

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

2007-2008



August, 2008/Amended February 18, 2010

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

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

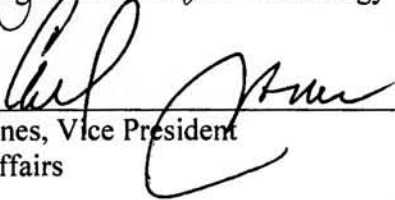
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Jennifer Long Martin, Student Technology Fee Support Specialist

5.5.10

Date



Mr. Carl Jones, Vice President
Business Affairs

5/5/10

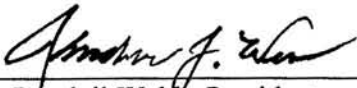
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Dr. Darlene Williams, Vice President
Technology, Research, and Economic Development

5/6/10

Date



Dr. Randall Webb, President
Northwestern State University

05/10/10

Date

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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 2007-2008

A total of \$3,339,077 was carried over from the previous fiscal year. \$ 1,385,673 was collected during 2007-2008 making a total available for the fiscal year of \$4,725,650. \$2,381,002 was spent or allocated, carrying over \$2,344,649 to the 2008-2009 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 - \$235,381.88

Computer Lab Equipment, Technology Projects (large and small), software, supplies and maintenance cost included - \$2,114,323.25.

The Student Technology Fee 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 assisted first time student in creating myNSU accounts.

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.

Provided training for all incoming students enrolled in OR 1010.

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:

This report includes carryover charges from fiscal year 2006-07 with 2007-08 purchases. The first amount will depict the budgeted amount; the second amount will depict the expenditure for the current year.

The following are a list of computer labs upgraded during 2007-2008:

Location	Budget Account	Approved Budget	Expenditures	Description
CAPA Lab	5-27600	\$72,765.60	\$897.00	Lab upgrade
Cenla Campus	5-27625	\$6,216.00	\$6,666.28	Laptops/printers/carts
Ft. Polk Campus	5-27630	\$117,823.45	\$102,709.02	Lab upgrade
Education Dept.	5-27634	\$139,410.63	\$124,255.89	Lab upgrade
Physics Dept.	5-27636	\$47,766.76	\$47,754.98	Lab upgrade
Business Dept.	5-27637	\$194,363.15	\$190,910.87	Lab upgrade
Scholars' College	5-27638	\$40,441.65	\$39,910.80	Lab upgrade
Student Union Lab	5-27639	\$31,283.98	\$29,269.98	Lab upgrade
HHPE Lab	5-27640	\$21,895.90	\$21,884.19	Lab upgrade
Watson Lab	5-27641	\$4,559.00	\$2,095.00	Lab printer
Shreveport Lab	5-27642	\$7,688.00	\$7,688.00	Lab printers
Scholars' College, Kyser 139	5-27643	\$10,500.73	\$8,012.60	Lab upgrade
Ft. Polk Campus	5-27644	\$4,516.00	\$4,516.00	Lab printer
Chemistry	5-27646	\$46,298.28	\$42,205.66	New lab
Student Support	5-27647	\$22,964.26	\$23,054.50	Lab upgrade

TECHNOLOGY PROJECTS

The STAT Committee approved funding for diversified technology projects including:

Large Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Campus	5-27607	\$157,286.90	\$151,365.30	Multimedia classrooms
FACS Dept.	5-27612	\$90,588.38	\$82,218.27	FACS Kitchen
Campus	5-27613	\$217,685.21	\$566.95	Messaging System
CAPA Dept.	5-27627	\$108,872.97	\$100,465.93	Band Room
Campus	5-27633	\$90,168.88	\$90,168.88	Multimedia classrooms
Biology Dept.	5-27645	\$295,163.90	\$137,967.33	Science lab equipment
One Card	5-27651	\$124,992.00	\$12,288.00	One Card upgrade
Recreation Complex	5-27652	\$130,714.04	\$132,094.50	Wiring Project
CAPA Dept.	5-27661	\$240,644.00	\$201,940.52	Band equipment
Campus	5-27663	\$114,803.00	\$114,802.72	Student Storage

