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NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

MEMORANDUM

DATE: July 12, 2023

TO: Elizabeth Riviere and/or Paulette Mayon
Controller

CC: Dr. John Clune
President

Mr. Terry Braud, Jr.
Vice President, Office of Finance and Administration

FROM: Ryan Dubina
Student Technology Fee Administrator, Academic Computing

RE: Student Technology Fee Annual Reports for Fiscal Year 2022-2023

Please find the attached Student Technology Fee Annual Reports for fiscal year 2022-2023.

Please contact me at extension 4978, or via email (ryan.dubina@nicholls.edu) if you have any questions or concerns regarding these reports, or if any additional information is required.

RND/rjl

Student Technology Fee Plan - Fiscal 2022– 2023

Project Expenditures and Recurring Costs

As per the revised guidelines of Act 1540 of the 1997 Regular Session and the revised guidelines issued by the University of Louisiana System effective September 1, 1999, the predominantly student-based Technology Fee Committee passed a Technology Fee Plan for Fiscal 2022-2023.

This fiscal year, the Student Technology Fee committee at Nicholls State University implemented several initiatives for implementing/upgrading technology. The initial plan for the fiscal year 2022-2023 followed the same proposal process as in previous years. The committee placed a call for technology proposals. Then a student subcommittee reviewed, scored, and recommended funding options. With full committee review and approval, funding was awarded for the technology projects based on the committee recommendations.

The following is a listing of the initial proposed plan for fiscal year 2022-2023.

Line Item	Proposal Number and Requestor	Detail	Amount
1	P2021-05 Department of Biology	Proposal by the Department of Biology for a Muffle Furnace and an Incubator Shaker to upgrade their lab capabilities. Total original price for this proposal was \$21,224.37. The Incubator Shaker item that was rolled over to this FY is listed in the Amount column. STATUS: Complete - Item Arrived May 2023	\$ 13,625.72
2	P2022-01 Academic Services	Proposal by Academic Services for a new Student Printer and Toner Cartridge replacements for their space in the Library. STATUS: Complete	\$ 291.95
3	P2022-02 Academic Testing	Proposal by Academic Testing for equipment for their Testing Lab. 22 Dell Optiplex computers and a new Network Switch. STATUS: Complete	\$ 30,809.69
4	P2022-03 Department of Allied Health	Proposal by the Department of Allied Health for a TV Mobile Stand for presentations STATUS: Complete	\$ 1,580.00
5	P2022-05 Department of Art	Proposal by the Department of Art for a Shimpo Pugmill Mixer. STATUS: 0% Complete. Item is scheduled for the end of July 2023. \$6,102.00 rolled to FY2024	\$ 6,102.00
6	P2022-08 Department of Biology	Proposal by Department of Biology for 25 new microscopes and accessories, a 24-inch iMac Computer w/warranty, a Spectrophotometer, a reactor block, and a USB-C Adapter STATUS: Complete	\$ 47,523.89
7	P2022-09 Department of Biology	Proposal by the Department of Biology for a new Centrifuge. STATUS: Complete	\$ 6,884.86

Student Technology Fee Plan - Fiscal 2022– 2023
Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
8	P2022-10 Bridge to Independence Program	Proposal by the Bridge to Independence Program for an 85" 4K LED TV w/XL display cart and accessories. STATUS: Complete.	\$ 5,887.00
9	P2022-12 Department of Business Administration	Proposal by the Department of Business Administration for Switch, Computer, Smartboard, and Projection System upgrades in 4 Powell classrooms and 2 White classrooms STATUS: Complete	\$ 44,540.12
10	P2022-13 John Folse Culinary Academy	Proposal by the John Folse Culinary Academy for a Demo classroom upgrade and a system update on a second classroom. STATUS: 50% Complete. Waiting on Presentation Room Install from Crescent Multimedia. Expected Mid-August timeframe. \$11,476.00 rolled to FY2024	\$ 22,250.00
11	P2022-14 Dyslexia Office	Proposal by the Dyslexia Office for a Samsung 55" LED TV and accessories, a Visix Media Player, 2 Echo Livescribe Pens and Spiral 4-pk Smart Ruled Notebook set, and 2 Scanmarker Air Scanners. STATUS: Complete	\$ 1,468.72
12	P2022-15 Department of English, Modern Languages, & Cultural Studies	Proposal by the Department of English, Modern Languages, & Cultural Studies for a Film Studies Lab upgrade. Includes 5x Apple M1 Macs w/keyboards and mice, camera and microphone equipment, soundproofing panels for the walls, and a dimmable LED light fixture upgrade. STATUS: Complete	\$ 22,303.02
13	P2022-17 Ellender Memorial Library	Proposal by the Ellender Memorial Library for 5x Wonnie 16.9" portable blu-ray DVD players and carrying bags. STATUS: Complete	\$ 1,409.90
14	P2022-19 Ellender Memorial Library	Proposal by the Ellender Memorial Library for a Samsung 85" 4K LED TV and XL Display cart, 35 surge protectors, and 30x 12-packs of Acoustic Panels. STATUS: 86% Complete. Waiting on one TV Display. Entire project of \$36,772.10 rolled to FY2024	\$ 36,772.10
15	P2022-20 Department of Mass Communications	Proposal by the Department of Mass Communications for 2x Newtek software packages. STATUS: Complete	\$ 4,354.56
Line Item	Proposal Number and Requestor	Detail	Amount

