

# Northwestern State University Student Technology Fee User Agreement

## I. History

In 1997 the Louisiana State Legislature enacted a bill authorizing each management board to implement a technology fee for their colleges and universities. One stipulation of the bill provided that the Student Government Associations of all public higher education institutions approve a technology fee of 5 dollars per credit hour, not to exceed 100 dollars. Since that time, all institutions have voted on, passed, and implemented the technology fee. As an additional requirement of the bill, each institution had to develop a written plan of how the monies would be administered.

In response to the legislature's charge, the Northwestern State University Student Government Association became the first SGA to pass this fee. The university placed management of the fee under the Information Technology Advisory Committee (ITAC) Chaired by the Director of Information Systems. In 1997 The Information Technology Advisory Council (ITAC), with the input of the University community, developed the Northwestern State Technology Enrichment Plan (NSTEP), which provides direction for all university technology related expenditures including the student technology fee. NSTEP is a five-year plan. The document was revised in 1998 to include the period 1998-2003. The NSTEP document will be reviewed by ITAC in August 2001 and revised/expanded as necessary to help ensure its relevance through 2006.

In the spring of 1999, ITAC created the Student Technology Advisory Team (STAT) to act as the primary body responsible for the appropriate use of the Student Technology Fees and to develop a formal internal fee use agreement between the student representatives and the University that defines both the governance and appropriate use of the Student Technology Fee.

## II. Purpose

The primary purpose of the Student Technology Fee 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 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.

## III. Governance Structure

### A. Provost

The University Provost has oversight authority of all University expenditures as they relate to the effective operation of the University enterprise.

### B. Dean of Information Systems

The Dean of Information Systems is charged by the Provost with the development, maintenance, and implementation of the Northwestern State Technology Enrichment Plan

The Dean acts as Approving Agent for all technology expenditures within the Information Systems organization.

### C. Student Government Association

The Student Government Association is responsible for providing members to the Student Technology Advisory Team. The Student Government Association is also responsible for promoting student interest and awareness in student

technology matters as well as overseeing the Student Technology Advisory Team to insure that the student technology component of NSTEP is being followed.

#### D. Information Technology Advisory Council

The Information Technology Advisory Council is chaired by the Dean of Information Systems and acts in an advisory capacity for the maintenance and implementation of the Northwestern State Technology Enrichment Plan.

#### E. Student Technology Advisory Team

The Student Technology Advisory Team (STAT) is a representative body of students which: 1) Appoints student members to ITAC; 2) Helps ensure that NSTEP promotes the technology needs of students; 3) Approves the annual Student Technology Fee budget; 4) Ensures that the performance of all personnel funded through the student technology is evaluated annually, or as requested by STAT in accordance with university staff evaluation guidelines; 5) Adheres to the membership, charge and role defined for STAT as presented herein.

#### F. Student Technology Fee Support Specialist

The Student Technology Fee Support Specialist is an unclassified regular University position funded with Student Technology Fees. The position: 1) Serves as a liaison between the students and the University administration; 2) Serves as the budget Unit Head for Student Technology Fee expenditures; 3) Records and posts minutes of STAT meetings; 4) Serves in a report capacity to the Chair of the Student Technology Advisory Team; 5) Assists in the development and implementation of student driven technology initiatives; 6) Provides guidance to departments in the purchase of student computer related hardware and software; 7) Works with the university administration to effectively implement (NSTEP). 8) Develops training programs for student users and lab assistants. 9) Coordinates with colleges and departments to support student applications in the student technology lab environments; 10) Prepares the year end report of Student Technology Fee expenditures for presentation to ITAC, STAT, the Internal Auditor, and the University President. 11) Submits for review, upon request, a report relating to issues involving personnel employed by STAT.

### **IV. Membership, Charge, and Role of the Student Technology Advisory Team (STAT)**

#### **A. Membership of STAT**

In cooperation with the Information Technology Advisory Council (ITAC), there will be a standing committee composed of seven members known as the Student Technology Advisory Team (STAT). Those composing the membership of the committee include:

##### *Regular members*

SGA President – *Natchitoches Campus (Chairman)*

SGA Treasurer-- *Natchitoches Campus (Vice-Chairman)*

SGA President – *Shreveport Campus*

Two students nominated by the Natchitoches Campus SGA President, and approved by the associated SGA senate

