

**Northwestern State University
Annual Report on the Expenditure of
Student Technology Fees**

2006-2007



August, 2007

Prepared for: *Northwestern President Dr. Randall Webb, SGA President Shayne Creppel and the University of Louisiana System Board of Supervisors*

By: Jennifer Long Martin, Student Technology Support Specialist
Northwestern State University

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Northwestern's Student Technology Fee Committee

Northwestern's Student Technology Fee Committee was established in the summer of 1997. The Committee is currently comprised of the Student Government Association Presidents and Treasurers from the Natchitoches and Shreveport campuses, a student representative from the Leesville campus and two other student representatives appointed by the Natchitoches SGA President. Meetings are held when requested by the SGA President (STAT Chair). The mission statement of the Student Technology Advisory Team is as follows:

The mission of the Student Technology Advisory Team 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 Student Technology 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.

The web site for the Student Technology Fee and Student Technology Fee Advisory Team continues to provide information about the fee to Northwestern students and other interested individuals. The address is: http://www.nsula.edu/student_labs/ and <http://www.nsula.edu/stat/>

Progress made during 2006-2007

A total of \$3,154,078 was carried over from the previous fiscal year. \$ 1,453,336 was collected during 2006-2007 making a total available for the fiscal year of \$4,607,414. \$1,267,438 was spent or allocated, carrying over \$3,339.977 to the 2007-2008 fiscal year.

The following is a summary of major projects and expenditures:

Student Technology Lab Assistants/Coordinators, Student Technology Technical Support Specialist, Student Technology Support Specialist - \$256,122.43

Computer Lab Equipment, Technology Projects (large and small), software and supplies included - \$831,912.63

The Student Technology Support Specialist, Mrs. Jennifer Long-Martin, continued in the position. The staff of Student Technology Assistants and Coordinators were utilized in a multitude of capacities through this past year some of which include:

Staffing and keeping supplies on hand for all open computer labs.

The Student Technology and STAT web sites were maintained.

The Student Help Desk provided phone and email support to students in regards to changing passwords for myNSU, Blackboard assistance, Dial-up directions and software related issues.

Training classes were conducted at the beginning of each semester for all Student Technology Fee lab assistants. Student Technology Fee workers are required to attend the training to discuss any current lab issues and maintain a working knowledge of software.

All hours and contact information were posted in all labs for student viewing.

Student Technology lab assistants assisted students enrolled in web building classes.

Student Technology lab assistants created myNSU accounts for first time students.

Participated in fee payment to set up student accounts for myNSU portal.

Provided SSS with training for EXCEL students on the use of software programs used for coursework.

The Student Technology Fee Technical Support Specialist, Mr. Alfred Ehlers, continued in the position.

Installed new equipment and software across the university campuses for student use.

Handled the technical aspects of maintaining Student Technology Fee computer labs and check-out equipment.

Maintains software in all student computer labs

COMPUTER LABS AND EQUIPMENT:

The following are a list of computer labs upgraded during 2006-2007:

- CAPA – Upgraded workstations in student lab
- Journalism - Upgraded workstations in student lab
- Leesville – Purchased additional workstations for student lab
- Leesville – Purchased interactive Anatomy software for student lab
- CAPA – Purchased software for CAPA Theatre computer lab
- Shreveport – Purchased new printer for student lab

TECHNOLOGY PROJECTS

The STAT Committee approved funding for diversified technology projects including:

Large Project Proposals:

- Campus Wide Initiative
 - Installed messaging system across the campus community - \$228,787.97
- Campus Wide Initiative
 - Installed multimedia classrooms - \$156,785.24
- Campus Wide Initiative
 - Installed Kiosk for student use - \$41,548.80
- Resident Hall
 - Purchased projectors/sound equipment for each resident hall - \$33,213.00
- Camus Wide Initiative
 - Installed visual directory for campus use - \$25,000.00
- Ft. Polk Campus
 - Installed multimedia classroom equipment - \$26,310.82
- Creative & Performing Arts
 - Purchased and installed pianos for student practicing - \$45,000.00
- Biology Department
 - Purchased lab equipment - \$28,861.14

Creative & Performing Arts
Purchased equipment for band room - \$111,408.96

Chemistry Department
Purchased equipment for student chemistry labs - \$23,378.00

Campus Wide Initiative
Purchase software for student labs - \$22,881.00

Campus Wide Initiative
Purchase equipment for multimedia classrooms - \$90,168.88

Education Department
Upgrade student lab with workstations and software - \$128,679.66

Health & Human Performance
Purchase and install lab equipment - \$17,817.19

Chemistry Department
Purchase and install lab equipment - \$32,470.47

Biology Department
Purchase and install lab equipment - \$32,411.95

Chemistry Department
Purchase and install lab equipment - \$69,999.80

Small Project:

Jonesville Campus
SGA Provided new printer for student lab
Student Activities Provided new printer for student use
Watson Library Provided projectors for student use
Cenla Campus Purchased projector for Room 115
Creative & Performing Arts Purchase laptops/printers for student use
Creative & Performing Arts Provided music lab equipment for student use - \$9,814.37
Student Union Purchased monitors for messaging system - \$14,410.00
Creative & Performing Arts
Purchase and install software - \$4,565.15
FACS Department Purchase and install workstations & software - \$3,817.14
Ft. Polk Campus (Biology)
Purchase lab equipment - \$7,792.30
IT Department Purchase stations for classroom use - \$14,035.66
Creative & Performing Arts
Purchase and install printer for student use - \$7,924.00
Social Sciences Purchase equipment for classroom use - \$6,150.00
Ft. Polk Campus Purchase equipment and software for student use -

\$4,244.38

| | |
|----------------------------|-------------------------------------------------------------|
| Creative & Performing Arts | |
| | Purchase and install equipment for student use - \$4,859.00 |
| Campus Wide Initiative | |
| | Purchase and install wireless for dorm lobbies - \$2,626.56 |
| Creative & Performing Arts | |
| | Purchase and install equipment - \$34,393.30 |
| FACS Department | Purchase and install equipment - \$9,305.42 |

Other Projects:

Purchased Imail software for myNSU student portal

Purchased equipment for scanning inventory

Leased equipment for equipment deliveries

Purchased software to maintain equipment repairs

Surplus equipment that was reusable was distributed based on the guidelines set forth by the state in regards to equipment purchased with Student Technology Fee funds.

