtotal on this line or leave blank and enter the 5 line items below)		
1a. Administration of IT organization, IT planning & budgeting, technology R&D		
1b. IT policy		
1c. IT security		
1d. Project management, business process analysis, systems analysis		
1e. Other		
2. Information Systems / ERP subtotal (Enter subtotal on this line or leave blank and enter the 7 line items below)		
2a. Info systems/ERP - Finance		
2b. Info systems/ERP - HR		
2c. Info systems/ERP - Student		
2d. Info systems/ERP - Alumni/Advancement/Fundraising		
2e. Info systems/ERP - Other (facilities, grants management, etc.)		
2f. Business intelligence/Data administration/Data warehouse		
2g. Other		

7. (continued)

	Staff FTE	Student FTE
3. Support Services subtotal (Enter subtotal on this line or leave blank and enter the 3 line items below)		
3a. Help desk		
3b. Desktop computing, user support, training, computer store		
3c. Other		
4. Educational Technology Services subtotal (Enter subtotal on this line or leave blank and enter the 6 line items below)		
4a. Student technology (labs, training, support, etc.)		
4b. Faculty instructional technology/CMS/LMS support		
4c. Classroom and learning space support		
4d. Multimedia services		
4e. Distance education		
4f. Other		
5. Communications Infrastructure Services subtotal (Enter subtotal on this line or leave blank and enter the 3 line items below)		
5a. Network infrastructure and services		
5b. Telephony		
5c. Other		
6. Data center, operations		
7. Enterprise infrastructure and services; identity management		
8. Research technology services		
9. Web support services		
10. Other (enter amounts here; describe other functional areas below)		
11. Total		

Other functional areas

8. Is all or nearly all of your IT staff provided through an outsourcing arrangement with an external supplier (other than your system or district office if your campus is part of a multicampus system or district)?

- ☐ Yes
☐ No

9. If your institution is a component part of a multicampus system or district, did the centralized system or district office provide staffing support that is not reflected in the numbers you have entered above?

- ☐ Yes
☐ No

10. Please estimate the number of FTE IT personnel *currently* employed by departments or offices outside the centralized IT organization of your campus (for example, employed by administrative offices or academic departments), including part-time, temporary, and limited-term employees. Your institutional HR office may be able to provide this number. If no IT personnel are employed outside the centralized IT organization, enter 0. Please note: In previous surveys, versions of this question requested data from the prior fiscal year. This question asks instead about the *current* fiscal year. (optional)

11. Does your institution have a separate salary scale for IT professionals?

- ☐ Yes
☐ No

12. Does your institution use *either* a separate set of IT job titles or a broadband IT classification and compensation system?

- ☐ Yes
☐ No

13. Does your institution's strategic plan include strategies and directions for IT?

- ☐ Yes; Year the strategic plan was published/most recently updated
☐ No
☐ Not applicable - no institutional strategic plan

14. Does your campus have a stand-alone IT strategic plan?

- ☐ Yes; Year the IT strategic plan was published/most recently updated
☐ No

15. Does central IT receive advice from any of the following committees or constituencies? (Check all that apply.)

- ☐ Trustee/Regents IT committee
- ☐ President's cabinet/senior executive oversight committee
- ☐ Separate committee for administrative info systems/ERP
- ☐ Separate committee for educational technology
- ☐ Separate committee for research computing
- ☐ Separate committee for IT operations and communications infrastructure
- ☐ A general IT services/support committee
- ☐ Faculty advisory committee
- ☐ Student advisory committee
- ☐ System office (for campus in multicampus system or district)
- ☐ Component campuses (for central office of multicampus system or district)
- ☐ State agency
- ☐ Other (please specify)
- ☐ Not applicable - no advisory structure

16. If your institution has an emergency notification system, which information and communication channels are utilized? (Check all that apply.)

