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NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

MEMORANDUM

DATE: July 11, 2024

TO: Paulette Mayon
Controller

CC: Dr. John Clune
President

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

FROM: Randy LeBlanc
Student Technology Fee Administrator, Academic Computing

RE: Student Technology Fee Annual Reports for Fiscal Year 2023-2024

Please find the attached Student Technology Fee Annual Reports for fiscal year 2023-2024.

Please contact me at extension 4419, or via email (randy.leblanc@nicholls.edu) if you have any questions or concerns regarding these reports, or if any additional information is required.

RJL

Student Technology Fee Plan - Fiscal 2023– 2024

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 Year 2023-2024.

This fiscal year, the Student Technology Fee Committee at Nicholls State University implemented numerous initiatives for implementing/upgrading technology. The initial plan for the fiscal year 2023-2024 followed the same proposal process as in previous years. The committee placed a call for technology proposals. 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's recommendations.

The following is a listing of the initial proposed plan for fiscal year 2023-2024.

Line Item	Proposal Number and Requestor	Detail	Amount
1	P2022-05 Art Department	Proposal by the Department of Art for a Shimpo Pugmill Mixer. Includes donation of \$500 from Art Club. STATUS: Complete - Item Arrived July 2023	\$ 6,102.00
2	P2022-13 John Folse Culinary Institute	Proposal by the John Folse Culinary Institute for a Demo classroom Network Switch system upgrade. STATUS: Complete - Work completed in August 2023	\$ 11,476.00
3	P2022-19 Ellender Memorial Library	Proposal by the Ellender Memorial Library for six Samsung 85" 4K LED TVs and XL Display carts. STATUS: Complete – Items arrived in July 2023	\$ 35,322.00
4	P2022-24 Physical Sciences Department	Proposal by the Department of Physical Sciences for eight Hot Plate Stirrers. STATUS: Complete – Items arrived in July 2023	\$ 5,634.56
5	P2023-01 Nicholls Campus	Proposal by the Nicholls Campus to purchase Zoom subscription. STATUS: Complete	\$ 13,255.00
6	P2023-02 Biology Department	Proposal by Department of Biology for Luman Laser Projector, a Peristaltic Pump, and two Antibiotic Disc Dispensers. STATUS: Complete	\$ 8,540.54
7	P2023-03 Nicholls Honors Program	Proposal by the Honors Program for a new 24-inch iMac computer. STATUS: Complete	\$ 1,399.00
8	P2023-05 Bridge to Independence Program	Proposal by the Bridge to Independence Program 15 Dell Latitude Laptop Computers and Networking Cables. STATUS: Complete.	\$ 14,403.10

Student Technology Fee Plan - Fiscal 2023– 2024
Project Expenditures and Recurring Costs

9	P2023-06 Biology Department	Proposal by the Department of Biology for 12 Nikon Eclipse Microscopes and accessories, and one Nikon teaching microscope and accessories. STATUS: Complete	\$ 25,135.02
10	P2023-07 Nicholls Campus Police Department	Proposal by the Nicholls Campus Police Department for the installment and technical maintenance service of a new Police Notification App. STATUS: Complete	\$ 15,945.00
11	P2023-08 Allied Health Department	Proposal by the Department of Allied Health for 20 Dell Optiplex Lab computers. STATUS: Complete	\$ 25,980.00
12	P2023-09 Nursing Department	Proposal by the Department of Nursing for 32 Dell Optiplex Lab computers and two Laser Printers for their labs. STATUS: Complete	\$ 42,465.98
13	P2023-12 Nicholls Dyslexia Center	Proposal by the Nicholls Dyslexia Center for the purchase of a Kurzweil 3000 Reading Program License STATUS: Complete	\$ 4,000.00
14	P2023-13 Nicholls Legacy Leaders Program	Proposal by the Nicholls Legacy Leaders Program for a Samsung 65" LED TV and accessories. STATUS: Complete	\$ 678.52
15	P2023-14 Physical Sciences Department	Proposal by the Department of Physical Sciences for a Mini-PROTEAN Vertical Electrophoresis Cell, three Service Electrodes, an AS-DV Autosampler and accessories, a Solution Calorimeter with a Thermometer and Printer, two Dionex Cartridges, and a DJI Mini Drone. STATUS: Complete	\$ 29,936.16
16	P2023-15 Biology Department	Proposal by the Department of Biology for three Pipette Starter Kits STATUS: Complete	\$ 4,174.80
17	P2023-18 Campus Recreation Center	Proposal by the Nicholls Campus Recreation Center for two new Laser Projectors and Network Switch system for Studios A&B, and a Premium Wireless Lavalier for Studio C. STATUS: Complete	\$ 22,214.00

