



NORTHWESTERN
State University of Louisiana

102 A.A. Fredericks Annex
Natchitoches, Louisiana 71497

Office of The President

Telephone (318) 357-6441
Facsimile (318) 357-4223

September 3, 2013

**Dr. Sandra Woodley, 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 2012-13

Dear Dr. Woodley:

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 black ink, appearing to read "Randall J. Webb".

**Randall J. Webb
President**

RJW/pc

Attachment

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

2012-2013

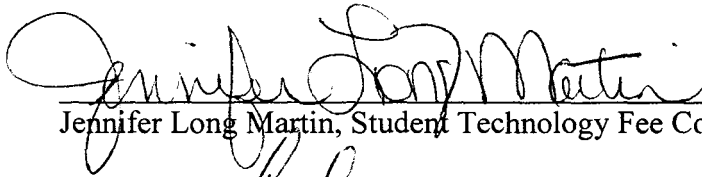


August 2013

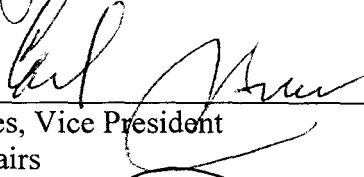
Prepared for: *Northwestern President Dr. Randall Webb, SGA President
Derrick Houston and the University of Louisiana System Board of
Supervisors*

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

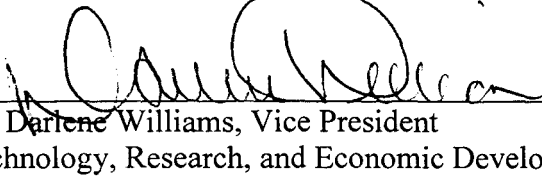
Signature Page


Jennifer Long Martin, Student Technology Fee Coordinator

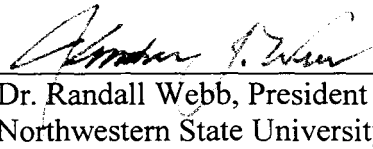
8.22.13
Date


Mr. Carl Jones, Vice President
Business Affairs

8/27/13
Date


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

8/27/13
Date


Dr. Randall Webb, President
Northwestern State University

09/03/13
Date

Table of Contents

Student Technology Fee Committee	4
Progress made during 2012-2013	5-7
Internal Auditor Reports	8
Conclusion	9
Appendix – Business Affairs Expenditure Summary	10-11
Appendix – Student Technology Fee Expenditure Summary	12

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 2012-2013

A total of \$1,173,648 was collected during Fiscal Year 2012-2013 making a total available of \$1,992,462. Expenditures for 2012-2013 were \$1,125,692.

The following is a summary of major projects and expenditures:

Student Technology Lab Assistants/Coordinators, Student Technology Technical Support Specialist, Student Technology Fee Coordinator - \$298,043.

Computer Lab Equipment, Technology Projects (large and small), software, supplies and maintenance cost included - \$827,649.

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. Student Technology has also acquired fifteen (15) lecture capture classrooms. 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 first time student in creating myNSU accounts.

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 2011-12. 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 2012-2013:

Location	Budget Account	Approved Budget	Expenditures	Description
Chemistry Lab	5-27616	\$14,416.00	\$11,511.90	Student Lab Upgrade
Physics Lab	5-27582	\$9,611.00	\$7,674.60	Student Lab Upgrade
Kyser Lab	5-27572	\$18,174.00	\$15,284.40	Student Lab Upgrade
Student Services	5-27644	\$10,572.00	\$8,442.06	Student Lab Upgrade
Ft. Polk Lab	5-27574	\$82,650.00	\$68,958.75	Student Area Upgrade
Scholars' College	5-27575	\$28,832.00	\$23,023.80	Student Lab Upgrade
Nursing Lab	5-27584	\$27,196.00	\$21,931.80	Student Lab Upgrade

TECHNOLOGY PROJECTS

Large Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
NSU 22	5-27604	\$38,630.74	\$13,377.36	Digital studio equip
LOUIS	5-27566	\$78,981.00	\$72,662.52	Data Bases
SMART Classroom	5-27573	\$39,904.00	\$42,451.86	Classroom
Recital Hall	5-27578	\$26,213.00	\$498.00	Equipment
CloudBearing	5-27618	\$60,098.00	\$26,947.86	
Service Contracts	5-27624	\$335,775.00	\$188,257.26	Service Contracts
Ft. Polk	5-27562	\$89,816.37	\$66,072.84	Classroom
SMART Classroom	5-27564	\$84,395.70	\$32,489.08	Classroom