Student Technology Fee Plan - Fiscal 2022– 2023

Project Expenditures and Recurring Costs

16	P2022-21 Department of Art's Makerspace	Proposal by the Department of Art's Makerspace for a Boss Laser Tube Engraver, and Duct Reducer Accessories. STATUS: Complete	\$ 6,249.06
17	P2022-22 Department of Nursing	Proposal by the Department of Nursing for a new switching unit, ethernet connections, other network equipment and accessories. STATUS: Complete	\$ 36,391.58
18	P2022-23 Department of Petroleum and Safety Management	Proposal by the Department of Petroleum and Safety Management for a new Training Production Table. STATUS: Complete	\$ 18,800.00
19	P2022-24 Department of Physical Sciences	Proposal by the Department of Physical Sciences for a Gas Chromatogram w/computer, an Oscilloscope, an APCI Source, a Compact Oven, 3x Analytic Balances, Microscope, Analytical Column, Anion Guard Column, Ag Electrode, Cathode Lamp, Water Bath, and 8x Hot Plate Stirrers. STATUS: 89% Complete. Waiting on 8x Hot Plate Stirrers from Fisher Scientific scheduled to arrive at the end of July 2023. \$5,634.56 rolled to FY2024.	\$ 50,227.95
20	P2022-25 Office of Residential Living	Proposal by the Office of Residential Living for Indoor/Outdoor HD Camera systems. STATUS: Complete	\$ 4,040.18

Grand Total	\$ 361,512.30
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Again, near the end of the 2021-2022 fiscal year, the Student Technology Fee committee reviewed the status of the budget, including the remaining excess funds from previous years' budgets. The committee voted to transfer the surplus monies to the 2022-2023 budget to be used for projects in that fiscal year. A revised budget was approved and forwarded to the President's office for approval.

2022-2023 Budget Grand Total with Surplus Funds	\$ 373,263.09
Grand Total of Technology Fee Plan for 2022-2023	\$ 660,365.00

Student Technology Fee Plan - Fiscal 2022– 2023

Project Expenditures and Recurring Costs

In addition to the project expenditures, there are a number of recurring costs associated with previously approved purchases from the Technology Fee at Nicholls State University. The following recurring costs were approved by the full Technology Fee Committee.

Recurring Personnel	Budgeted
Salary - Student Labor	\$ 125,760.00
Salary – Professional	\$ 52,772.00
Salary - Fringe	\$ 24,995.00
Total Recurring Personnel	\$ 203,527.00

Travel – Training for Staff	Budgeted
Travel – Training for Staff	\$ 8,000.00
Total Travel – Training for Staff	\$ 8,000.00

Recurring Cash Grant Matches	Budgeted
Cash Grant Matches	\$ 50,000.00
Total Cash Grant Matches	\$ 50,000.00

Recurring Operating Services	Budgeted
Adobe Connect	\$ 1,600.00
AppleCare	\$ 2,400.00
AntiVirus/Driveshield/Office	\$ 11,000.00
Election Runner	\$ 1,500.00
Equipment Maintenance (Labor)	\$ 2,500.00
Internet – Network Access	\$ 30,000.00
KACE	\$ 15,000.00
Network Equipment Maintenance	\$ 60,000.00
Office Site License	\$ 10,500.00
SPSS	\$ 10,000.00
Various Server Licenses	\$ 20,495.00
LabStats	\$ 10,080.00
Total Recurring Operating Services	\$ 175,075.00

