



**NORTHWESTERN STATE UNIVERSITY**

**STUDENT TECHNOLOGY USER FEE AGREEMENT**

## Table of Contents

I.	History.....	3
II.	Purpose.....	3
III.	Governance Structure .....	3
IV.	Membership, Charge, and Role of the Student Technology Advisory Team (STAT).....	5
V.	Guidelines for the Student Technology Fee .....	6

## **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 to administer the funds.

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 the 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. During Fall 2014, the ITAC committee disbanded. However, the NSTEP document continues to provide direction for student technology and is updated with the help of a provisional committee as required.

## **II. Purpose**

The primary purpose of the Student Technology Fee is to ensure that all students have access to technologies that are necessary to prepare them to be successful in the job market. The fee is a student self-assessed fee that should be used exclusively to the direct benefit of the students. Also, students will have a primary role in the governance and allocation of these funds.

## **III. Governance Structure**

### **Vice President**

The Vice President of Technology, Innovation, and Economic Development oversees the Offices of Information Technology Services, Sponsored Programs, Electronic & Continuing Education, and off-campus instructional sites.

## **Information Technology Services**

The Chief Technology Officer (CTO) within Information Technology Services oversees the Offices of Technical Assistance Center, Technical Services, and Instructional Technology & Student Support.

## **Student Government Association**

The Student Government Association President is responsible for appointing 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. This oversight guarantees that the student technology component of NSTEP is complete.

## **Northwestern State Technology Enrichment Plan (NSTEP)**

The STAT Committee follows the NSTEP document to guide technology purchases from the Student Technology Fee budget. When the NSTEP document needs to be revised, a provisional committee of faculty, staff, and students will be appointed.

## **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 the NSTEP promotes the technology needs of students
3. Approves the annual Student Technology Fee budget
4. Evaluates the performance of all personnel funded through the student technology annually, or as requested by STAT per university staff evaluation guidelines
5. Adheres to the membership, charge, and role defined for STAT, as presented herein

## **Assistant Director of Instructional Technology & Student Support**

The Assistant Director of Instructional Technology & Student Support is an unclassified University position funded with Student Technology Fees. The position:

1. Serves as a liaison between the students and the university administration as well as the budget unit head for Student Technology Fee expenditures
2. Records and posts minutes of STAT meetings

3. Serves in a reporting capacity to the Chair of the Student Technology Advisory Team
4. Assists in the development and implementation of student-driven technology initiatives
5. Guides departments in the purchase of student computer-related hardware and software
6. Works with the university administration to effectively implement (NSTEP)
7. Develops training programs for student users and lab assistants
8. Coordinates with colleges and departments to support student applications in the student technology lab environments
9. Prepares the year-end report of Student Technology Fee expenditures for STAT, the Internal Auditor, and the University President
10. Submits for review, upon request, a report relating to issues involving personnel employed by STAT
11. Oversees all positions present and future funded from the Student Technology Fee budget
12. Other duties as required

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

There will be a standing committee composed of eight 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
- One student nominated annually and approved by the Alexandria Director

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

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

## **Charge to STAT**

The annual Student Technology Fee budget will be approved by STAT within 120 days from the end of the previous fiscal year. After approval, the budget will be submitted to the appropriate approving agents and the University President, who will, in turn, submit the document (as required) 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 six 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.

## **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. Only NSU students can utilize equipment purchased with Student Technology Fee funds. Any voting member of the STAT committee cannot hold a faculty/staff position. If 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.

## **Meetings of STAT**

The Student Technology Advisory Team will call meetings as required. Any scheduled meeting called for by the STAT chair must have a minimum of (3) three working days as notice to the membership before the meeting. Electronic meetings are acceptable, and votes may be transmitted electronically. Minutes may also be approved electronically.

## **V. Guidelines for 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. Also, the following guidelines will apply to the use of Northwestern State University Student Technology Fees.

Student Technology Fees collected, or the remainder of the annual student technology fee budget is dedicated to the following:

- Dedicating a portion of Student Technology Fees to fund university technology grants, as defined in a Request for Funding Proposal (RFP), with mutually agreed-upon parameters for the request by the student representatives and university administration. The STAT committee shall determine the RFP funding amount but not exceed \$200,000 annually. RFP funding is contingent upon the availability of funds from enrollment generated student technology fee revenue. All interested parties including students, faculty, and staff may submit a proposal for funding. The awarding of these grants does not assume any recurring costs. All expenditures from this section of the budget must benefit students attending Northwestern State University. Funded initiatives in this area shall include but not be limited to:
  - a. Development and maintenance of student computer labs on Northwestern State University campuses or instructional sites
  - b. Implementation of software for student use
  - c. Acquisition or refurbishment of infrastructure to support student technology initiatives
  - d. Acquisition of technology-based equipment that is directly used by students
- Funding for Student Lab Assistant and Coordinator positions
- Funding for approved University staff positions, including the Assistant Director of Instructional Technology & Student Services and Student Technology Technical Support Specialist
- Funding for labs, software, special projects, and infrastructure associated with student technology initiatives
- Funding for initiatives that align with the NSTEP document
- Funding and support of any maintenance or renewal contracts for equipment, software, or infrastructure to support student technology initiatives
- Funding replacement of equipment and software for student technology labs
- Using prior year reserves to support existing or new acquisitions of equipment, software, and infrastructure to support student technology projects
- Funding for university technology projects that benefit students and the greater campus community when the cost is shared
- Assurance that a minimum of \$200,000 is maintained in the technology fee reserve once prior year reserves are exhausted

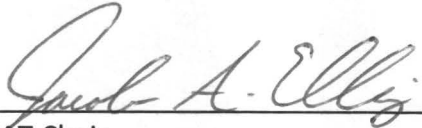
The parties to this document recognize that the nature, use, and cost of technology are dynamic, as are the state and University policies that govern its use. It is agreed, therefore, that the student representatives and the University will reassess the Northwestern State University Student Technology Fee User Agreement annually. Any modifications to this document will be jointly approved.

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 in the Assistant Director of Instructional Technology & Student Support office, Watson Library, Room 113 or online at <http://studenttech.nsula.edu/>.

  
\_\_\_\_\_  
President  
Northwestern State University

10/22/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
STAT Chair  
Natchitoches Campus

10/21/19  
\_\_\_\_\_  
Date