



NORTHWESTERN
State University of Louisiana

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September 7, 2012

**Dr. Randy Moffett, President
University of Louisiana System
1201 North Third Street, Suite 7-300
Baton Rouge, LA 70802**

Re: Annual Report on the Expenditure of Student Technology Fees 2011-12

Dear Dr. Moffett:

Please find attached Northwestern's *Annual Report on the Expenditure of Student Technology Fees*. If you have questions, please feel free to call.

Sincerely,

A handwritten signature in cursive script that reads "Randall J. Webb".

**Randall J. Webb
President**

RJW/pc

Attachment

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

2011-2012




August 2012

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

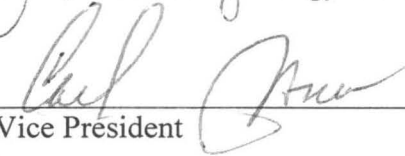
By: Jennifer Long Martin, Student Technology Fee Coordinator
Northwestern State University

Signature Page




Jennifer Long Martin, Student Technology Fee Coordinator

8.29.12
Date



Mr. Carl Jones, Vice President
Business Affairs

8/29/12
Date



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

9/6/12
Date



Dr. Randall Webb, President
Northwestern State University

09/06/12
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 2011-2012

A total of \$1,205,477 was collected during Fiscal Year 2011-2012 making a total available of \$2,424,175. Expenditures for 2011-2012 were \$1,605,360.98.

The following is a summary of major projects and expenditures:

Student Technology Lab Assistants/Coordinators, Student Technology Technical Support Specialist, Student Technology Fee Coordinator - \$343,907.00

Computer Lab Equipment, Technology Projects (large and small), software, supplies and maintenance cost included - \$1,255,858.00

The Student Technology Fee Coordinator, Mrs. Jennifer Long Martin, continued in the position. At the beginning of July 2011 the duties and responsibilities increased sufficiently with an increase from 897 workstations to 1796 a 50% increase; acquired over 33 SMART classrooms and door access to CV Suites. Beginning, August 2012 the implementation/operation of fifteen (15) lecture capture classrooms will also be the responsibility of the tech fee coordinator. The publishing of the recording will be the responsibility of ECE. With this process implemented the students will be able to be more mobile on and off campus.

The Student Technology Fee 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, Moodle 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 2010-11. 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 2011-2012:

Location	Budget Account	Approved Budget	Expenditures	Description
School of Business	5-27483	\$161,764.71	\$125,715.66	Student Lab Upgrade
CAPA Dept.	5-27484	\$30,535.86	\$26,720.94	Student Lab Upgrade
Journalism Dept.	5-27552	\$20,346.00	\$20,346.00	Student Lab Upgrade
College of Education	5-27553	\$30,849.75	\$24,363.50	Student Lab Upgrade
Testing Center	5-27554	\$7,403.94	\$8,368.20	Student Area Upgrade
Cenla Campus	5-27556	\$4,135.43	\$1,949.08	Student Lab Upgrade
Printers for open labs	5-27558	\$9,510.10	\$9,738.10	Student Lab Upgrade

TECHNOLOGY PROJECTS

Large Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
CAPA Dept.	5-27482	\$31,392.47	\$4,953.08	Digital studio for student use
Watson Library	5-27559	\$36,972.00	\$32,504.13	Scanners
Ft. Polk Initiative	5-27562	\$79,816.37	\$889.42	SMART classrooms
SMART classrooms	5-27563	\$98,886.30	\$113,482.96	Lecture Capture classrooms
LOUIS	5-27566	\$58,115.00	\$55,106.11	Data Bases
Kyser Hall Network	5-27572	\$72,727.65	\$72,727.65	Network Upgrade
Wireless Upgrade	5-27573	\$69,648.60	\$68,287.18	Wireless Upgrade
SMART classrooms	5-27638	\$517,490.00	\$443,113.28	SMART classrooms