Recurring Supplies	Budgeted
Paper/Toner for Open Labs	\$ 500.00
Computer Maintenance (Parts)	\$ 5,000.00
Replacement Projector Bulbs	\$ 10,000.00
Miscellaneous	\$ 15,000.00
Open Computer Labs	\$ 0.00
Total Recurring Supplies	\$ 30,500.00

Recurring Equipment	Budgeted
Server/Tech Upgrades	\$ 20,000.00
Open Computer Labs	\$ 0.00
Total Recurring Equipment	\$ 20,000.00

Grand Total Recurring Expenses	\$487,102.00
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Student Technology Fee Report
Fiscal Year 2022 – 2023

Nicholls State University
Student Technology Fee Report
Fiscal Year 2022 – 2023

To The University Of Louisiana System

Prepared by
Ryan N. Dubina
Student Technology Fee Administrator

Jul 10, 2023

Student Technology Fee Report

Fiscal Year 2022 – 2023

Fee Definition and Authority

Act No. 1450 of the 1997 Regular Session established a student technology fee (L.R.S. 17:3351.1) under the management and supervision of each institution in higher education. The student technology fee shall not exceed \$5.00 per credit hour per semester, and shall not exceed \$100 per semester. This fee is considered a self-assessed fee and shall supplement and not replace currently allocated funds for technology. According to the University of Louisiana System guidelines effective September 1, 1999, the student technology fee is “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”.

In October of 2012, the Nicholls State University Student Government Association voted a unanimous approval for the assessment of a technology fee of \$5 per credit hour, up to a maximum of \$100 per semester, effective beginning with in the fall 2013 semester. Expenditures of the student technology fees during the 2021-2022 fiscal year have been in accordance with the Instructional Technology Fee Plan of Nicholls State University, the parameters set in Act No. 1450, and by the University of Louisiana System guidelines effective September 1, 1999.

Technology Definition

As per the University of Louisiana System guidelines effective September 1, 1999, the term technology refers to “computer hardware and software (and the networking and supporting computer and telecommunications infrastructure), laboratory instruments, and discipline-specific equipment, including but not limited to such items as scales, microscopes, and musical instruments”.

Procedure for Funding

The Student Technology Fee Administrator serves as the fiscal agent for the technology fee and solicitor of proposals. A request for proposals is initiated in the fall semester and proposals are accepted in the fall semester. Proposals are accepted from faculty, students, and academic support units. In lieu of a technical review committee, the Academic Computing Department serves in this capacity. After the technical merit of each proposal is determined, a determination is made as to whether it fits into the overall plan for technology at Nicholls State University and if it meets the technology definition stated above. Upon that determination, the proposal is then submitted to the Student Technology Fee Committee for consideration. Upon approval by the committee, the proposal is inserted as a line item into the Student Technology Fee Plan for that fiscal year.

Student Technology Fee Committee Makeup and Process

As per guidelines issued by the University of Louisiana System effective September 1, 1999, the Student Technology Fee Committee must authorize all expenditures in the Technology Fee Budget. As stipulated in the University of Louisiana System guidelines, the Student Technology Fee Committee must contain a majority of students. In accordance with those guidelines, the Student Technology Fee Committee ratified a constitution that states the composition of the committee. The constitution states that the Technology Fee Committee composition will be nine student members and eight faculty/staff members. Student makeup is composed of the SGA President and Vice President, one student from the five academic colleges as appointed by their respective deans and two students at large appointed by the SGA President. The faculty/staff makeup is composed of one faculty member from each of the five academic colleges as appointed by their respective deans, one member from the library appointed by the Director of the Library, one member from student affairs and one member from student life as appointed by the Vice President of Student Affairs. One member from the administration, one member from Academic Computing, and one member from the Division of Information Technology are ex-officio and do not have voting privilege.

The committee is first required to pass an overall budget that outlines the overall budget amount and recurring costs for each category of expenditures. Once an overall budget is approved individual proposals are examined and scored by a student sub-committee. The sub-committee uses the committee’s by-laws and project budget limits to develop a list of projects recommended for funding and forwards those recommendations to the full committee for debate and approval. Minutes of these meetings are kept which detail the discussion and debates on specific items and the budget. The budget and plan are developed and approved in the spring semester. After the plan is approved by the committee, it is forwarded to the President’s office for approval. Once approved by the President, the budget is available for plan execution the following fall semester.