Student Technology Fee Plan - Fiscal 2023– 2024
Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
18	P2023-19 John Folse Culinary Institute	Proposal by the John Folse Culinary Institute for 18 Waring Planetary Stand Mixers. STATUS: Complete	\$ 15,750.00
19	P2023-20 Petroleum and Safety Management Department	Proposal by the Department of Petroleum and Safety Management for an Overhead Lumen Laser Projector. STATUS: Complete	\$ 3,280.00
20	P2023-22 Ellender Memorial Library	Proposal by the Ellender Memorial Library for 15 Dell Latitude Laptops and 15 Laptop Bags. STATUS: Complete	\$ 22,859.85
21	P2023-23 English, Modern Languages, & Cultural Studies Department	Proposal by the Department of English, Modern Languages, and Cultural Studies for two Samsung 28" Monitors, seven surge protectors, and four 7" 4K Montiors. STATUS: Complete	\$ 1,998.72
22	P2023-24 Accounting and Finance Department	Proposal by the Department of Accounting and Finance for new projection and screen system classroom upgrade. STATUS: Complete	\$ 28,516.00
23	P2023-25 Psychology Department	Proposal by the Department of Psychology for a DSI-24-A Biological Measurement System with Sensors and Accessories. STATUS: Complete	\$ 34,045.00
24	P2023-26 Teacher Education Department	Proposal by the Department of Teacher Education for four 86" Active Panel TVs and four Mobile Stands with accessories. STATUS: Complete	\$ 22,724.40
25	P2023-30 Applied Sciences Department	Proposal by the Department of Applied Sciences for Projection System Classroom upgrade. STATUS: Complete	\$ 20,332.00
26	P2023-31 Applied Sciences Department	Proposal by the Department of Applied Sciences for four Dell Precision 7820 Tower Computers used for storing Drone Data. STATUS: Complete	\$ 41,788.44

Student Technology Fee Plan - Fiscal 2023– 2024 Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
27	P2023-32 Art Department	Proposal by the Department of Art for a customized Xerox Color Ceramic Printer, a 24-in iMac with 4.5K display, replacement cartridges, Decal and Lamination paper, and a CorelDRAW Graphics Suite 2023 Graphic Design Software. STATUS: Complete	\$ 5,661.00
28	P2023-33 Bollinger Student Union	Proposal by the Bollinger Student Union for two Audio-Technica microphones. STATUS: Complete	\$ 716.90
		Grand Total of Project Expenditures	\$ 464,333.99

Again, near the end of the 2022-2023 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 2023-2024 budget to be used for projects in that fiscal year. A revised budget was approved and forwarded to the President's office for approval.

<input type="checkbox"/>	<input type="checkbox"/>	2023-2024 Project Budget Availability with Surplus Funds	\$ 469,701.07
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<input type="checkbox"/>	<input type="checkbox"/>	Grand Total of Technology Fee Plan for 2023-2024	\$ 953,699.56
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Student Technology Fee Plan - Fiscal 2023– 2024

Project Expenditures and Recurring Costs

In addition to the project expenditures, the following recurring costs were approved by the full Technology Fee Committee.