Small Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Campus	5-27606	\$42,087.00	\$130.33	Kiosk Project
Watson Library	5-27624	\$7,526.24	\$7,770.11	Projector/Wiring
Biology Dept.	5-27626	\$41,175.11	\$40,324.68	Science equipment
Chemistry Dept.	5-27628	\$23,378.00	\$18,738.97	Science equipment
CAPA Dept.	5-27629	\$10,266.00	\$9,633.37	Recording studio
Student Union	5-27631	\$14,410.00	\$14,410.00	LCD Monitors
Campus	5-27648	\$5,407.20	\$4,560.60	Classroom workstations
Ft. Polk Campus	5-27650	\$25,758.27	\$25,777.79	Scantron equipment
One Card	5-27654	\$18,855.44	\$17,617.44	ID system upgrade
CAPA Dept.	5-27656	\$3,884.88	\$3,371.01	Digital cameras
English Dept.	5-27657	\$25,560.00	\$25,560.00	Classroom equipment
Wellness Center	5-27658	\$1,025.52	\$875.52	Wireless Project
Campus	5-27660	\$57,153.00	\$25,253.66	SPSS software
ECE Dept.	5-27662	\$21,265.00	\$21,271.57	Distance learning equipment
Shreveport Lab	5-27665	\$13,854.00	\$13,854.00	Printers for lab

Other Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Campus	5-27632	\$23,535.00	\$22,881.00	Software for labs
Student Checkout	5-27635	\$80,621.60	\$82,988.40	Checkout equip.
Student Checkout	5-27649	\$5,535.81	\$5,091.72	Checkout equip.
Student Services	5-27481		\$98,503.91	Student Services

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 2007-2008

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 2007-2008. The audit report will follow under separate cover.

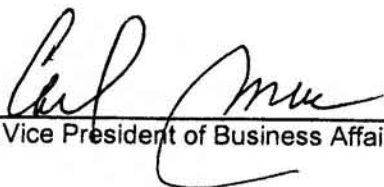
Conclusion

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 2007-2008	
Fund Balance as of 07/01/07	3,339,977
Revenues Collected	1,385,673
Total Funds Available	4,725,650
Less Funds Expended	2,381,002
Funds Balance as of 06/30/08	2,344,649
Summary of Expenditures by Project	
Name/Brief Description of Project	Expenditure
1	
2	
3 To be completed by Computer Center	
4	
5 Please see attached form	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
Total Expenditure	
Summary of Expenditures by Object 07/01/07 - 06/30/08	
Salaries	235,381.88
Travel	127.92
Operating Services	73,621.48
Supplies	207,332.87
Software	172,310.71
Professional Services	1,650
Equipment	1,659,280.27
Major Repairs/Renovations/Remolding	
Other: Write-Off's	31,296.72
Total Expenditures by Object	2,381,001.85



 Carl Jones, Vice President of Business Affairs

5/5/10
 Date

NORTHWESTERN STATE UNIVERSITY
Technology Fee Account
Changes in Fund Balance
As of June 30, 2008

	<u>Technology Fee</u> <u>5-27475</u>
Fund Balance at July 1, 2007	\$ 3,339,977
Revenues and Other Additions	
Tuition & Fees	\$ 1,185,544
Interest Earned	\$ 159,959
Other Miscellaneous Income	\$ 40,170
Total Revenue and Other Additions	<u>\$ 1,385,673</u>
Expenditures and Other Deductions	
Educational and General	\$ 2,381,002
Total Expenditures and Other Deductions	<u>\$ 2,381,002</u>
Net Increase (Decrease)	\$ (995,328)
Fund Balance as of June 30, 2008	<u><u>\$ 2,344,649</u></u>

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



Carl Jones, Vice President of Business Affairs



Date