

# Annual Report on the Expenditure of Student Technology Fees

2002 – 2003

Prepared by

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## *Table of Contents*

Preface.....	3
Technology Fee Expenditures by Category.....	4-5
Technology Fee Account Fund Balance provided by Business Affairs.....	6
Internal Audit Process and Function.....	7
Technology Grants Fully Funded.....	8
Progress Review for July 1, 2002 – June 30, 2003, Action Plan.....	9-12

## *Preface*

Act No. 1450 of the 1997 Regular Session established a student technology fee under the supervision and management of the governing board of each institution of higher education. The law requires that the fee be used for the purposes of implementing, replacing, improving and expanding technologies to benefit student life and learning. Actual implementation of the fee at a University requires approval by the University's chartered Student Government Association(s).

In August of 1997 the Northwestern State University chartered Student Government Associations at the Natchitoches and Shreveport Campuses voted unanimous approval for the assessment of a technology fee of \$5.00 per credit hour, up to a maximum of \$100.00 per semester, effective in the 1997 fall semester. Expenditure of the student technology fees during the 2002-03 fiscal year have in accordance with the Northwestern State Technology Enrichment Plan (NSTEP) and the parameters set forth in Act No. 1450.

Commensurate with the implementation of the student technology fee was the establishment of the Information Technology Advisory Council (ITAC) in part, as a mechanism for input on fee expenditures by the university community. Minutes of all ITAC meetings are posted on the University web page and an e-mail address inviting feedback is available at the ITAC website. As of the 2001-02 fiscal year the student technology fees budget is reviewed not by ITAC but by the Student Technology Advising Team, S.T.A.T.

The University's Internal Auditor periodically conducts an audit of the tech fees account and expenditures. In addition, an annual report of the student tech fee expenditures is provided to the University and SGA President(s) and to the University's governing board within 60 days of the close of the fiscal year. Feedback on the report will be provided to the Information Technology Advisory Council and to the Student Technology Advisory Team.

UNIVERSITY OF LOUISIANA SYSTEM REPORT ON STUDENT TECHNOLOGY FEES	
Institution: Northwestern State University of Louisiana	
STUDENT TECHNOLOGY FEES ACT 1450 OF 1997	REVENUES EXPENDITURES PROJECTS
Fiscal Year 2002-2003	
Fund Balance as of 07/01/02	1,694,887
Revenues Collected	1,467,822
Total Funds Available	3,162,709
Less Funds Expended	936,088
Funds Balance as of 06/30/03	2,226,621
Summary of Expenditures by Project	
Name/Brief Description of Project	Expenditure
To be completed by Computer Center	
Total Expenditure	
Summary of Expenditures by Object 07/01/02 - 06/30/03	
Salaries	234,076
Travel	242
Operating Services	63,041
Supplies	21,955
Software	38,878
Professional Services	
Equipment	564,394
Major Repairs/Renovations/Remolding	
Other: Write-Off's	13,500
Total Expenditures by Object	936,088

**UNIVERSITY OF LOUISIANA SYSTEM REPORT ON STUDENT  
TECHNOLOGY FEES**

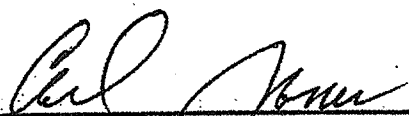
**Institution:** Northwestern State University of Louisiana

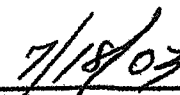
STUDENT TECHNOLOGY FEES ACT 1450 OF 1997	REVENUES EXPENDITURES PROJECTS
Fiscal Year 2002-2003	
Name/Brief Description of Project	Expenditure
<b>To be completed by Student Technology Fee Coordinator</b>	
Special Initiatives	328,241.56
Lab Development	125,584.70
Operating Cost	27,657.18
Maintenance	24,618.87
Infrastructure	182,409.69
Salaries	234,076.00
Other: checks written off (per Business Affairs)	13,500.00
Total Expenditure	936,088

**NORTHWESTERN STATE UNIVERSITY**  
**Technology Fee Account**  
**Changes in Fund Balance**  
**As of June 30, 2003**

	<u>Technology Fee</u> <u>5-27-475</u>
<b>Fund Balance at July 1, 2002</b>	\$ 1,694,887
<b>Revenues and Other Additions</b>	
Tuition & Fees	\$ 1,400,723
Interest Earned	\$ 61,405
Other Miscellaneous Income	\$ 5,694
<b>Total Revenue and Other Additions</b>	<u>\$ 1,467,822</u>
<b>Expenditures and Other Deductions</b>	
Educational and General	\$ 936,088
<b>Total Expenditures and Other Deductions</b>	<u>\$ 936,088</u>
<b>Net Increase (Decrease)</b>	\$ 531,734
<b>Fund Balance as of June 30, 2003</b>	<u><u>\$ 2,226,621</u></u>

I certify that these amounts represent the accounting records as of June 30, 2002.