Recurring Personnel	Budgeted
Salary - Student Labor	\$ 125,000.00
Salary – Professional	\$ 51,423.72
Salary - Fringe	\$ 23,999.77
Total Recurring Personnel	\$ 200,423.49

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
AntiVirus/Driveshield/Office	\$ 11,000.00
AppleCare	\$ 2,400.00
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	\$483,998.49
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Student Technology Fee Report
Fiscal Year 2023 – 2024

Nicholls State University
Student Technology Fee
Report Fiscal Year 2023 – 2024

To The University Of Louisiana System

Prepared by
Randy J. LeBlanc
Student Technology Fee Administrator

Jul 8, 2024

Student Technology Fee Report

Fiscal Year 2023 – 2024

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 2023 – 2024

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 completed 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

Below is an assessment of the projects undertaken in the 2023 - 2024 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. The 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 2023 – 2024

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 Art Department purchased a Shimo Pugmill mixer to provide current, safe, and properly functioning equipment, vital to the scope of the Ceramic curriculum and practices. Purchase was part of FY 2022-2023 Plan. Line Item 4 - The Physical Sciences Department purchased eight Hot Plate Stirrers. These items are essential equipment for organic and inorganic labs that will allow students to perform the organic synthesis and purification process. Purchase was part of FY2022-2023 Plan. Line Item 6 - The Biology Department purchased a new classroom Projector System, a Peristaltic Pump, and two Antibiotic Disc Dispensers to be used in Microbiology lab classes. These new items will enhance the classroom environment for at least 15 Sophomore, Junior, and Senior-level Biology classes and an average of 150 students a semester. Line Item 9 - The Biology Department purchased 13 Nikon Eclipse Microscopes w/accessories to improve the quality of equipment in their labs, which service more than 800 students per academic year. Line Item 11 - The Allied Health Department purchased 20 new Dell Optiplex computers that will replace outdated computers in their computer lab, servicing 521 students. Line Item 12 - The Nursing Department purchased 32 new Dell Optiplex computers that will replace outdated computers in one of their computer labs. They also purchased two new Laser Printers for their two labs. This new equipment will efficiently support student access/testing and help the department meet accreditation standards. Line Item 15 - The Physical Sciences Department purchased a Mini-Protean Vertical Electrophoresis Cell, three Service Electrodes, an AS-DV Autosampler and accessories, a Solution Calorimeter with a Thermometer and Printer, two Dionex Cartridges, and a DJI Mini Drone. These items will significantly enhance the quality of instruction and replace outdated equipment. These instruments will also improve the integrity of the analysis and experiments performed in the classroom environment affecting hundreds of students taking Chemistry and Physics classes. Line Item 16 - The Biology Department purchased three Pipette Starter Kits designed to replace outdated equipment. These replacement pieces will improve the accuracy of experiments performed in the classroom. Line Item 17 - The Chef John Folse Culinary Institute purchased 18 Waring Planetary Stand Mixers to replace their worn, deteriorated, and outdated models. These new models will improve the quality of mixing and baking procedures for approximately 300 students who are required to take at least one baking course for their majors. Line Item 19 - The Petroleum and Safety Management Department purchased a new Overhead Lumen Laser Projector to enhance the quality of instruction delivered in their lab classroom that currently services over 100 traditional students per year. Line Item 21 - The English, Modern Languages, and Cultural Studies Department purchased two Samsung 28" Monitors, seven Surge Protectors, and four 7" 4K monitors. These items are designed to protect the equipment in its Film Studies Lab and enhance student project productions for two of the most popular courses on campus. Line Item 22 - The Accounting and Finance Department purchased a new Projection and Screen System for a classroom impacting nine classes and approximately 450 students in the College of Business. This classroom upgrade will improve the learning environment, faculty interaction with students, and student participation. Line Item 25 - The Applied Sciences Department purchased a new Projection System to replace a 15-year old audio/visual system. The new setup will aid the Geomatics program in data assessment and processing.

