Policy Number: **FB-IV.V.-1**

University of Louisiana System

Title: **STUDENT TECHNOLOGY FEE EXPENDITURE GUIDELINES**

Effective Date: **June 24, 2021**
Cancellation: **September 1, 1999**

Chapter: **Finance and Business**

Policy and Procedures Memorandum

STATEMENT OF PURPOSE:

The Student Technology Fee shall be dedicated to the acquisition, installation, maintenance, and efficient use of state-of-the-art technology solely for the purpose of supporting and improving student life and learning, and to better prepare its students for the workplaces of the twenty-first century.

DEFINITION:

The term "technology" or "technologies" means computer hardware and software (and the networking and supporting computer and telecommunications infrastructure, including the costs of renovation, upgrading, or preparation of existing facilities), laboratory instruments, and discipline-specific equipment, including but not limited to such items as scales, microscopes, and musical instruments.

POLICIES AND PROCEDURES:

Authorization:

All Student Technology Fee funds shall supplement and not replace currently allocated funds for technology, in accordance with provisions of Act 1450.

Fee Assessment:

The Student Technology Fee shall not exceed five dollars ($5.00) per credit hour per semester, or quarter (La Tech), and shall not exceed $100 per semester, or quarter (La Tech). The fee shall be assessed all regular and interim courses. In accordance with L.R.S. 17:3351.1, assessment of the fee may be terminated by a two-thirds vote of the members of the governing board of each institution's Student Government and a majority of the UL Board of Supervisors. Based on each institution's SGA Constitution, any rescission might also require a majority vote of students in a referendum.

Administration:

Student involvement is critical to the successful administration of the Technology Fee. Accordingly, an appropriate oversight committee shall oversee the Student Technology Fee Program of each campus, with student membership accounting for a majority of the Committee membership. Business may not be considered at any Student Technology Fee Committee meeting without a quorum comprising at least one-half of the full Committee membership; and the quorum must include at least one-half of the total student membership on the Committee. The University's CFO and/or designee will ensure the proper accounting treatment for all transactions.

Plan:

Each Student Technology Fee Committee shall adopt a formal plan for administering the Technology Fees. Each plan should include specific goals and objectives. Proposals for expenditures from the Student Technology Fee Fund should specify which of the goals and objectives of the Student Technology Fee Plan would be advanced if the expenditure were made. The plan may provide for the appointment of a Technical Review Committee as appropriate to assist the Student Technology Fee Committee in the evaluation of specific proposals.

Expenditures:

All expenditures made from the Student Technology Fee Fund must be authorized in the annual Student Technology Fee Program budget recommended by a majority of the members of the Student Technology Fee Oversight Committee and approved by the campus President. With a vote of at least two-thirds of the members of the Oversight Committee, followed by approval of the campus President and the University of Louisiana Board of Supervisors, up to 40% of the annual Student Technology Fee revenues may be used to secure debt. All recommendations for expenditure of funds are subject to approval by each University President.

Appropriate expenditures include:

- Hardware and software acquisitions and associated costs which may also include costs associated with ERP systems, LMS systems, etc.
- Infrastructure costs, such as network, internet, Wi-Fi, etc., that provide or enhance student access to technology. Consideration of hot spots to be checked out or used as a back-up for students if campus-wide connectivity is under threat.
- Equipment and associated costs necessary to provide and/or enhance the technology in classrooms or other support space for students. Consideration to make color printing available as well, especially for use by student organizations or students.
- Provision of non-credit instructional programs for students to maximize their use of the information technology resources of the University.
- Those to ensure that University spaces, including instructional laboratories and studios, are equipped with the most current technology, including equipment, appropriate to teaching and learning in various academic disciplines.
- Personnel costs for new positions required for the support and maintenance of new and expanded student classrooms, labs, and learning centers. Personnel expenditures should be focused on student employment and generally should not exceed 25% of the annual Technology Fee Program budget.
- Accounting adjustments that may include, but are not limited to, student accounts receivable allowances, write-offs and/or other reconciling entries.

The Student Advisory Council (SAC) is of the opinion that every effort be made to ensure that equipment bought with money collected from technology fees at System universities be kept in the hands of students and retained for their use and be placed in areas of direct benefit to the students. This policy shall be in effect unless the university's original Technology Fee Plan indicated a plan for use of items that becomes obsolete that were originally purchased with technology fee monies. The Technology Fee Committee on each campus will provide the final approval for the placement of this equipment.

The following is a list of areas in which the Student Advisory Council thinks obsolete equipment should be placed:

1. Residence Hall Labs – create new or enlarge existing dorm labs

2. Residence Hall Rooms – begin with honors dorms and work into putting computers in all dorm rooms

3. Library – create new or enlarge existing labs with computers

4. Ancillary Departments – registrar's office, financial aid labs, testing centers

5. Student Organization Labs – create labs specifically for student organization use

6. Any area that is deemed appropriate by tech committees as long as there is direct student benefit

7. Enlarge current labs according to the amount of student traffic in those labs

In instances where the above choices have been exhausted, the Council suggests the following:

1. Transfer equipment to areas of the university that need computers as long as the computers' presence will enhance the quality of education for the students

2. Transfer equipment to areas of the university where benefit to students may be indirect but will be effective in enhancing the quality of education for students

When the property is no longer useful for its original purpose, the equipment shall be discarded according to the university's Disposition of Surplus Property policy. A listing of proposed surplused equipment should accompany annual reporting. This will provide the campus SAC the ability to collectively direct where equipment can best meet requirements/recommendations associated with the updates to the UL System Policy.

Accounting:

Each University shall place all funds in a restricted account and limit expenditure to those in full compliance with the Student Technology Fee Plan. In addition, each University at which the technology fee is assessed shall prepare and make publicly available a separate accounting of the use of monies derived from the fee, updated every spring and fall semester, or twice a year for La Tech.

Amendment of the Student Technology Fee Plan:

The Student Technology Fee Plan may be amended only upon a vote of at least two-thirds of the members of the Student Technology Fee Oversight Committee and of a majority of the members of the campus student governing organization.

Revision:

This policy may be revisited upon the request of a simple majority of the members of the Board's Student Advisory Council.

Exceptions:

Any requests for exceptions to these guidelines and policies may be submitted to the System Vice President of Finance for consideration on a case-by-case basis.

Policy References:
Louisiana Revised Statute 17:3351.1

Review Process:
Chief Officers for Business Affairs
Student Advisory Council

Distribution:
University Presidents