- ☐ E-mail lists
- ☐ Voicemail
- ☐ Pop-up message on telephones
- ☐ Telephone calling trees
- ☐ Text messaging
- ☐ University web home page
- ☐ Special "emergency" web page
- ☐ Campus cable television system
- ☐ Video displays in public spaces
- ☐ Public address system
- ☐ Carillon
- ☐ Commercial service in support of any of the above
- ☐ Several of the above channels are integrated into the response system
- ☐ Several channels are available, but not integrated into one system
- ☐ Other (please specify)
- ☐ Not applicable - no emergency notification system

17. This question asks about IT-related environmental or green IT initiatives at your institution.

	Deployed	In planning	Considering	Considered, not pursued	No discussion to date
Institutional policy or plan for sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional policy on carbon neutrality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institution is a signatory to the ACUPCC (American College and University Presidents' Climate Commitment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus-wide program to minimize energy consumption of desktop technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Central IT program to minimize its energy consumption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submetering of power for data centers operated by central IT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submetering of power in data centers operated by other units	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GHG (greenhouse gas) baseline survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contribution of central IT to GHG separately reported	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Central IT facilities or equipment located or relocated to reduce energy costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Central IT facilities or equipment located or relocated to reduce institution's carbon footprint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (select status here, and describe other initiative below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other initiative

18. Other CDS participants may wish to know more about your institution. Please provide URLs if applicable and available.

Home page of your institution (optional)

19. Home page of central IT (optional)

20. Home page for computing, IT, or information resources if different from central IT organization (optional)

21. Home page of IT organization's annual report (optional)

22. Home page of IT organization's strategic plan (optional)

23. Home page of IT organization's user satisfaction surveys (optional)

24. Other URL that could be of interest to peer institutions (optional)

25. In which month did your institution's current fiscal year begin?

- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

26. In which year did your institution's current fiscal year begin?

- ☐ 2009
- ☐ 2010
- ☐ 2011

27. What were the actual research expenditures (in USD) for the last FY?

- ☐ Research expenditures
- ☐ Unknown
- ☐ Not applicable - no research expenditures

28. Central IT funding

Amounts, in U.S. dollars (USD), that central IT (a) received in the last FY, and (b) has budgeted for the current FY, from each funding category. (If no funding in a category, enter 0.)

NOTES: (1) If your institution permits carryover from one fiscal year to the next, funds received may be different from total expenditures for the fiscal year. Expenditure data are requested in other questions.

(2) In line 8, enter any funding for salaries and/or benefits for central IT staff paid from a different institutional budget. Please enter the same amount on line 1a of question 35.

(3) In response to member feedback, line 9 was added on May 31, 2011.

Categories of Funding in USD:

	Last FY actuals	Current FY budget
1. Operating appropriation	<input type="text"/>	<input type="text"/>
2. Capital appropriation (other than those amortized through rates)	<input type="text"/>	<input type="text"/>
3. Appropriation from revenue generated from student IT fees (if not included in line 1)	<input type="text"/>	<input type="text"/>
4. Revenue from sale (chargeback) of services (e.g., network services, computer repairs) to institutional colleges, schools, departments, students, staff, and others	<input type="text"/>	<input type="text"/>
5. Revenue from sale of centralized services to entities external to the institution	<input type="text"/>	<input type="text"/>
6. Net revenue from resale of products (e.g., computer store sales) to institutional colleges, schools, departments, students, staff, and others	<input type="text"/>	<input type="text"/>
7. Net revenue from resale of products (e.g., computer store sales) to entities external to the institution	<input type="text"/>	<input type="text"/>
8. If compensation or fringe benefits for central IT staff were paid from another institutional budget (i.e., not included in the central IT funding or budget), enter the amount here (if not already accounted for in line 1)	<input type="text"/>	<input type="text"/>
9. If your campus is part of a multicampus system or district, enter a best estimate of dollar equivalent for systems or services provided at no charge by the system or district office	<input type="text"/>	<input type="text"/>
10. Other (enter amount here; describe other funding source below)	<input type="text"/>	<input type="text"/>
11. Total	<input type="text"/>	<input type="text"/>

Other funding source

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29. For last FY, if the actual allocation of institutional funds (operating or capital) was increased or decreased from its original budgeted amount between the start and end of the FY, please indicate the amount(s) below in USD. If there was no increase or decrease, enter 0.