Student Technology Fee Report

Fiscal Year 2022 – 2023

Execution of Plan

Proposals are funded from the past year's collected revenues. Proposals will be accepted, reviewed and awarded during the fall semester. In addition, the technology will also be purchased that semester. After the plan is approved the execution phase begins. Academic Computing is in charge of all project management, and determines the timeline when human resources are available to execute each line item. Academic Computing coordinates the use of student labor and technical staff to implement and place a project into production. Line items may start in one semester or fiscal year and roll into another semester and/or fiscal year because of production factors. These factors include time delays associated with the adoption of instructional material into the curriculum, bids, state contracts, complex technical integration, grants, and other numerous delays associated with collaboration on a large scale. In general, the goal is to have all projects complete in one fiscal year.

Internal Audit Process and Function

Periodically the University audits the student technology fee to determine if the collection and expenditure of fees are consistent with the policies set forth by the Legislature and University governing board. Typically the Auditor will review the accounting procedures for the collection and allocation of the fees, the property procurement procedures, the accuracy of the property inventory, and the appropriateness of expenditures. The Auditor has full access to all accounting and inventory records and can expect full cooperation from all involved University personnel. The results of an audit are reported to the University President and the Legislative Auditor. A "finding" during the audit is an indication of a violation of policy governing the proper use of the technology fee.

Expenditures/Goals and Objectives

Following is an assessment of the projects undertaken in the 2022 - 2023 fiscal year. These initiatives are a joint effort between the Academic Computing department in conjunction with the winning proposals from the students, faculty, and staff. Following is a table of objectives and the initiative(s) undertaken to address each objective. Each initiative is cross-referenced to the attached Student Technology Fee Plan and is indicated by the line number from the plan.

Student Technology Fee Report Fiscal Year 2022 – 2023

Objective	Initiative
<p>1. To upgrade and maintain computing labs and classrooms to current technology standards, and to innovate through the use of technology.</p>	<ul style="list-style-type: none"> • Line Item 1 - The Biology Department received an Incubator Shaker as part of a proposal from FY2021-2022 that upgraded their lab capabilities. • Line Item 3 - The Academic Testing Center purchased 22 new Dell Optiplex computers and a new Network Switch for their Testing Lab in Elkins that are able to support the College Level Examination Program (CLEP) software. • Line Item 4 - The Department of Allied Health purchased two Mobile Stands to mount Promethean boards donated from the Little Colonels Academy, which will provide more flexibility with their presentations. • Line Item 5 - The Department of Art purchased a Shimpo Pugmill mixer to provide current, safe, and properly functioning equipment, vital to the scope of the Ceramic curriculum and practices. • Line Item 6 - The Biology Department purchased 25 new microscopes, a spectrophotometer, a COD Reactor, and an iMac computer in an effort to upgrade their Microbiology classroom in Gouaux Hall, thus attracting more students to the major. • Line Item 7 - The Biology Department purchased a Refrigerated Centrifuge that will enhance the learning experience of laboratory and research students, allowing them to prepare cell lysates, DNA extracts, and utilize the centrifuge for other molecular uses. • Line Item 9 - The Department of Business Administration purchased technology which updated six classrooms, impacting 66 classes and nearly 1,800 students in the College of Business. The new technology equipment will enhance and improve the interaction and participation of students attending classes through different formats, including face-to-face and online. These upgrades will replace unsafe cables, provide new projectors, screens, speakers, and amplifiers, and provide document cameras with the capabilities of projecting to a computer monitor and projector screen. • Line Item 18 - The Department of Petroleum and Safety Management purchased a Petroleum Safety Productions Table for training purposes. This table allows students physical control of process safety control systems, and offers a more realistic operation of equipment used in the career field. • Line Item 19 - The Department of Physical Sciences purchased a Gas Chromatogram, a computer, an Oscilloscope, an APCI Source, a Compact Oven, three Analytical Balances, a Precision Balance for an Organic Lab and an Anion Column. These equipment items will significantly upgrade the technology for Chemistry, Physics, Astronomy, and Geology classes on campus. Furthermore, it will satisfy an American Chemical Society requirement of using effective pedagogies in classroom and laboratory work. • SPSS Stat package (Recurring Operating Service) • Software licenses for Microsoft Office, Anti-Virus, and Driveshield Protection (Recurring Operating Service) • LabStats Maintenance Software (Recurring Operating Service) • Computer Labor for repair (Recurring Operating Service) • Computer Parts for repair (Recurring Supplies) • Miscellaneous projector bulb replacement (Recurring Supplies)
<p>2. To upgrade and maintain servers, network systems, and specialty systems so that delivery of instructional material and information is reliable.</p>	<ul style="list-style-type: none"> • Line Item 10 - The Chef John Folse Culinary Academy purchased equipment to replace a failed switching system in one classroom and upgraded equipment in their presentation lab, which services 200 Culinary students each semester and records visiting speakers' lectures. • Line Item 11 - The Dyslexia Center purchased a Digital Signage Display to better engage students that visit. They also purchased two Livescribe Echo2 Smartpens and a Scanmaker Air Portable Scanner that will allow students with learning disabilities to

