

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

2009-2010

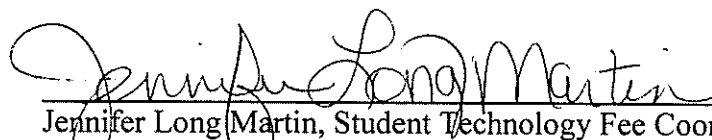


August, 2010/Updated November 3, 2010

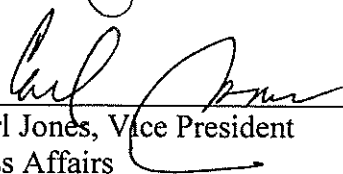
Prepared for: *Northwestern President Dr. Randall Webb, SGA President Mark Daniels
and the University of Louisiana System Board of Supervisors*

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


Signature Page


Jennifer Long Martin, Student Technology Fee Coordinator

8.26.10
Date


Mr. Carl Jones, Vice President
Business Affairs

8/30/10
Date


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

8/31/10
Date


Dr. Randall Webb, President
Northwestern State University

8/31/10
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 2009-2010

A total of \$1,248,448 was collected during 2009-2010 making a total available of \$2,751,462. Expenditures for 2009-2010 were \$1,464,301.16.

The following is a summary of major projects and expenditures:

Student Technology Lab Assistants/Coordinators, Student Technology Technical Support Specialist, Student Technology Fee Coordinator - \$255,851.79

Computer Lab Equipment, Technology Projects (large and small), software, supplies and maintenance cost included - \$1,208,449.37. *(corrected 11/3/10 per auditor)*

The Student Technology Fee Coordinator, Ms. 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, STAT and Student On-line Support Help Desk web sites were maintained.

The Student Help Desk provided phone and email support to students in regards to changing passwords for myNSU, Blackboard assistance, wireless instructions 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 Freshman Connection to set up myNSU accounts.

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 from fiscal year 2008-09 purchases. The first amount will depict the budgeted amount; the second amount will depict the expenditure.

The following are a list of computer labs upgraded during 2009--2010:

| Location | Budget Account | Approved Budget | Expenditures | Description |
|-------------------------|-----------------------|------------------------|---------------------|---------------------|
| Life Science Dept. | \$34,445.00 | \$34,445.00 | \$34,445.00 | Student Lab Upgrade |
| CAPA Dept. | \$8,735.75 | \$8,735.75 | \$8,735.75 | Student Lab Upgrade |
| Education Dept. | \$13,632.75 | \$13,632.75 | \$13,632.75 | Student Lab Upgrade |
| Counseling/Career Dept. | \$7,511.50 | \$7,511.50 | \$7,511.50 | Student Lab Upgrade |
| Unified Workstations | \$48,014.75 | \$47,953.25 | \$47,953.25 | Student Lab Upgrade |
| Watson Lab Printer | \$4,212.00 | \$4,212.00 | \$4,212.00 | Student Lab Upgrade |

TECHNOLOGY PROJECTS

Large Project Proposals:

| Location | Budget Account | Approved Budget | Expenditures | Description |
|------------------|-----------------------|------------------------|---------------------|--------------------------|
| Nursing Dept. | 5-27598 | \$76,414.00 | \$76,413.25 | Student Equipment |
| SMART classrooms | 5-27573 | \$236,687.30 | \$200,105.96 | Student Equipment |
| Watson Library | 5-27574 | \$414,173.61 | \$245,962.38 | Student Online Resources |

Small Project Proposals:

| Location | Budget Account | Approved Budget | Expenditures | Description |
|---------------------------|-----------------------|------------------------|---------------------|--------------------|
| Student Tech | 5-27475 | | \$304.00 | Scantron |
| Watson Library | 5-27484 | \$50,000 | \$49,341.45 | Student Resources |
| Argus | 5-27551 | \$9,000.00 | \$7,756.90 | Student Equipment |
| Shreveport Campus | 5-27568 | \$25,604.06 | \$25,994.46 | Student Equipment |
| Ft. Polk Campus | 5-27569 | \$40,083.03 | \$39,820.32 | Student Equipment |
| Education Dept. | 5-27570 | \$25,810.70 | \$29,417.95 | Student Equipment |
| ACS Upgrade | 5-27572 | \$9,274.20 | \$9,274.20 | Student Equipment |
| Anti-Virus | 5-27575 | \$24,000.30 | \$24,000.30 | Student Software |
| Chemistry/Physics Dept. | 5-27576 | \$17,270.00 | \$17,895.51 | Student Equipment |
| Chemistry Dept. | 5-27577 | \$5,650.00 | \$6,004.59 | Student Equipment |
| Journalism Dept. | 5-27578 | \$9,895.00 | \$9,344.00 | Student Equipment |
| Psychology Dept. | 5-27579 | \$9,013.00 | \$7,871.00 | Student Equipment |
| Health & PE Dept. | 5-27581 | \$43,953.00 | \$41,453.00 | Student Equipment |
| Physics Dept. | 5-27582 | \$68,493.00 | \$19,600.58 | Student Equipment |
| KNWD | 5-27583 | \$12,464.00 | \$9,530.12 | Student Equipment |
| Nursing/Biology Dept. | 5-27584 | \$48,761.00 | \$43,391.43 | Student Equipment |
| Ft. Polk | 5-27585 | \$11,011.00 | \$7,950.00 | Student Equipment |
| CAPA | 5-27586 | \$34,225.00 | \$29,827.75 | Student Equipment |
| SGA/SAB | 5-27589 | \$17,366.00 | \$13,918.70 | Student Equipment |
| Rad. Science Dept. | 5-27596 | \$5,190.00 | \$5,190.00 | Student Equipment |
| IT Dept. | 5-27597 | \$15,630.00 | \$15,600.00 | Student Equipment |
| CAPA Dept. | 5-27599 | \$8,000.00 | \$5,000.00 | Student Equipment |
| Disability Services Dept. | 5-27600 | \$16,056.00 | \$12,877.78 | Student Equipment |
| Biology Dept. | 5-27601 | \$2,912.00 | \$2,911.56 | Student Equipment |
| Education Dept. | 5-27602 | \$20,209.00 | \$20,032.71 | Student Equipment |
| Social Science Dept. | 5-27603 | \$7,074.00 | \$7,393.20 | Student Equipment |
| CAPA Dept. | 5-27604 | \$18,335.13 | \$2,597.94 | Student Equipment |
| Education Dept. | 5-27606 | \$4,272.00 | \$4,375.79 | Student Equipment |
| Mac Checkout | 5-27609 | \$9,135.00 | \$6,530.00 | Student Equipment |
| Scantron Equipment | 5-27610 | \$6,349.00 | \$6,281.00 | Student Equipment |
| Scholars' College Dept. | 5-27611 | \$4,423.00 | \$6,154.66 | Student Equipment |
| Mac Watson Lab | 5-27612 | \$9,848.00 | \$7,788.00 | Student Equipment |

| | | | | |
|----------------------------|---------|------------|------------|-------------------|
| Mac Alfred/Tech | 5-27613 | \$3,063.00 | \$2,875.00 | Student Equipment |
| IT Dept. | 5-27625 | \$1,074.20 | \$1,074.20 | Student Equipment |
| Student Union Printer | 5-27627 | \$3,440.00 | \$3,440.00 | Student Equipment |
| Kyser/Scholars' College | 5-27628 | \$8,595.00 | \$4,743.38 | Student Equipment |

Lab Supplies *(corrected/added 11/3/10 per auditor)*

| Location | Budget Account | Approved Budget | Expenditures | Description |
|-----------------|-----------------------|------------------------|---------------------|--------------------|
| Lab Supplies | 5-27481 | \$45,000.00 | \$61,916.05 | Lab Supplies |

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.

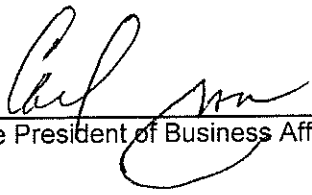
Internal Auditor Report 2009-2010


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 2009-2010. 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 2009-20010 | | |
| Fund Balance as of 07/01/09 | | 1,503,014 |
| Revenues Collected | | 1,248,448 |
| Total Funds Available | | 2,751,462 |
| Less Funds Expended | | 1,505,745 |
| Funds Balance as of 06/30/10 | | 1,245,718 |
| Summary of Expenditures by Project | | |
| Name/Brief Description of Project | | Expenditure |
| 1 | | |
| 2 | | |
| 3 | To be completed by Computer Center | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| Total Expenditure | | |
| Summary of Expenditures by Object 07/01/09 - 06/30/010 | | |
| Salaries | | 255,851.79 |
| Travel | | 0.00 |
| Operating Services | | 36,985.83 |
| Supplies | | 35,151.00 |
| Software | | 36,782.33 |
| Professional Services | | 0 |
| Equipment | | 1,099,530.21 |
| Major Repairs/Renovations/Remolding | | 0 |
| Other: Write-Off's | | 41,443.58 |
| Total Expenditures by Object | | 1,505,744.74 |