	Increase	Decrease
Operating	<input type="text"/>	<input type="text"/>
Capital	<input type="text"/>	<input type="text"/>

30. In the last FY, was your central IT unit allowed to carry over surpluses, deficits, or neither? (Check all that apply.)

- ☐ Surpluses
- ☐ Deficits
- ☐ Neither

31. Please provide funds flow data for the last FY. (optional)

Central IT fund balance at start of last fiscal year	<input type="text"/>
Central IT fund balance at close of last fiscal year	<input type="text"/>

32. Funding model(s)

Which funding sources are being used in the current FY to support each of the central IT Functions. Please refer to the glossary for the definitions of these functions, and please ensure that your responses to this question are consistent with the staffing data you provided for question 7. (Check at least one box in each row.)

Component campuses of multicampus systems or districts are asked to indicate if all or any part of a function is provided at no charge by the system or district central office.

Please note: In previous surveys, versions of this question requested percentage data from the prior fiscal year. This question asks instead for checkbox data about the *current* fiscal year.

	Operating budget appropriation	Capital budget appropriation	Student IT fee	Cost recovery (chargeback)	Resale of products	Other sources	Provided at system/district level	Not applicable - no funding source used
Office of the CIO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information systems, ERP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enterprise infrastructure & services, identity management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational technology services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research computing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications infrastructure services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data center, operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web support services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (select funding source here; describe other central IT function below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other function

33. Regardless of how your institutional network is financed, does the current funding model include renewal of the capital plant, including wiring, electronics, and so forth?

- ☐ Yes
- ☐ No

34. Considering the previous questions asked about sources of funding for central IT, whether central IT receives money via quantitative formulas or more qualitative processes, which statement below best describes the status of the current funding model?

- ☐ Serves us well and is adaptable/scalable for the foreseeable future
- ☐ Serves us well, but needs revision or overhaul in the next 2-5 years
- ☐ Serves us poorly, and we are actively assessing a reformulation
- ☐ Serves us poorly, and we are not actively assessing a reformulation
- ☐ Other (please specify)

35. Please provide a breakdown of central IT compensation expense for the last FY (actual) and the current FY (budgeted) according to the following categories. Include salaries, wages, and fringe benefits, even if benefits were paid elsewhere in the institution and not charged to central IT. If in question 7 you counted as "staff" individuals employed through an IT service outsource arrangement, please enter compensation for those individuals in the "staff" rather than "contractors" category below. If you reported FTE student employees, there is an expectation that you will enter congruent compensation for this category. If you enter \$0 because you did not compensate student employees from central IT funding, or if student compensation was subsidized by work study or other funding external to central IT, please indicate this arrangement in the following question.

	Last FY actual expense	Current FY budgeted expense
1. Staff	<input type="text"/>	<input type="text"/>
1a. Salaries or benefits paid from another institutional budget ...	<input type="text"/>	<input type="text"/>
2. Students	<input type="text"/>	<input type="text"/>
3. Consultants	<input type="text"/>	<input type="text"/>
4. Contractors	<input type="text"/>	<input type="text"/>
5. Other (enter amount here; describe other personnel category below)	<input type="text"/>	<input type="text"/>
6. Total	<input type="text"/>	<input type="text"/>

Other personnel category

36. Were student employees compensated in whole or in part by work study or other funding that you did not report as part of central IT funding in question 28, or that you did not include in line 2 above?

- ☐ Yes
☐ No

37. Were all or nearly all of your IT staff provided through an outsourcing arrangement with an external supplier (other than your system or district office if your campus is part of a multicampus system or district office)?

- ☐ Yes
☐ No

38. Please enter central IT expenses other than compensation in USD for the following categories. Even if you do not use this taxonomy in your institution, please redistribute your non-compensation expenses according to these definitions to ensure comparable data across all CDS participants. If you had no expense in a category, enter 0.

