

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

*2014-2015*

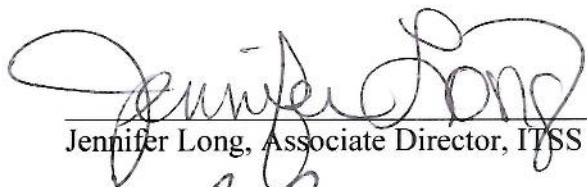


September 2015


Prepared for: *Northwestern President Dr. Jim Henderson, SGA President Matthew Whitaker  
and the University of Louisiana System Board of Supervisors*

By: Jennifer Long, Associate Director of Instructional Technology and Student Support  
Northwestern State University

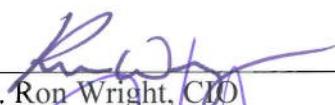
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Jennifer Long, Associate Director, ITSS

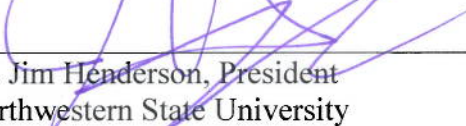
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Date

  
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Mr. Carl Jones, Vice President  
Business Affairs

9/1/15  
Date

  
\_\_\_\_\_  
Mr. Ron Wright, CIO  
Information Technology Services

9.1.15  
Date

  
\_\_\_\_\_  
Dr. Jim Henderson, President  
Northwestern State University

9/02/15  
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:

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*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.*

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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/](http://www.nsula.edu/student_labs/) and <http://www.nsula.edu/stat/>

## **Progress made during 2014-2015**

A total of \$1,101,558 was collected during Fiscal Year 2014-2015 making a total available of \$2,203,997. Expenditures for 2014-2015 were \$1,302,498.

The following is a summary of major projects and expenditures:

Student Technology Lab Assistants/Coordinators, Student Technology Technical Support Specialist, Associate Director - \$269,879.

Computer Lab Equipment, Technology Projects (large and small), software, supplies and maintenance cost included - \$1,032,619.

The Associate Director, Mrs. Jennifer Long, 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 all CV Suites. Student Technology has also acquired fifteen (15) lecture capture classrooms.

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 2013-14. 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 2014-2015:

Location	Budget Account	Approved Budget	Expenditures	Description
Life Science Lab	5-27561	\$25,789.40	\$22,748.32	Student Lab Upgrade
Psychology Lab	5-27562	\$16,578.90	\$14,623.92	Student Lab Upgrade
FACS Lab	5-27576	\$16,578.90	\$20,060.46	Student Lab Upgrade
ROTC Lab	5-27574	\$3,684.20	\$3,249.76	Student Lab Upgrade
SAB	5-27563	\$7,368.40	\$6,499.52	Student Area
SGA	5-27596	\$7,368.40	\$6,499.52	Student Area
Disabilities	5-27597	\$5,526.30	\$4,874.64	Student Lab Upgrade
CAPA	5-27598	\$47,880.00	\$47,880.00	Student Lab Upgrade
TEC	5-27599	\$11,973.65	\$10,561.72	Student Lab Upgrade
CACS	5-27625	\$5,526.30	\$4,874.64	Student Lab Upgrade
Student Printers	5-27627	\$6,675.48	\$6,675.48	Printers for student labs

### TECHNOLOGY PROJECTS

#### Large Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
LOUIS	5-27481	\$61,034.10	\$61,034.10	Data Bases
Messaging System	5-27628	\$20,149.89	\$20,499.89	Messaging System
Charging Stations	5-27629	\$40,779.60	\$2,866.81	Charging Stations
SMART Classrooms	5-27630	\$81,585.77	\$82,884.07	SMART classrooms
Life Science	5-27485	\$20,070.06	\$21,567.08	Student Equipment
TEC Wired	5-27669	\$24,338.83	\$21,386.01	Wiring
Bienvenu, Kyser, Watson, Leesville	5-27671	\$27,013.62	\$233,746.76	Wiring
Vet Tech	5-27662	\$36,398.00	\$24,571.65	Student Equipment
CV Systems	5-27668	\$65,527.00	\$65,784.36	CV Systems
NSU22	5-27664	\$109,147.00	\$101,186.41	NSU22 Equipment
Life Science	5-27614	\$48,896.96	\$46,438.25	Student Equipment