Student Technology Fee Report Fiscal Year 2022 – 2023

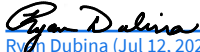
	<p>better focus on the instructor when taking notes, while simultaneously recording lectures.</p> <ul style="list-style-type: none"> Line Item 12 - The Department of English, Modern Languages, & Cultural Studies purchased five Apple M1 computers, cameras, microphone equipment and soundproofing panels to expand and improve the editing capabilities of their new Film Studies lab. They also purchased a new LED light fixture upgrade, creating dimmable light mode options to enhance student film viewing sessions. Line Item 15 - The Department of Mass Communications purchased two Newtek Software packages that will service a brand new \$42K Television Studio Productions Computer system. Line Item 16 - The Makerspace Hub purchased a new Boss Laser machine to accommodate the demand of student users working on laser engraving projects. Line Item 17 - The Nursing Department purchased a new Network Switching Unit that will increase connection between routers and eliminate delays in students accessing online exams. Purchase of Election Runner software license. (Recurring Operating Service) Line Charges for Internet Capacity (Recurring Operating Service) Network Hardware Maintenance (Recurring Operating Service) Appcare technical support for MAC computers (Recurring Operating Service)
3. To provide mobile computing to areas without computing capability.	<ul style="list-style-type: none"> Line Item 13 - The Ellender Memorial Library purchased five portable DVD players, accompanying travel bags, and some USB cables. The DVD players will be used for projects and presentations and the USB cables provide the flexibility to plug into various devices for viewing. Line Item 14 - The Ellender Memorial Library purchased six 85" 4K LED TV Display Carts, 35 Surge Protected Power Strips and a set of Acoustic Panels. The TV Display Carts will enable collaborative learning opportunities and increase accessibility for students with learning differences, including color blindness and visual impairments. The Surge Protectors will increase the amount of outlets in a high volume student area, and the Acoustic Panels will limit the amount of noise between study groups.
4. To upgrade other technology on campus to current standards.	<ul style="list-style-type: none"> Line Item 2 - The Academic Services Center purchased new Printer and Toner supplies for their study spaces in the Library providing scanning and copying capabilities for UNIV 100 students. Line Item 8 - The Bridge to Independence Program purchased a new Interactive Monitor Cart, replacing an outdated Promethean System, which will enhance Bridge to Independence students' learning experiences. Line Item 20 - The Office of Residential Living purchased 10 new camera systems to be mounted around resident facilities that will improve camera access view and increase definition, which in turn will increase security capabilities. It will also assist campus police with investigations on any criminal matters.
5. To enhance and promote Distance Education.	<ul style="list-style-type: none"> Line Item 9 - The Department of Business Administration purchased technology which updated six classrooms, impacting 66 classes and nearly 1,800 students in the College of Business. The new technology equipment will enhance and improve the interaction and participation of students attending classes through different formats, including face-to-face and online. These upgrades will replace unsafe cables, provide new projectors, screens, speakers, and amplifiers, and provide document cameras with the capabilities of projecting to a computer monitor and projector screen. Adobe Connect Support (Recurring Operating Service)
6. To leverage Technology Fee monies by matching grants for a total of \$50,000.00	<ul style="list-style-type: none"> Of the \$50,000.00 grant match allowance, \$10,000.00 was matched to a \$175,000.00 LEQSF Physical Sciences grant. \$5,820.00 of the \$10,000.00 match has been spent and the grant concludes in June of 2024.

Student Technology Fee Report

Fiscal Year 2022 – 2023

Summary

The Technology Fee is a vital fee for accomplishing some of the technology objectives for Nicholls State University. These monies provide high quality technology used by the students and faculty on a daily basis, and in the delivery of course content.



[Ryan Dubina \(Jul 12, 2023 10:32 CDT\)](#)

Ryan N. Dubina

Student Technology Fee Administrator