	Last FY actual expense	Current FY budgeted expense
Training, seminars, conferences	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
Office supplies	<input type="text"/>	<input type="text"/>
Data, voice, video communications	<input type="text"/>	<input type="text"/>
Equipment - capitalized	<input type="text"/>	<input type="text"/>
Equipment - expensed	<input type="text"/>	<input type="text"/>
Equipment maintenance	<input type="text"/>	<input type="text"/>
Software - capitalized	<input type="text"/>	<input type="text"/>
Software - expensed	<input type="text"/>	<input type="text"/>
Software maintenance	<input type="text"/>	<input type="text"/>
Rent	<input type="text"/>	<input type="text"/>
Utilities	<input type="text"/>	<input type="text"/>
Institutional administrative costs	<input type="text"/>	<input type="text"/>
Other (enter amount here; describe other expense category below)	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

Other expense category

39. Please enter your best estimate of the total actually spent last FY and budgeted for the current FY for compensation (salaries, wages, plus benefits) for all IT personnel employed *outside central IT* (for example, administrative offices or academic departments), including part-time and limited-term employees. (optional)

	Last FY actual compensation	Current FY budgeted compensation
Compensation for IT personnel employed outside central IT	<input type="text"/>	<input type="text"/>

40. Please enter your best estimate of the total actually spent in the last FY and budgeted for the current FY on IT (other than compensation reported in question 35 above) *outside central IT* in your institution. These expenditures would include hardware, software, licenses, and so forth. (optional)

	Last FY actual expenditures	Current FY budgeted expenditures
IT expenditures outside central IT	<input type="text"/>	<input type="text"/>

41. If your institution charges a general student technology fee (that is, a fee designated wholly for IT that is levied on all students--as opposed to specific IT fees based on academic major or other criteria) on what basis is the fee charged? Please note: In previous surveys, versions of this question requested data from the prior fiscal year. This question asks instead about the *current* fiscal year.

- ☐ Flat fee per year
☐ Flat fee per semester
☐ Flat fee per quarter
☐ Flat fee per credit hour
☐ Percentage of tuition
☐ Other (please specify fee basis)
☐ Not applicable - no general student technology fee charged

42. How much is the fee (or percentage of tuition) in the current FY? (Enter fee amount in USD; NOTE that decimals *are* permitted here.) Please note: In previous surveys, versions of this question requested data from the prior fiscal year. This question asks instead about the *current* fiscal year.

43. What amounts were actually generated by this fee for the last FY and estimated for the current FY?

	Last FY actual	Current FY budgeted
Amounts generated by student fee	<input type="text"/>	<input type="text"/>

44. Who participates in determining how student IT fee revenue is spent? (Check all that apply.)

- ☐ Students
☐ IT administration
☐ Campus committee
☐ Senior administration
☐ State agency
☐ System or district office in a multicampus system or district
☐ Funds are earmarked or restricted by policy
☐ Other (please specify)

☐ Not applicable - no general student technology fee charged

45. How are revenues from student IT fees used in your institution? (Check all that apply.)

- ☐ Instructional technology projects & programs
- ☐ Central IT-administered computer labs
- ☐ Other central IT-administered programs that benefit students
- ☐ Other central IT projects and programs
- ☐ IT projects and programs in other departments
- ☐ Other (please specify)
- ☐ Not applicable - no general student technology fee charged

46. Do students pay a separate fee for residence hall network connections?

- ☐ Yes
- ☐ No
- ☐ There are no residence hall network connections or institutional wireless services
- ☐ Not applicable - there are no residence halls

47. Estimate how many computers your institution owns or leases. (NOTE: Do not include smart phones and e-book readers; see glossary for the the definition of "computers" to be used here.)

48. What is the planned replacement cycle for computers owned or leased by your institution?

- ☐ Less than every 3 years
- ☐ 3 years
- ☐ Between 3 and 4 years
- ☐ 4 years
- ☐ More than 4 years
- ☐ Different replacement cycles for different subunits or different types of computers
- ☐ Not applicable - there is no formal replacement plan

49. What percentage of computers owned or leased by your institution are on a replacement cycle?

	Replaced last FY	Budgeted for current FY
Percentage of computers	<input type="text"/>	<input type="text"/>

50. Which of the following central IT services, if applicable, are covered by written service-level agreements (SLAs) between central IT and other offices or departments. (Check all that apply.)