  
\_\_\_\_\_  
Carl Jones, Vice President of Business Affairs

  
\_\_\_\_\_  
Date

***Internal  
Audit  
Process and  
Function***

Periodically the University Internal Auditor audits student technology fees to see if the collection and expenditure of the fees is consistent with the policies set forth by the Legislature and the University governing board. Typically the auditor will review the accounting procedures for the collection and allocation of the fees, the property procurement procedures, the accuracy of the property inventory, and the appropriateness of expenditures. The Internal Auditor has full access to all accounting and inventory records and can expect full cooperation from all involved university personnel. The results of an audit are reported to the University President and to the Legislative Auditor.

***Technology Grants Funded by 2002 – 2003 Student Technology Fees  
Funded/Partial Funded***

<b>Description</b>	<b>Authors</b>	<b>Amount</b>
<b><i>Fully Funded</i></b>		
Nursing equipment	J. Murrell	\$ 2,052.00
Krimesite Imager	M. Kane	\$ 19,110.00
Replace student lab	J. Darby	\$ 45,212.83
Anthropomorphic Phantoms	J. Murrell	\$ 10,724.80
Interlibrary Loan equipment	L. Bond	\$ 11,714.47
Blackboard Tutorial	D. Williams	\$ 1,198.50
Software/Hardware for Student Support Services	J. Martin	\$ 9,631.68
Nutritionist Pro software	L. Sticker	\$ 2,620.00
Compressed video equipment (surplus money)	J. Murrell	\$ 44,853.00
	<b>Total of Fully Funded Grants</b>	<b>\$147,117.28</b>
<b><i>Partial Funded</i></b>		
Wiring for Russell Hall first floor	W. Creighton	\$ 34,531.73
Multimedia audio/visual equipment	P. Withey	\$ 12,142.32
Software and equipment for CAPA	S. Foster	\$ 1,248.71
Equipment for CAPA	D. Guy, C. Foster	\$ 2,700.00
	<b>Total of Partially Funded Grants</b>	<b>\$ 50,622.76</b>
	<b>Grand Total of Fully/ Partially Funded Grants</b>	<b>\$197,740.04</b>



Annual Progress Review  
Northwestern State Technology Enhancement Plan (NSTEP)  
FY 2002-2003

A review of the progress toward the accomplishment of Northwestern State University's technology plan (NSTEP) is conducted at the end of each fiscal year. Progress toward the realization of the NSTEP objectives is indicated through the implementation of prescribed action plans associated with each objective. Contained within the table below in bold italics are those activities/initiatives implemented during the 2001-2002 fiscal year in response to the associated objectives and action plans.

The funding source/responsible area(s) for each activity is indicated as follows: (o) university funds, >) externally funded grants, and (✓) Student Technology Fees.

