

# Northwestern State University

## Student Technology User Fee Agreement

### **I. History**

In 1997 the Louisiana State Legislature enacted a bill authorizing each management board to implement a technology fee for their colleges and universities. One stipulation of the bill provided that the Student Government Associations of all public higher education institutions approve a technology fee of 5 dollars per credit hour, not to exceed 100 dollars. Since that time, all institutions have voted on, passed, and implemented the technology fee. As an additional requirement of the bill, each institution had to develop a written plan of how the monies would be administered.

In response to the legislature's charge, the Northwestern State University Student Government Association became the first SGA to pass this fee. In the beginning, the university placed management of the fee under the Information Technology Advisory Committee (ITAC) chaired by the Director of Information Systems. In 1997 the Information Technology Advisory Council (ITAC), with the input of the University community, developed the Northwestern State Technology Enrichment Plan (NSTEP), which provides direction for all university technology related expenditures including the student technology fee

In the spring of 1999, ITAC created the Student Technology Advisory Team (STAT) to act as the primary body responsible for the appropriate use of the Student Technology Fees and to develop a formal internal fee use agreement between the student representatives and the University that defines both the governance and appropriate use of the Student Technology Fee.

### **II. Purpose**

The primary purpose of the Student Technology is to ensure that all students have easy access to technologies that are necessary to adequately prepare them to successfully compete in the job market. The fee is a student self assessed fee that should be used exclusively to the direct benefit of the students. In addition, students should have the primary role in the governance and allocation of these funds.

### **III. Governance Structure**

#### **A. Vice President**

The Vice President of Technology, Research and Economic Development will oversee the offices of Information Systems, Student Technology, Research and Sponsored Programs and Economic Development.

#### **B. Student Government Association**

The Student Government Association President is responsible for providing members to the Student Technology Advisory Team. The Student Government Association is also responsible for promoting student interest and awareness in student technology matters as well as overseeing the Student Technology Advisory Team to insure that the student technology component of NSTEP is being followed.

**C. Information Technology Advisory Council**

ITAC was dismantled during Fall, 2014. If at any time the NSTEP document needs to be updated a technology committee will be appointed.

**D. Student Technology Advisory Team**

The Student Technology Advisory Team (STAT) is a representative body of students which: 1) Appoints student members to the technology committee to update the NSTEP document, when needed; 2) Helps ensure that NSTEP promotes the technology needs of students; 3) Approves the annual Student Technology Fee budget; 4) Ensures that the performance of all personnel funded through the student technology is evaluated annually, or as requested by STAT in accordance with university staff evaluation guidelines; 5) Adheres to the membership, charge and role defined for STAT as presented herein.

**E. Student Technology Fee Coordinator**

The Student Technology Fee Coordinator is an unclassified regular University position funded with Student Technology Fees. The position: 1) Serves as a liaison between the students and the University administration; 2) Serves as the budget Unit Head for Student Technology Fee expenditures; 3) Records and posts minutes of STAT meetings; 4) Serves in a report capacity to the Chair of the Student Technology Advisory Team; 5) Assists in the development and implementation of student driven technology initiatives; 6) Provides guidance to departments in the purchase of student computer related hardware and software; 7) Works with the university administration to effectively implement (NSTEP). 8) Develops training programs for student users and lab assistants. 9) Coordinates with colleges and departments to support student applications in the student technology lab environments; 10) Prepares the year end report of Student Technology Fee expenditures for STAT, the Internal Auditor, and the University President. 11) Submits for review, upon request, a report relating to issues involving personnel employed by STAT. 12) The Student Technology Fee Coordinator will oversee all positions present and future which deal with Student Technology Fee equipment.

**IV. Membership, Charge, and Role of the Student Technology Advisory Team (STAT)**

**A. Membership of STAT**

There will be a standing committee composed of seven full time members known as the Student Technology Advisory Team (STAT). Those composing the membership of the committee include:

### ***Regular members***

SGA President – *Natchitoches Campus (Chairman)*

SGA Treasurer- *Natchitoches Campus (Vice-Chairman)*

SGA President – *Shreveport Campus*

SGA Treasurer - *Shreveport Campus*

Two students nominated annually by the Natchitoches Campus SGA

President, and approved by the associated SGA senate

One student nominated annually and approved by the Leesville Director

### ***Ex-officio members (non-voting)***

Vice President of Technology, Research and Economic Development

(may act as a non-voting chair to call STAT meetings in the event that the regular STAT Chair and Vice-Chair become inactive)

## **B. Charge to STAT**

Within 90 days of the end of the fiscal year the annual Student Technology Fee budget will be approved by STAT and submitted to the appropriate approving agents and the University President, who will in turn submit the document for approval to the University of Louisiana System Board of Supervisors. A simple majority vote of all voting STAT members will constitute an approved expenditure of the fee. No fewer than five voting members including the chair of STAT will constitute a quorum of STAT members. No student technology fee funds may be appropriated or reallocated without the approval of STAT.