- ☐ IT policy
- ☐ IT security
- ☐ Project management/Business process/Systems analysis
- ☐ Admin info systems/ERP - Finance
- ☐ Admin info systems/ERP - HR
- ☐ Admin info systems/ERP - Student
- ☐ Admin info systems/ERP - Alumni/Advancement/Fundraising
- ☐ Admin info systems/ERP - Other (facilities, grants management, etc.)
- ☐ Business intelligence/Data administration/Data warehouse
- ☐ Help desk
- ☐ Desktop computing, user support, training, computer store
- ☐ Student technology (labs, training, support, etc.)
- ☐ Faculty instructional technology/CMS/LMS support
- ☐ Classroom and learning space support
- ☐ Multimedia services
- ☐ Distance education
- ☐ Network infrastructure & services
- ☐ Telephony
- ☐ Data center, operations
- ☐ Enterprise infrastructure and services; identity management
- ☐ Research technology services
- ☐ Web support services
- ☐ Institutional research
- ☐ IT in an affiliated hospital
- ☐ Library
- ☐ Mailroom
- ☐ Print/Copier services
- ☐ Other (please specify)
- ☐ Not applicable - there are no SLAs

51. Which, if any, of the following are run either partially or entirely by an external supplier (i.e., a nonaffiliated entity such as vendor or other organization) through a contracted outsource or application service provider (ASP) arrangement. (NOTE: if your institution is a component campus of a multicampus system or district, the system or district office should not be considered an external supplier.) (Check all that apply.)

- ☐ Info system(s)/ERP - transaction systems operation
- ☐ Info system(s)/ERP - application development
- ☐ Info system(s)/ERP - project management for implementations
- ☐ All or nearly all centralized IT services
- ☐ CIO/top IT administrator
- ☐ IT security

- ☐ Computer operations - primary
- ☐ Computer operations - disaster recovery site
- ☐ Data center- primary
- ☐ Data center - disaster recovery site
- ☐ Desktop computer installation maintenance, repair services
- ☐ Distance education
- ☐ E-mail for students
- ☐ E-mail for faculty and/or staff
- ☐ Help desk
- ☐ High-performance computing (other university, national lab)
- ☐ High-performance computing (commercial cloud service)
- ☐ Learning/course management system
- ☐ Library management system
- ☐ Library off-site storage service
- ☐ Multimedia services
- ☐ Network services within the institution
- ☐ Portal
- ☐ Print services
- ☐ Remote access to network services
- ☐ Resnet (student residential networks)
- ☐ Telephone services
- ☐ User support services
- ☐ Web development
- ☐ Web hosting
- ☐ Other (please specify)
- ☐ Not applicable - there are no ASPs

52. Please provide, in a paragraph or two, any background information about IT organization, staffing, and financing in your institution that could be useful to other CDS participants who may be using your data in their benchmarking. Examples: We have hired a consultant to redesign our funding model. In the past year we have migrated student e-mail to a cloud service. (optional)

53. Please provide the name and e-mail address of the person to contact regarding your institution's responses to this module of the CDS survey. (optional)

54. EDUCAUSE welcomes your feedback on this survey module. Please let us know of any technologies, innovations, or challenges important to your institution that are not addressed or are inadequately addressed in this year's survey. We'd also like to know if any questions in this module are not relevant to your institution. And how else could this module of the CDS survey be improved? (optional)

55. How easy was it for you to complete this module? Please take into consideration the amount of time it took, the ease of gathering information needed to answer the questions, the ease of identifying people at your institution to supply the answers, the clarity of the questions, etc. (optional)

- ☐ Very difficult
- ☐ Difficult
- ☐ Somewhat difficult
- ☐ Somewhat easy
- ☐ Easy
- ☐ Very easy

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