Small Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Document Scanner	5-27577	\$1,825.00	\$1,673.88	Scanner
Printer for Watson	5-27568	\$1,150.00	\$1,066.92	Printer for Watson
CAPA Dept.	5-27600	\$1,906.50	\$1,547.99	CAPA Dept.
CAPA Dept.	5-27601	\$1,368.85	\$1,358.85	CAPA Dept.
CAPA Dept.	5-27606	\$7,739.32	\$7,766.40	CAPA Dept.
Biology	5-27607	\$11,495.00	\$11,995.00	Student Equipment
Watson Library	5-27609	\$28,710.00	\$28,660.00	Reader/Scanners
CAPA Dept.	5-27610	\$24,776.01	\$23,526.91	CAPA Dept.
Student Services	5-27570	\$2,747.00	\$8,090.50	Relocating SMART classroom
Student Services	5-27571	\$8,567.00	\$8,566.22	Messaging system
NSU 22	5-27583	\$3,490.00	\$3,771.57	Student equip
SMART Classroom	5-27563	\$98,886.30	\$2,110.07	Classroom
Science/Tech	5-27602	\$6,165.73	\$1,550.00	SMART board

Lab Supplies/Operating Costs

Location	Budget Account	Approved Budget	Expenditures	Description
Operating Costs	5-27481	\$60,000.00	\$126,380.44	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 2012-2013

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 2012-2013. 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 FEESInstitution: Northwestern State University of Louisiana

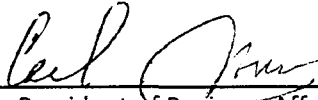
Student Technology Fees Act 1450 of 1997

Fiscal Year 2012-13

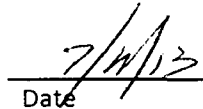
Fund Balance as of 07/01/12	818,814
Revenues Collected	1,173,648
Total Funds Available	1,992,462
Less Funds Expended	(1,125,692)
Fund Balance as of 6/30/13	866,770

Summary of Expenditures by Object 07/01/12 - 06/30/13

Personal Services	298,043
Travel	227
Operating Services	292,270
Supplies	66,047
Software	120
Professional Services	-
Equipment	468,985
Major Repairs/Renovations/Remodeling	-
Other: Write-Offs	-
Total Expenditures by Object	1,125,692



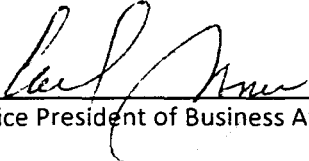
Carl Jones, Vice President of Business Affairs


Date

NORTHWESTERN STATE UNIVERSITY
Student Technology Fee
Changes in Fund Balance
as of June 30, 2013

Fund Balance at July 1, 2012	\$	818,814
Revenues and Other Additions		
Tuition and Fees	\$	1,171,169
Interest Earned	\$	2,067
Other Miscellaneous Income	\$	412
Total Revenue and Other Additions	\$	1,173,648
Expenditures and Other Deductions		
Educational and General	\$	(1,125,692)
Total Expenditures and Other Deductions	\$	(1,125,692)
Net Increase (Decrease)	\$	47,956
Fund Balance as of June 30, 2013	\$	866,770

I certify that these amounts represent the accounting records as of June 30, 2013.



Carl Jones, Vice President of Business Affairs & Controller

Date 7/11/13

Student Technology Fees
 2012-2013 Account Expenditures
**some accounts are from previous fiscal years*

Budget Number	Total Expenditure
5-27476	\$298,042.94
5-27481	\$126,380.44
5-27562	\$66,072.84
5-27563	\$2,110.07
5-27564	\$32,489.08
5-27566	\$72,662.52
5-27568	\$1,066.92
5-27570	\$8,090.50
5-27571	\$8,566.22
5-27572	\$15,284.40
5-27573	\$42,451.86
5-27574	\$68,958.75
5-27575	\$23,023.80
5-27577	\$1,673.88
5-27578	\$498.00
5-27582	\$7,674.60
5-27583	\$3,771.57
5-27584	\$21,931.80
5-27600	\$1,547.99
5-27601	\$1,358.85
5-27602	\$1,550.00
5-27604	\$13,377.36
5-27606	\$7,766.40
5-27607	\$11,995.00
5-27609	\$28,660.00
5-27610	\$23,526.91
5-27616	\$11,511.90
5-27618	\$26,947.86
5-27624	\$188,257.26
5-27644	\$8,442.06
Total	\$1,125,691.78