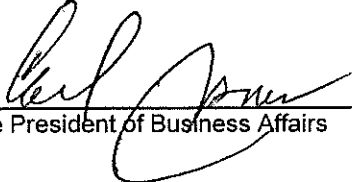

 Carl Jones, Vice President of Business Affairs


 Date

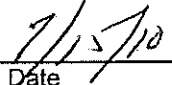
NORTHWESTERN STATE UNIVERSITY
 Technology Fee Account
 Changes in Fund Balance
 As of June 30, 2010

| | Technology Fee 5-27475 |
|--|---------------------------|
| Fund Balance at July 1, 2009 | \$ 1,503,014 |
| Revenues and Other Additions | |
| Tuition & Fees | \$ 1,184,238 |
| Interest Earned | \$ 22,146 |
| Other Miscellaneous Income | \$ 42,065 |
| Total Revenue and Other Additions | \$ 1,248,448 |
| Expenditures and Other Deductions | |
| Educational and General | \$ 1,505,745 |
| Total Expenditures and Other Deductions | \$ 1,505,745 |
| Net Increase (Decrease) | \$ (257,296) |
| Fund Balance as of June 30, 2010 | \$ 1,245,718 |

I certify that these amounts represent the accounting records as of June 30, 2010.



 Carl Jones, Vice President of Business Affairs



 Date

Student Technology Fees
2009-2010 Account Expenditures

**some accounts are from previous fiscal years*

| Budget Number | Total Expenditure |
|---------------|-------------------|
| 5-27475 | \$ 304.00 |
| 5-27476 | \$ 255,851.79 |
| 5-27481 | \$ 61,916.05 |
| 5-27484 | \$ 49,341.45 |
| 5-27551 | \$ 7,756.90 |
| 5-27561 | \$ 34,445.00 |
| 5-27562 | \$ 8,735.75 |
| 5-27563 | \$ 13,632.75 |
| 5-27564 | \$ 7,511.50 |
| 5-27566 | \$ 47,953.25 |
| 5-27567 | \$ 4,212.00 |
| 5-27568 | \$ 25,994.46 |
| 5-27569 | \$ 39,820.32 |
| 5-27570 | \$ 29,417.95 |
| 5-27572 | \$ 9,274.20 |
| 5-27573 | \$ 200,105.96 |
| 5-27574 | \$ 245,962.38 |
| 5-27575 | \$ 24,000.30 |
| 5-27576 | \$ 17,895.51 |
| 5-27577 | \$ 6,004.59 |
| 5-27578 | \$ 9,344.00 |
| 5-27579 | \$ 7,871.00 |
| 5-27581 | \$ 41,453.00 |
| 5-27582 | \$ 19,600.58 |
| 5-27583 | \$ 9,530.12 |
| 5-27584 | \$ 43,391.43 |
| 5-27585 | \$ 7,950.00 |
| 5-27586 | \$ 29,827.75 |
| 5-27589 | \$ 13,918.70 |
| 5-27596 | \$ 5,190.00 |
| 5-27597 | \$ 15,600.00 |
| 5-27598 | \$ 76,413.25 |
| 5-27599 | \$ 5,000.00 |
| 5-27600 | \$ 12,877.78 |
| 5-27601 | \$ 2,911.56 |
| 5-27602 | \$ 20,032.71 |
| 5-27603 | \$ 7,393.20 |
| 5-27604 | \$ 2,597.94 |
| 5-27606 | \$ 4,375.79 |
| 5-27609 | \$ 6,530.00 |
| 5-27610 | \$ 6,281.00 |
| 5-27611 | \$ 6,154.66 |
| 5-27612 | \$ 7,788.00 |
| 5-27613 | \$ 2,875.00 |
| 5-27625 | \$ 1,074.20 |
| 5-27627 | \$ 3,440.00 |
| 5-27628 | \$ 4,743.38 |
| | |
| | \$ 1,464,301.16 |
| | |
| Write Offs | \$ 41,443.58 |
| | |
| | \$ 1,505,744.74 |