PROPOSAL TO ESTABLISH STUDENT BILLING VIA CARS

June 12, 2003

School/College: College of Engineering
Department/Program: Electrical Engineering and Computer Sciences / Instructional Support Group
Implementation Date: Fall 2003
Department Contact: Kevin Mullally, 378 Cory Hall, 643-6141, kevinm@eecs.berkeley.edu

Proposal

EECS Instructional proposes to bill students’ CARS accounts for limited services that are beyond the range of Instructional state funding but are desired and requested by the students. We plan to offer, effective Fall of 2003, a laptop rental program for students registered in selected EECS courses where laptops are used heavily. We propose to lease laptops and charge each student $180/semester per laptop for each the laptop leased. This would cover much of the cost of leasing, allowing the Instructional laptop program to be self-supporting (see below).

This program is voluntary, and prior approvals from students will be required before charges accrue on their CARS account.

Goals

1. Allow students to pay for laptop rental and depreciation, so the Nomadic Computing program can continue.
2. Allow these charges to be variable, based upon individual requests, so students are billed fairly for their usage.
3. Honor the students' wishes. EECS students completed a survey in November 2002 in which most of them requested the “bill per user fees” (CARS). This was reiterated at the recent EECS Faculty Retreat.

Justification

Billing via CARS is a standard practice and protocol on campus for billing students for individual services and items. Other units on campus, including IS&T Workstation Support and the Residence Hall Computing Center, use this mechanism to bill for similar services.

For the past 3 years, EECS Instructional has been providing students with laptops that were purchased with Prof Landay’s research funds. The funds were one-time seed money for his “Nomadic Computing” initiative for CS160 and CS169. His research group purchases annual insurance and collects a $50 check from each student each semester to cover that cost. In addition, each student signs an agreement and pays an additional $250 if that laptop is damaged.

This funding mechanism is obsolete for several reasons:

- We can not legally collect checks from students.
- Research funds should not used to support Instructional services.
- We do not have in place a variable fee collection method to accommodate students who bring their own laptops, rent only a wireless card or want to borrow a laptop for shorter or longer periods of time.
- We need to replace these laptops within three-six months, as they are nearing the end of their useful lives.
- Since we have not been recovering the depreciation of the laptops, there is no funding to replace them. Nor do we expect additional funding available from campus to cover the replacement.

We believe that a “fee for service” laptop rental program for students and bill via CARS to be the right solution.
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Cost Analysis

We have informal quotes from 2 vendors for similar 3-year leases on 50 laptops:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Total Payment (50 laptops, 3 years)</th>
<th>Cost per Laptop for 3 years (≈ 6 semesters)</th>
<th>Cost per Laptop each Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELL</td>
<td>$19,824 * 3 = $59472</td>
<td>$1,190</td>
<td>$200</td>
</tr>
<tr>
<td>IBM</td>
<td>$19,530 * 3 = $58,590</td>
<td>$1,172</td>
<td>$196</td>
</tr>
</tbody>
</table>

These are Fair Market Value leases; we could buy them after 3 years or return them.

- These state-of-art laptops will have adequate computing and storage, as well as necessary networking setups (100mb and wireless for AirBears). They also have 3 year part warranty.
- We would bill $200 per laptop each semester from each student signed up. For those wishing to have more flexibility, a monthly charge of $65 can also be selected.
- Students would also be charged for damages not covered by the 3-year warranties during their lease term.
- EECS Instruction would provide all the necessary staff time required for the collection, distribution, and reconfiguration of these laptops. EECS Instruction will also provide a backup unit should a leased unit becomes defective and is being sent back for warranty repairs.
- This laptop rental program is based on 50 laptops. Historically, about 100 or so students register for these courses each semester, therefore we estimate that we will be able to provide an adequate service. Students can also opt to use their own laptops or obtain laptops from other sources. Should less than 50 laptops are rented for any given semester, Instruction would subsidize the difference.

Procedure

Students wishing to rent a laptop would sign a Laptop Rental Agreement form (see Attachment I) at the beginning of the semester. The appropriate charge will be billed via CARS, and no additional charge will accrue if the laptop (and all its accessories) is returned, in its entirety and functional, at the end of the semester. Should the laptop be damaged beyond warranty coverage, the student will be billed for the actual amount the vendor charges to repair or replace.

We believe that our “Laptop Rental Agreement” form needs to be approved by the UCB Offices of Loans and Receivables and Legal Counsel to ensure proper protection of the rights of both the students and UCB.

Once approved, EECS already has authorized staff that are properly trained in CARS billing to submit charges to the CARS system. EECS Instruction staff will provide all accounting and billing data to ensure the accuracy of the billing.
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References

CMF: Kevin Argys (argyle@coe) at COE
Jill Moak (jmoak@uclink4) at the Budget Office
http://evcp.chance.berkeley.edu/cmtes/cmfcnte.pdf

CARS: Mindy Lopez (mindy@uclink) at Loans and Receivables
Mike Smith (mrsmithe@uclink) at UC Legal Counsel
Brian Donohue (donohue@uclink4) at the Business Contracts Office
http://evcp.chance.berkeley.edu/cmtes/cmfcnte.pdf,
http://facility.berkeley.edu/policy.html#account
http://www.reshall.berkeley.edu/academics/computing/index.html - policy
http://controller-fs.vcbf/

Attachment: Laptop Rental Agreement form (proposed)
Student Survey: http://inst.eecs.berkeley.edu/~kevinm/CMF/

Approvals

__________________________________________________
EECS Director of Computing Services signature Date

__________________________________________________
EECS Director of Administrative Services’ signature Date

__________________________________________________
EECS Department Chair’s signature Date

__________________________________________________
College of Engineering Dean’s signature Date
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Attachment: Laptop Rental Agreement

Borrower: keep this form as proof that you are permitted to have the equipment and as a receipt once you have returned it.

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Borrower’s Name: __________________________
Borrower’s Student ID #: ____________________

Today’s Date: ________________

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Agreement
I have borrowed the equipment listed below from EECS Instruction.

I agree to…
1. Use it only for coursework related to: ____________________
2. Return it to 333 Soda no later than (date): ___________ (date) ___________, or when I drop the course, whichever comes first.
3. Allow the Department of EECS to bill me $___________ / semester until I return the laptop and all its accessories, in good condition and working order.
4. Allow the Department of EECS to bill me additional amount if I return it damaged or if it is stolen. The actual cost will be determined by the vendor.
5. Allow the Department of EECS to bill me the full cost of a unit if I do not return it and have no valid theft report from the police.

Borrower’s Signature: __________________________

(Borrower must also sign the Instructional Staff Records sheet)

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<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Serial Number</th>
</tr>
</thead>
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(Use the back of this page to list more equipment or comments if needed.)

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<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Instructional staff name/signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>