**Small Project Proposals:**

<b>Location</b>	<b>Budget Account</b>	<b>Approved Budget</b>	<b>Expenditures</b>	<b>Description</b>
Iberville Wireless	5-27642	\$7,670.64	\$9,579.12	Wireless
HHP Wireless	5-27643	\$14,385.53	\$13,449.70	Wireless
HHP Wired	5-27644	\$13,161.71	\$11,835.18	Wireless
CAPA	5-27673	\$15,053.96	\$13,963.98	Student Equipment
Union/KNWD	5-27675	\$14,846.36	\$15,220.86	Student Equipment
CAPA	5-27676	\$2,950.00	\$2,950.00	Software
CAPA	5-27678	\$10,084.07	\$10,662.14	Student Equipment
SSS	5-27679	\$1,378.50	\$769.42	Student Equipment
CAPA	5-27482	\$13,000.00	\$12,131.96	Student Equipment
CAPA	5-27483	\$5,453.93	\$4,709.82	Student Equipment
myNSU	5-27635	\$9,500.00	\$9,500.00	Portal
CAPA	5-27661	\$7,260.00	\$2,377.77	Student Equipment
Nitro PDF	5-27640	\$3,171.54	\$3,171.54	Software
SPSS	5-27622	\$9,191.40	\$9,191.40	Software

**Lab Supplies/Operating Costs**

<b>Location</b>	<b>Budget Account</b>	<b>Approved Budget</b>	<b>Expenditures</b>	<b>Description</b>
Operating Costs	5-27481	\$70,000.00	\$143,627.05	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 2014-2015**

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 2014-2015. 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

Fiscal Year 2014-15

Fund Balance as of 07/01/14	1,102,439
Revenues Collected	1,101,558
Total Funds Available	2,203,997
Less Funds Expended	(1,302,498)
Fund Balance as of 6/30/15	901,500

Summary of Expenditures by Object 07/01/14 - 06/30/15

Personal Services	269,879
Travel	252
Operating Services	84,194
Supplies	79,362
Software	-
Professional Services	-
Equipment	868,811
Major Repairs/Renovations/Remodeling	-
Other: Write-Offs	-
Total Expenditures by Object	1,302,498



Carl Jones, Vice President of Business Affairs



Date

**NORTHWESTERN STATE UNIVERSITY**  
**Student Technology Fee**  
**Changes in Fund Balance**  
**as of June 30, 2015**

<b>Fund Balance at July 1, 2014</b>	<b>\$ 1,102,439</b>
<b>Revenues and Other Additions</b>	
Tuition and Fees	\$ 1,098,347
Interest Earned	\$ 2,848
Other Miscellaneous Income	\$ 363
<b>Total Revenue and Other Additions</b>	<b>\$ 1,101,558</b>
<b>Expenditures and Other Deductions</b>	
Educational and General	\$ (1,302,498)
<b>Total Expenditures and Other Deductions</b>	<b>\$ (1,302,498)</b>
<b>Net Increase (Decrease)</b>	<b>\$ (200,939)</b>
<b>Fund Balance as of June 30, 2015</b>	<b>\$ 901,500</b>

I certify that these amounts represent the accounting records as of June 30, 2015.

  
 \_\_\_\_\_  
 Carl Jones, Vice President of Business Affairs & Controller

7/22/15  
 \_\_\_\_\_  
 Date

Student Technology Fees  
2014-2015 Account Expenditures

*\*some accounts are from previous fiscal years*

Budget Number	Total Expenditure
5-27476	\$269,878.58
5-27481	\$143,627.05
5-27482	\$12,131.96
5-27483	\$4,709.82
5-27485	\$21,567.08
5-27561	\$22,748.32
5-27562	\$14,623.92
5-27563	\$6,499.52
5-27574	\$3,249.76
5-27576	\$20,060.46
5-27596	\$6,499.52
5-27597	\$4,874.64
5-27598	\$47,880.00
5-27599	\$10,561.72
5-27614	\$46,438.25
5-27622	\$9,191.40
5-27625	\$4,874.64
5-27627	\$6,675.48
5-27628	\$20,499.89
5-27629	\$2,866.81
5-27630	\$82,884.07
5-27635	\$9,500.00
5-27640	\$3,171.54
5-27642	\$9,579.12
5-27643	\$13,449.70
5-27644	\$11,835.18
5-27661	\$2,377.77
5-27662	\$24,571.65
5-27664	\$101,186.41
5-27668	\$65,784.36
5-27669	\$21,386.01
5-27671	\$233,746.76
5-27673	\$13,963.98
5-27675	\$15,220.86
5-27676	\$2,950.00
5-27678	\$10,662.14
5-27679	\$769.42
Total	\$1,302,497.79