



September 26, 2016

Dr. Daniel Reneau, Interim 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 2015-16

Dear Dr. Reneau:

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

Sincerely,

Dr. James B. Henderson
President

Attachment

Northwestern State University Annual Report

Department of Instructional Technology and Student Support

2015-2016

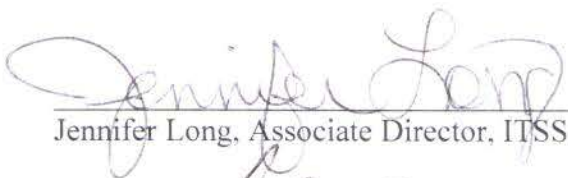


September 2016

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

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

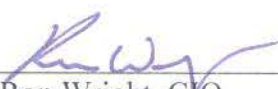
Signature Page


Jennifer Long, Associate Director, ITSS

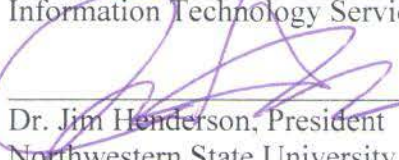
9.15.16
Date


Mr. Carl Jones, Vice President
Business Affairs

9/16/16
Date


Mr. Ron Wright, CIO
Information Technology Services

9.22.16
Date


Dr. Jim Henderson, President
Northwestern State University

9/26/16
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/its/computer_labs/ and <http://www.stat.nsula.edu>

Progress made during 2015-2016

A total of \$1,147,445 was collected during Fiscal Year 2015-2016 making a total available of \$2,048,945. Expenditures for 2015-2016 were \$1,121,754.

May 5, 2015 the Office of Student Technology underwent a name change to the Department of Instructional Technology and Student Support.

The following is a summary of major projects and expenditures:

Instructional Technology Lab Assistants/Coordinators, Instructional Technology Technical Support Specialist, and Associate Director - \$334,986.

Computer Lab Equipment, Technology Projects (large and small), software, supplies and maintenance cost included - \$786,768.

The AD, Ms. 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 1592 a 56% increase; acquired over 66 classrooms, and access to 12 CV Suites. The Department of Instructional Technology has acquired a total of 68 computer labs and sixteen (16) lecture capture classrooms.

The instructional 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 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, contact information and maps are posted on the website for student viewing and workstation availability.

Instructional technology assistants assisted first time student in creating myNSU accounts.

The Instructional Technology 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 instructional technology computer labs and check-out equipment.

Maintains software in all student computer labs

COMPUTER LABS AND EQUIPMENT:

This report includes carryover from fiscal year 2014-15. 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 2015-2016:

Location	Budget Account	Approved Budget	Expenditures	Description
Life Science	262206	\$49,028	\$29,975.04	Equipment Upgrade
Vet Tech	262207	\$11,116	\$6,879.34	Equipment Upgrade
PE Lab	262001	\$20,128	\$14,735.36	Lab Upgrade
Scholars' College	262001	\$12,580	\$9,209.60	Lab Upgrade
New Media	262001	\$16,254	\$15,480.00	Lab Upgrade
Student Support	262001	\$13,838	\$10,130.56	Lab Upgrade
Education	262001	\$1,887	\$2,762.88	Lab Upgrade
Student Union	262001	\$18,870	\$13,814.40	Lab Upgrade
Classroom Workstations	262001	\$16,354	\$8,760.96	Lab Upgrade
Copier/Printers for labs	262001	\$6,312	\$6,073.76	Lab Upgrade

TECHNOLOGY PROJECTS

Large Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
LOUIS	262001	\$68,617.64	\$68,617.64	Data Bases
Academic Success	262209	\$150,000	\$3,926.20	Academic Success Center
SMART classrooms	262211	\$121,081	\$121,080.36	Classroom upgrades

Classroom upgrades	262214	\$50,000	\$5,609	Classroom upgrades
Core Network	262218	\$98,086	\$84,573.68	Infrastructure
Kyser Network	262219	\$42,762	\$31,879.90	Infrastructure

Small Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Mobile Charging	262210	\$23,940	\$17,495	Charging Lockers
Disability Services	262212	\$9,763	\$6,046.19	ADA equipment
Cenla Laptops	262215	\$14,760	\$13,525	Student laptops
Student Checkout	262216	\$8,767	\$8,025	Student checkout
CAPA Wireless	262220	\$2,172	\$1,543.30	Infrastructure
Williamson Wireless	262221	\$28,735	\$22,645.83	Infrastructure
Morrison Wireless	262222	\$10,224	\$9,271.38	Infrastructure
Fournet Wireless	262223	\$13,951	\$12,636.45	Infrastructure
FACS Wireless	262224	\$11,666	\$9,981.88	Infrastructure
Shreveport Wireless	262225	\$8,074	\$5,763.23	Infrastructure
Ft. Polk Wireless	262226	\$2,820	\$2,819.20	Infrastructure

Lab Supplies/Operating Costs

Location	Budget Account	Approved Budget	Expenditures	Description
Operating Costs	262001	\$260,466.85	\$243,506.86	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 2015-2016

Northwestern's Instructional Technology and Student Support 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 2015-2016. The audit report will follow under separate cover.

Conclusion

Northwestern's Instructional Technology and Student Support 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 2015-16

Fund Balance as of 07/01/15	901,500
Revenues Collected	1,147,445
Total Funds Available	2,048,945
Less Funds Expended	(1,121,754)
Fund Balance as of 6/30/16	927,191

Summary of Expenditures by Object 07/01/15 - 06/30/16

Personal Services	334,986
Travel	320
Operating Services	239,781
Supplies	55,068
Equipment	491,599
Total Expenditures by Object	1,121,754



Carl Jones, Vice President of Business Affairs

7/26/16
Date

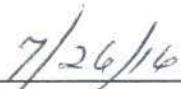
NORTHWESTERN STATE UNIVERSITY
Student Technology Fee
Changes in Fund Balance
as of June 30, 2016

Fund Balance at July 1, 2015	\$ 901,500
Revenues and Other Additions	
Tuition and Fees	\$ 1,130,416
Interest Earned	\$ 5,737
Other Miscellaneous Income	\$ 11,292
Total Revenue and Other Additions	\$ 1,147,445
Expenditures and Other Deductions	
Educational and General	\$ (1,121,754)
Total Expenditures and Other Deductions	\$ (1,121,754)
Net Increase (Decrease)	\$ 25,691
Fund Balance as of June 30, 2016	\$ 927,191

I certify that these amounts represent the accounting records as of June 30, 2016.



 Carl Jones, Vice President of Business Affairs & Controller



 Date