One student nominated and approved by the Leesville Student Association

One student selected by the Cenla Campus Executive Director

*Ex-officio members (non-voting)*

Dean of Information Systems (The Dean of Information Systems may act as a non-voting chair to call STAT meetings in the event that the regular STAT Chair and Vice-Chair become inactive)  
Faculty/Staff Representative from ITAC

**B. Charge to STAT**

Within 60 days of the end of the fiscal year the annual Student Technology Fee budget will be approved by STAT and submitted to the Dean of Information Systems for approval by the University President, who will in turn submit the document for approval to the University of Louisiana System Board of Supervisors. A simple majority vote of all voting STAT members will constitute an approved expenditure of the fee. No fewer than five voting members including the chair of STAT will constitute a quorum of STAT members. No student technology fee funds may be appropriated or reallocated without the approval of STAT as documented in the organization's minutes.

**C. Role of STAT**

The Student Technology Advisory Team serves as a mechanism to allow proper student involvement in the expenditure of technology fees. In all other cases where the expenditure of Student Self-Assessed Fees is in question, the governing student organization votes on the expenditure. A designated budget unit head then administers the expenditure.

STAT will have sole authority over expenditures of the Student Technology Fee. The decisions of STAT cannot be overridden by the budget unit head and/or the approving agent unless the decision of STAT conflicts with the original legislation governing the use of the Student Technology fee.

To ensure that STAT maintains a cooperative relationship with ITAC, two members from STAT (including STAT chair or designee) will serve as voting members on ITAC. One other student will serve as a non-voting member.

**D. Meetings of STAT**

The Student Technology Advisory Team will meet monthly with at least one of the two ex-officio members in attendance. The meetings will be scheduled and called for by the STAT chair having given at least seven working days notice to the membership prior to the meeting.

The chair or vice-chair of the Student Technology Advisory Team will give a monthly report to ITAC on all business of STAT.

**V. Guidelines of The Student Technology Fee**

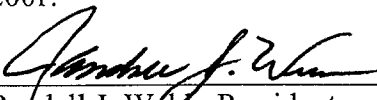
All guidelines set forth by House Bill #2339 (regular session 1997) and by the University of Louisiana System Board of Supervisors shall be followed. In addition, the following guidelines will apply to the use of Northwestern State University Student Technology Fee.


1. 20% of the annual Student Technology Fees collected, not to exceed \$200,000, will be deposited in a Reserve Account and invested. Interest from this account may be used for maintenance and replacement of existing student technology funded computers and equipment as needed and approved by STAT.
2. 15% of the annual Student Technology Fees collected, not to exceed, \$200,000 will be used to fund university technology grants as defined in a Request for funding Proposals (RFP), with the parameters for the request mutually agreed upon by the student representatives and university administration. This RFP will be issued annually. All interested parties including students, faculty, and staff may compete for funding. Funding of these grants does not assume any recurring costs.
3. 65% of the annual Student Technology Fees collected, or the remainder of the annual student technology fee budget will be dedicated to the following:
  - a. Funding of Student Lab Assistant and Coordinator positions, not to exceed the allocation of positions approved by Louisiana State Civil Service
  - b. Funding of approved University staff positions
  - c. All NSTEP items approved for funding by STAT
  - d. An RFP established for funding major technology initiatives consistent with the NSTEP document. Proposals may be submitted from any member of the University community including students, student organizations, faculty, or staff personnel. All expenditures from this section of the budget must benefit all students attending Northwestern State University. Funded Initiatives in this area shall include but not be limited to: Development and maintenance of student computer labs on Northwestern State University campuses; Software for student use; Infrastructure for the set-up of student labs and student residence halls; Technology based equipment that is directly used by students. The student representatives and university administration prior to the execution of the RFP must mutually agree upon its parameters.

The parties to this document recognize that the nature, use, and cost of technology are dynamic, as are the state and University policies that govern its use. It is agreed, therefore, that the student representatives and the University will reassess the Northwestern State University Student Technology Fee User Agreement annually. Any additions/modifications to this document must be mutually agreed upon.

With the signature of The President of Northwestern State University and the President of the Northwestern State University Student Government Association, this agreement between the Students and the University shall be considered accepted with the above stated conditions. This document supercedes all previous documents that have dealt with this matter, and this document will become the official document governing the Student Technology Fee at Northwestern State University.

We the undersigned enter into this agreement and proclaim it valid and effective as of April 6, 2001.

  
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Randall J. Webb, President  
Northwestern State University

  
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W. David Gunn, President  
NSU Student Government Association