<i>NSTEP OBJECTIVE</i>	<i>ACTION PLANS (●)</i>
1. To improve access to technology by students, faculty, and staff at Northwestern State University	<ul style="list-style-type: none"> <li>• Provide computer laboratories-common access labs, residence hall labs               <ul style="list-style-type: none"> <li>✓ <i>Student labs were installed in the following areas: Dodd Hall, Bossier and Sabine 3<sup>rd</sup> floor</i></li> <li>✓ <i>Upgraded lab in Ft. Polk to better serve students</i></li> <li>➤ <i>College of Business</i></li> </ul> </li> <li>• Increase hours and locations of availability (<i>this is an oncoming process, as enrollment increases lab hours and availability increase to meet the needs of students</i>)</li> <li>• Provide access to administrative systems, grades, registration, housing and student account holds.               <ul style="list-style-type: none"> <li>✓ <i>Interactive Information Kiosks have been upgraded in Watson Library to provide students' with personal information that can be accessed through a web-based student service</i></li> </ul> </li> <li>• Add data ports in dormitory rooms (<i>funding requested from state legislature</i>)               <ul style="list-style-type: none"> <li>✓ <i>Boozman dorm was installed with ports to each student room</i></li> </ul> </li> <li>• Improve access to campus resources, especially on-line courses and distance education, from off-campus locations.               <ul style="list-style-type: none"> <li>o <i>A Desktop Video Conferencing system has been installed in 8 receives sites located in and around Central Louisiana</i></li> <li>o <i>eNSU was established in the Spring 2001 and offers 8 online degree programs as well as a host of support services for both faculty and students</i></li> </ul> </li> <li>• Equip access labs to meet ADA standards               <ul style="list-style-type: none"> <li>✓ <i>Installed ADA standard monitors in several student computer labs</i></li> </ul> </li> <li>• Establish a buyer program for students to purchase computer hardware and software through the university</li> </ul>
2. To provide classrooms with updated technology and multimedia	<ul style="list-style-type: none"> <li>• Construct multimedia classrooms               <ul style="list-style-type: none"> <li>✓ <i>Provided Chemistry with 3 multimedia</i></li> </ul> </li> </ul>