Small Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Student checkout	5-27567	\$974.24	\$935.27	Checkout equipment
Monitor for Watson	5-27568	\$2,285.75	\$2,285.75	Messaging Monitor for Watson Library
Shreveport SGA	5-27569	\$2,893.94	\$2,893.94	Student Equipment
Relocating equipment	5-27570	\$2,516.00	\$2,516.00	Relocating equipment in classroom
STAT committee technology	5-27571	\$5,500.00	\$5,432.00	Student Equipment
FACS Dept.	5-27576	\$9,660.00	\$9,514.40	Student Equipment
Watson Library	5-27577	\$7,840.62	\$7,135.80	Student Equipment
CAPA Dept.	5-27578	\$2,711.94	\$3,304.52	Student Equipment
Watson Library	5-27603	\$9,096.00	\$7,900.20	SMART Monitors
Libraries (Ft. Polk)	5-27579	\$1,284.24	\$1,189.30	Student equipment
SGA	5-27596	\$3,936.00	\$3,102.00	Student Equipment
Biology Dept.	5-27597	\$6,299.90	\$7,855.05	Student Equipment
CAPA Dept.	5-27598	\$13,016.98	\$11,809.67	Student Equipment
Biology Dept.	5-27599	\$11,907.55	\$11,907.55	Student Equipment
Music Education	5-27600	\$5,446.62	\$5,436.58	Student Equipment
Vet Tech.	5-27606	\$25,634.50	\$23,366.50	Student Equipment
Science/Technology	5-27602	\$6,165.73	\$6,240.98	Student Equipment
Disabilities	5-27601	\$2,904.37	\$1,802.80	Student Equipment
Watson Library	5-27651	\$26,939.05	\$16,779.00	Student Equipment

Lab Supplies/Operating Costs

Location	Budget Account	Approved Budget	Expenditures	Description
Operating Costs	5-27481	\$114,224.27	\$116,185.38	Operating Cost

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 2011-2012

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 2011-2012. 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.

NORTHWESTERN STATE UNIVERSITY
Student Technology Fee
Changes in Fund Balance
as of June 30, 2012

Fund Balance at July 1, 2011	\$ 1,218,698
Revenues and Other Additions	
Tuition and Fees	\$ 1,158,220
Interest Earned	\$ 6,275
Other Miscellaneous Income	\$ 40,982
Total Revenue and Other Additions	\$ 1,205,477
Expenditures and Other Deductions	
Educational and General	\$ (1,605,361)
Total Expenditures and Other Deductions	\$ (1,605,361)
Net Increase (Decrease)	\$ (399,884)
Fund Balance as of June 30, 2012	\$ 818,814

I certify that these amounts represent the accounting records as of June 30, 2012.



Carl Jones, Vice President of Business Affairs & Controller



Date

UNIVERSITY OF LOUISIANA SYSTEM REPORT ON STUDENT TECHNOLOGY FEES

Institution: Northwestern State University of Louisiana


Student Technology Fees Act 1450 of 1997

Fiscal Year 2011-12

Fund Balance as of 07/01/11	1,218,698
Revenues Collected	1,205,477
Total Funds Available	2,424,175
Less Funds Expended	(1,605,361)
Fund Balance as of 6/30/12	818,814

Summary of Expenditures by Object 07/01/11 - 06/30/12

Personal Services	343,907
Travel	52
Operating Services	84,269
Supplies	47,731
Software	1,466
Professional Services	
Equipment	1,122,340
Major Repairs/Renovations/Remodeling	
Other: Write-Offs	5,596
Total Expenditures by Object	1,605,361



Carl Jones, Vice President of Business Affairs



Date

Student Technology Fees
2011-2012 Account Expenditures

**some accounts are from previous fiscal years*

Budget Number	Total Expenditure
5-27475	\$5,596.36
5-27476	\$343,906.64
5-27481	\$116,185.38
5-27482	\$4,953.08
5-27483	\$125,715.66
5-27484	\$26,720.94
5-27552	\$20,346.00
5-27553	\$24,363.50
5-27554	\$8,368.20
5-27556	\$1,949.08
5-27558	\$9,738.10
5-27572	\$72,727.65
5-27573	\$68,287.18
5-27559	\$32,504.13
5-27562	\$889.42
5-27563	\$113,482.96
5-27566	\$55,106.11
5-27638	\$443,113.28
5-27567	\$935.27
5-27568	\$2,285.75
5-27569	\$2,893.94
5-27570	\$2,516.00
5-27571	\$5,432.00
5-27576	\$9,514.40
5-27577	\$7,135.80
5-27578	\$3,304.52
5-27603	\$7,900.20
5-27579	\$1,189.30
5-27596	\$3,102.00
5-27597	\$7,855.05
5-27598	\$11,809.67
5-27599	\$11,907.55
5-27600	\$5,436.58
5-27606	\$23,366.50
5-27602	\$6,240.98
5-27601	\$1,802.80
5-27651	\$16,779.00
Total	\$1,605,360.98