Internal Auditor Report 2006-20067

Northwestern's Student Technology Fee is audited by the University Internal Auditor to ensure that the collection and expenditure of the fees is consistent with the policies set forth by the legislature and University governing board. The audit covers 2006-2007. The audit report will follow under separate cover.

Conclusion

Northwestern's Student Technology Fee continues to be a leader in efforts to improve the technology available to students. We are proud to submit this annual report which reflects the continuation of progressive spirit and cooperative nature with which all aspects of the committee's charges have been handled.

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 2006-2007

| | |
|------------------------------|-----------|
| Fund Balance as of 07/01/06 | 3,154,078 |
| Revenues Collected | 1,453,336 |
| Total Funds Available | 4,607,414 |
| Less Funds Expended | 1,267,438 |
| Funds Balance as of 06/30/07 | 3,339,977 |

Summary of Expenditures by Project

| Name/Brief Description of Project | Expenditure |
|--------------------------------------------------------------|--------------|
| 1 To be completed by Student Technology | |
| 2 5-27475 Student Technology (Write Off's) | 51,228.29 |
| 3 5-27476 Salaries | 256,122.43 |
| 4 5-27481 Student Services | 103,865.95 |
| 5 5-27483 Operating Maintenance | 1,713.05 |
| 6 5-27561 CAPA Project | 6,222.57 |
| 7 5-27562 CAPA Project | 25,979.30 |
| 8 5-27563 CAPA Project | 8,414.00 |
| 9 5-27564 Student Activities | 49,613.35 |
| 10 5-27566 FACS Project | 9,305.42 |
| 11 5-27567 Chemistry Project | 7,197.78 |
| 12 5-27568 Biology Project | 69,999.80 |
| 13 5-27569 SGA Project | 6,439.63 |
| 14 5-27600 CAPA Project | 69,120.25 |
| 15 5-27601 Journalism Project | 56,575.22 |
| 16 5-27602 Jonesville Campus Project | 2,593.00 |
| 17 5-27603 SGA Project | 1,171.00 |
| 18 5-27604 Student Activities Project | 6,221.68 |
| 19 5-27606 Kiosk Project | 38,409.84 |
| 20 5-27607 Multimedia Classroom Project | 6,275.88 |
| 21 5-27608 Residence Hall Project | 33,213.00 |
| 22 5-27609 Campus Visual Directories | 24,399.00 |
| 23 5-27610 Ft. Polk Campus Project | 26,310.83 |
| 24 5-27611 CAPA Project | 43,979.00 |
| 25 5-27613 Student Messaging System Project | 225,029.08 |
| 26 5-27614 CAPA Project | 4,565.15 |
| 27 5-27615 Health & Human Performance Project | 17,321.94 |
| 28 5-27616 Chemistry Project | 32,429.86 |
| 29 5-27617 Biology Project | 39,934.67 |
| 29 5-27618 FACS Project | 3,709.23 |
| 30 5-27619 Biology Project | 7,792.30 |
| 31 5-27620 IT Project | 14,035.66 |
| 32 5-27621 CAPA Project | 7,847.00 |
| 33 5-27622 Social Sciences Project | 6,158.00 |
| 34 5-27623 Ft. Polk Project | 4,244.38 |
| Total Expenditure | 1,267,437.54 |
| Summary of Expenditures by Object 07/01/06 - 06/30/07 | |
| Salaries | 256,122.43 |

| | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Travel | 430.00 |
| Operating Services | 62,284.69 |
| Supplies | 42,508.25 |
| Software | 22,951.25 |
| Professional Services | |
| Equipment | 831,912.63 |
| Major Repairs/Renovations/Remolding | |
| Other: Write-Off's | 51,228.29 |
| Total Expenditures by Object | 1,267,437.54 |
| | |
|  |  |
| Carl Jones, Vice President of Business Affairs | Date |

NORTHWESTERN STATE UNIVERSITY

Technology Fee Account

Changes in Fund Balance

As of June 30, 2007

| | | Technology Fee 5-27475 |
|------------------------------------------------|----|-----------------------------------|
| Fund Balance at July 1, 2006 | \$ | 3,154,078 |
| Revenues and Other Additions | | |
| Tuition & Fees | \$ | 1,233,754 |
| Interest Earned | \$ | 178,067 |
| Other Miscellaneous Income | \$ | 41,515 |
| Total Revenue and Other Additions | \$ | 1,453,336 |
| Expenditures and Other Deductions | | |
| Educational and General | \$ | 1,267,438 |
| Total Expenditures and Other Deductions | \$ | 1,267,438 |
| Net Increase (Decrease) | \$ | 185,899 |
| Fund Balance as of June 30, 2007 | \$ | 3,339,977 |

I certify that these amounts represent the accounting records as of June 30, 2007.

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|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
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