## **C. Role of STAT**

The Student Technology Advisory Team serves as a mechanism to allow proper student involvement in the expenditure of technology fees. In all other cases where the expenditure of Student Self-Assessed Fees is in question, the governing student organization votes on the expenditure. A designated budget unit head then administers the expenditure. STAT will have sole authority over expenditures of the Student Technology Fee. The decisions of STAT cannot be overridden by the budget unit head and/or the approving agent unless the decision of STAT conflicts with the original legislation governing the use of the Student Technology Fee. All and any equipment purchased with Student Technology Fee monies will be utilized by NSU student's only. Any voting member of the STAT committee cannot hold a faculty/staff position along with the committee position.

If at any time the NSTEP document needs to be updated two members from STAT (including STAT chair or designee) will serve as voting members of the technology committee.

#### **D. Meetings of STAT**

The Student Technology Advisory Team will call meetings as needed. The meetings will be scheduled and called for by the STAT chair having given a minimum of (3) three working day notice to the membership prior to the meeting. When necessary meetings and votes may be held electronically. Minutes may also be approved electronically.

#### **V. Guidelines of the Student Technology Fee**

All guidelines set forth by House Bill #2339 (regular session 1997) and by the University of Louisiana System Board of Supervisors shall be followed. In addition, the following guidelines will apply to the use of Northwestern State University Student Technology Fee.

1. A portion, of Student Technology Fees collected will be used to fund university technology grants as defined in a Request for funding Proposals (RFP), with the parameters for the request mutually agreed upon by the student representatives and university administration. The portion will be determined by the STAT committee, but will not exceed \$200,000. This RFP will be issued annually. The funding will be reviewed annually and available depending on enrollment and available funds. All interested parties including students, faculty, and staff may compete for funding. Funding of these grants does not assume any recurring costs.

2. Student Technology Fees collected, or the remainder of the annual student technology fee budget will be dedicated to the following:

a. Funding of Student Lab Assistant and Coordinator positions.

b. Funding of approved University staff positions, including the Student Technology Fee Coordinator and Student Technology Technical Support Specialist.

c. Lab Development, Special Initiatives, Operating and Maintenance cost pertaining to student technology labs.

d. All NSTEP items approved for funding by STAT

e. An RFP established for funding major technology initiatives consistent with the NSTEP document. Proposals may be submitted from any member of the University community including students, student organizations, faculty, or staff personnel. All expenditures from this section of the budget must benefit all students attending Northwestern State University. Funded Initiatives in this area shall include but not be limited to: Development and maintenance of student computer labs on Northwestern State University campuses; Software for student use; Infrastructure for the set-up of student labs. Technology based equipment that is directly used by students. The student representatives and university administration prior to the execution of the RFP must mutually agree upon its parameters.

- f. Any maintenance or renewal contracts in regards to equipment used by the student body in a student lab environment.
  - g. Replacement of equipment and software for student technology labs.
  - h. Assure there is a minimum \$50,000 reserve maintained each year once prior year reserves are exhausted.
3. Prior year reserves will be used for replacement of equipment and software for student technology labs.


The parties to this document recognize that the nature, use, and cost of technology are dynamic, as are the state and University policies that govern its use. It is agreed, therefore, that the student representatives and the University will reassess the Northwestern State University Student Technology Fee User Agreement annually. Any additions/modifications to this document must be mutually agreed upon. Any and all University projects that benefit students and the campus community will be a shared cost.

With the signature of The President of Northwestern State University and the President of the Northwestern State University Student Government Association, this agreement between the Students and the University shall be considered accepted with the above stated conditions. This document supersedes all previous documents that have dealt with this matter, and this document will become the official document governing the Student Technology Fee at Northwestern State University.

A signed copy of this document is located in the Student Technology Fee Coordinator office, Watson Library, Room 113.

  
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President  
Northwestern State University

11/06/14  
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Date

  
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STAT Chair  
Natchitoches Campus

11/12/14  
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Date