



October 2, 2017

Dr. Jim Henderson, 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 2016-17

Dear Dr. Henderson:

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. Chris Maggio  
President

Attachment

# Northwestern State University Annual Report

Department of Instructional Technology and Student Support

2016-2017

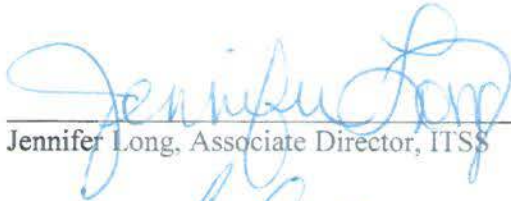


September 2017

Prepared for: *Northwestern President Dr. Chris Maggio, SGA President Otha Nelson 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

  
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Jennifer Long, Associate Director, ITSS

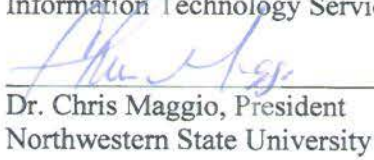
9.25.17  
Date

  
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Mr. Carl Jones, Vice President  
Business Affairs

10/1/17  
Date

  
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Mr. Ron Wright, CIO  
Information Technology Services

9.25.17  
Date

  
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Dr. Chris Maggio, President  
Northwestern State University

10-2-17  
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/its/computer\\_labs/](http://www.nsula.edu/its/computer_labs/) and <http://www.stat.nsula.edu>

### **Progress made during 2016-2017**

A total of \$1,187,407 was collected during Fiscal Year 2016-2017 making a total available of \$2,114,598. Expenditures for 2016-2017 were \$1,233,142.

The following is a summary of major projects and expenditures:

Instructional Technology Lab Assistants/Coordinators, Instructional Technology Technical Support Specialist, and Associate Director - \$354,693.

Computer lab equipment, technology projects (large and small), software, supplies, infrastructure and maintenance cost included - \$878,449.

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 assisted students with username and password assistance, Moodle, wireless instructions software related issues, email and WebEx.

Professional development is 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 to the website for viewing and workstation availability.

During Freshman Connection, the technology assistants assisted incoming freshmen with ensuring their myNSU accounts were created during the application process.

## COMPUTER LABS AND EQUIPMENT:

This report includes carryover from fiscal year 2015-16. 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 2016-2017:

Location	Budget Account	Approved Budget	Expenditures	Description
Life Science	262227	\$29,386	\$24,714.25	Equipment Upgrade
CAPA Dept.	262227	\$43,277	\$43,276.01	Equipment Upgrade
Cenla Lab	262001	\$3,655.41	\$2,695.47	Lab Upgrade
Ft. Polk Lab	262001	\$57,268.09	\$42,229.03	Lab Upgrade
TEC Lab	262001	\$30,461.75	\$22,462.25	Lab Upgrade
Fish Bowl Lab	262001	\$23,150.93	\$17,071.31	Lab Upgrade
CAPA Lab	262001	\$34,338.58	\$29,858.86	Lab Upgrade
Classroom Workstations	262001	\$6,861.44	\$7,187.92	Lab Upgrade
Copier/Printers for labs	262001	\$6,027.38	\$6,027.38	Lab Upgrade

## TECHNOLOGY PROJECTS

### Large Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
LOUIS	262001	\$68,617.64	\$68,617.64	Online Data Bases
Academic Success	262209	\$150,000.00	\$57,695.89	Academic Success Center
New Media	262227	\$100,000.00	\$91,915.34	Classroom upgrades
SMART rooms	262227	\$30,591.41	\$6,394.38	Classroom upgrades
Ft. Polk CV	262227	\$30,000.00	\$22,499.19	Classroom upgrade
Life Science Dept.	262227	\$150,000.00	\$126,484.94	Classroom upgrades
Firewall	262227	\$67,869.00	\$67,869.00	Infrastructure

### Small Project Proposals:

Location	Budget Account	Approved Budget	Expenditures	Description
Nursing Skills Lab	262227	\$20,000.00	\$7,713.12	Equipment Upgrade
Proctoring Ct/Shreveport	262227	\$10,626.25	\$5,692.60	Student equipment
Rapides Wireless	262227	\$15,266.75	\$12,010.35	Infrastructure

**Lab Supplies/Operating Costs**

<b>Location</b>	<b>Budget Account</b>	<b>Approved Budget</b>	<b>Expenditures</b>	<b>Description</b>
Operating Costs	262001	\$	\$216,034.07	Operating Cost

Surplus equipment that is reusable will be distributed based on the guidelines set forth by the state in regards to equipment purchased with Student Technology Fee funds.



## **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.

NORTHWESTERN STATE UNIVERSITY  
Student Technology Fee  
Changes in Fund Balance  
as of June 30, 2017

Fund Balance at July 1, 2016	\$ 927,191
<b>Revenues and Other Additions</b>	
Tuition and Fees	\$ 1,166,245
Interest Earned	\$ 7,137
Other Miscellaneous Income	\$ 14,025
<b>Total Revenue and Other Additions</b>	<b>\$ 1,187,407</b>
<b>Expenditures and Other Deductions</b>	
Educational and General	\$ (1,233,142)
<b>Total Expenditures and Other Deductions</b>	<b>\$ (1,233,142)</b>
<b>Net Increase (Decrease)</b>	<b>\$ (45,735)</b>
<b>Fund Balance as of June 30, 2017</b>	<b>\$ 881,456</b>

I certify that these amounts represent the accounting records as of June 30, 2017.

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

  
\_\_\_\_\_  
Date

**UNIVERSITY OF LOUISIANA SYSTEM REPORT ON STUDENT TECHNOLOGY FEES**

Institution: Northwestern State University of Louisiana


Student Technology Fees Act 1450 of 1997

Fiscal Year 2016-17

Fund Balance as of 07/01/16	927,191
Revenues Collected	1,187,407
Total Funds Available	2,114,598
Less Funds Expended	(1,233,142)
Fund Balance as of 6/30/17	881,456

Summary of Expenditures by Object 07/01/16 - 06/30/17

Personal Services	354,693
Travel	306
Operating Services	243,778
Supplies	74,192
Equipment	560,173
Total Expenditures by Object	1,233,142

  
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Carl Jones, Vice President of Business Affairs

  
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Date