	<p style="text-align: center;"><i>classrooms</i></p> <ul style="list-style-type: none"> <li>• Continue progress to organize and staff an Instructional Technology Support and Training Center <ul style="list-style-type: none"> <li>◦ <i>A training facility has been installed to provide technology training to faculty and staff</i></li> </ul> </li> <li>• Increase multimedia equipment availability for student presentations</li> <li>• Develop Web-based Virtual Reality</li> <li>• Provide Desktop Video Communications <ul style="list-style-type: none"> <li><i>A Desktop Video Conferencing system has been installed in 8 receives sites located in and around Central Louisiana</i></li> </ul> </li> </ul>
<p>3. To upgrade laboratories with modern technology</p>	<ul style="list-style-type: none"> <li>• Upgrade laboratory classrooms (hardware, software) <ul style="list-style-type: none"> <li>✓ <i>Nursing received equipment to use in classroom setting and clinical's</i></li> <li>✓ <i>Watson Library has been equipped with a new book scanner to scan an entire book at a time</i></li> </ul> </li> <li>• Provide laboratory technicians <ul style="list-style-type: none"> <li>✓ <i>For FY '02-03 Contracted 1 Support Specialist, 1 Technical Support Specialist, 3 student lab coordinators, 3 Help Desk Technicians, and 41 lab assistants</i></li> </ul> </li> </ul>
<p>4. To improve and proliferate distance education in all colleges at NSU</p>	<ul style="list-style-type: none"> <li>• Enhance the Compressed Video Network <ul style="list-style-type: none"> <li>✓ <i>Ft. Polk Campus installed new video conferencing equipment</i></li> </ul> </li> <li>• Develop partnerships with business/industry for delivery of electronic instruction to the workplace <ul style="list-style-type: none"> <li>◦ <i>Selected K-12 teachers and higher education faculty are completing a series of training modules that will assist them in the delivery of electronic courses</i></li> </ul> </li> <li>• Provide Web servers for department-level Web-based courses <ul style="list-style-type: none"> <li>✓ <i>Installed new iMail and Active Directory server for student services</i></li> </ul> </li> <li>• Acquire electronic reserves for libraries</li> <li>• Provide each college with convenient access to distance learning technologies</li> </ul>
<p>5. To upgrade and maintain the campus communication network and infrastructure</p>	<ul style="list-style-type: none"> <li>• Plan, program, and install additional intranet services <ul style="list-style-type: none"> <li>◦ <i>Funding was awarded to provide a portal which is the first phase to a university intranet</i></li> </ul> </li> <li>• Increase web-based student services such as electronic transfer of funds for fee payment, meal plans, etc. <ul style="list-style-type: none"> <li>◦ <i>Developed student friendly university homepage, created web-based Student Information Center including accessibility to on-line registration, grade information, financial aid, student holds, unofficial transcript, and Up to the Minute News</i></li> <li>◦ <i>Established eNSU which offers 8 online degree programs and host of support services for faculty and students</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Install a campus-wide fiber optic network <ul style="list-style-type: none"> <li>➤ <i>Exterior Fiber links were installed in different areas across the university</i></li> </ul> </li> <li>• Provide wireless access at the building level <ul style="list-style-type: none"> <li>➤ <i>Wireless was installed in Roy Hall and CAPA</i></li> </ul> </li> <li>• Expand automated telephone routing (voice response) system <ul style="list-style-type: none"> <li>➤ <i>New phone switch has been installed with voice response capability</i></li> </ul> </li> <li>• Define and implement a student security/debit card system (so-called “one-card” system)</li> <li>• Implement a “911” emergency system</li> </ul>
<p>6. To provide a system for maintenance, upgrade, training and support of technology that will extend into the future</p>	<ul style="list-style-type: none"> <li>• Provide for network administration with flexibility to change consistently with University technology infrastructure expansion <ul style="list-style-type: none"> <li>✓ <i>Switches for Shreveport Nursing campus</i></li> <li>✓ <i>Rewire Russell Hall, Watson Library and Boozman Dorm</i></li> </ul> </li> <li>• Provide for continuing education for network administrators and technicians <ul style="list-style-type: none"> <li>➤ <i>A training facility has been installed to provide technology ongoing training to administrators, faculty and staff</i></li> </ul> </li> <li>• Provide fee workshops to students on use of technology for degree credit</li> <li>• Provide free workshops to faculty and staff on use of technology for continuing education credit</li> <li>• Establish support for maintenance of new and existing programs (trainers, technicians, help desks, budget)</li> </ul>
<p>7. To establish processes which encourage technology initiatives by faculty, staff and students</p>	<ul style="list-style-type: none"> <li>• Establish community partnerships, internships, focus groups between and within disciplines <ul style="list-style-type: none"> <li>○ <i>Through funding from the Louisiana Natural Resources Department, a group of K-12 teachers and higher education faculty are completing a series of training modules that will assist them in the delivery of electronic courses</i></li> </ul> </li> <li>• Provide invitational workshops to highlight faculty/student work</li> </ul>
<p>8. To encourage innovation and research</p>	<ul style="list-style-type: none"> <li>• Establish Innovation Grant process</li> <li>• Establish seed grants</li> <li>• Encourage grantsmanship among all faculty <ul style="list-style-type: none"> <li>✓ <i>Student Technology Fees provides approximately \$180,000 in grant money available annually for technology enhancements</i></li> </ul> </li> <li>• Promote cross-discipline research and grants writing among faculty</li> <li>• Establish working groups among faculty in various disciplines</li> <li>• Encourage grant writing among all faculty for external funding sources</li> <li>• Provide peer recognition opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Publish faculty research/presentation abstracts annually</li> </ul>
9. To provide a process for support: hardware and software maintenance and upgrades and professional services; new hardware and software for specialized functions; user training; technical training for administrators and other technical support personnel	<ul style="list-style-type: none"> <li>• Establish a process for annual review of needs <ul style="list-style-type: none"> <li>✓ <i>Student Technology Advisory Team (STAT) meets periodically to discuss the technology needs for the student body of the university including off-campus sites</i></li> </ul> </li> <li>• Provide hardware and software maintenance and upgrades and professional services</li> <li>• Provide new hardware and software for specialized functions</li> <li>• Provide user training</li> <li>• Provide technical training for administrations and other technical support personnel</li> </ul>
10. To provide a technology budget for the university, its colleges, and its directorates	<ul style="list-style-type: none"> <li>• Establish a process that will ensure that all NSU campuses have equivalent technology resources including access, hardware, software, training, personnel, and facilities. <ul style="list-style-type: none"> <li>○ <i>Student representation is present on both ITAC and STAT committees</i></li> </ul> </li> <li>• Implement the approved budget process by including the ITAC chair in cabinet-level budget decisions</li> <li>• Develop an internal ITAC process for reviewing technology budget requests</li> <li>• Add capital outlay technology budget for colleges and directorates</li> <li>• Develop a budget plan for technology replacement</li> <li>• Develop a process by which colleges and directorates can request that Student Technology Fees fund student technology enhancement projects <ul style="list-style-type: none"> <li>✓ <i>Grant proposals are available the fall semester of each year for departments, individuals and staff members to submit for monies available through Student Technology</i></li> </ul> </li> </ul>

- University Funds
- Externally funded grants
- ✓ Grant Proposal through Student Technology