Student Technology Fee Report Fiscal Year 2023 – 2024

	<ul style="list-style-type: none"> Line Item 26 - The Applied Sciences Department purchased four Dell Precision 7820 Tower Computers designed to upgrade a high-performance computing lab. Access to a high-performance geospatial computing lab will help adopt Deep Learning and Machine Learning algorithms to synthesize the large amounts of datasets collected by our various UAS sensor/platform combinations and will directly impact every student who comes through the Geomatics program. Line Item 27 - The Art Department purchased a Xerox Color Ceramic Printer, a 24" iMac, printer supplies and a CorelDraw Graphics Suite Design Software subscription. This technology will provide students with the opportunity to gain experience and confidence in operating the most up-to-date equipment in the field. 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)
2. To upgrade and maintain servers, network systems, and specialty systems so that delivery of instructional material and information is reliable.	<ul style="list-style-type: none"> Line Item 2 - The Chef John Folse Culinary Academy purchased equipment to replace a failed switching system in one classroom and upgraded equipment in their demonstration lab, which services 200 Culinary students each semester and records visiting speakers' lectures. Purchase was part of FY 2022-2023 Plan. Line Item 13 - The Nicholls Dyslexia Center purchased a Kurzweil 3000 software license that will provide a comprehensive reading, writing, and learning software solution for individuals with dyslexia and related learning differences. Line Item 23 - The Psychology Department purchased a DSI-24-A Biological Measurement System with accompanying sensors and accessories. This new system will significantly enhance behavioral and cognitive endeavors in research development for clinical students in Psychology, Allied Health, and Nursing, as well as students in other disciplines around campus. This will be a new capability for the university, catapulting its Psychology Department's neuroscience teaching techniques to cutting edge capacity. Purchase of Election Runner software license. (Recurring Operating Service) Line Charges for Internet Capacity (Recurring Operating Service) Network Hardware Maintenance (Recurring Operating Service) Appicare 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 3 - The Ellender Memorial Library purchased six 85" 4K LED TV Display Carts. The TV Display Carts will enable collaborative learning opportunities and increase accessibility for students with learning differences, including color blindness and visual impairments. Purchase was part of FY 2022-2023 plan. Line Item 7 - The Honors Program purchased a 24" iMac Computer for its Honors Lab, the first of its kind in that lab. This iMac will provide an Apple/Mac capability for 329 Honors students who can utilize art, music, and video assignment software applications needed for some of their courses. Line Item 8 - The Bridge to Independence Program purchased 15 new Dell Latitude laptop computers that will enhance the Bridge Lab and add a mobile capability due to a lack of lab space for traditional desktop computers. Line Item 14 - The Nicholls Legacy Program purchased a 65" LED TV w/accessories to assist with information sharing and presentations. The TV will be mounted in the new Legacy Leaders Living-Learning Community common room in South Babington Residential Hall. Line Item 20 - The Ellender Memorial Library purchased 15 new Dell Latitude Laptop computers and 15 accompanying carrying bags. These new computers will increase

Student Technology Fee Report Fiscal Year 2023 – 2024

	<p>the available mobile inventory of computers students can check out to accomplish their homework and classroom assignments.</p> <ul style="list-style-type: none"> Line Item 24 - The Teacher Education Department purchased four 86" Active Panel TVs and four Mobile Stands with accessories. These setups will create a mobile delivery system for classroom instruction with enhanced touchscreen capabilities.
4. To upgrade other technology on campus to current standards.	<ul style="list-style-type: none"> Line Item 17 - The Campus Recreation Center purchased two new Laser Projectors and Network Switch systems for two of their Workout Studios and a Premium Wireless Lavalier for a third Studio. These systems will replace outdated and non-functioning multimedia equipment and improve the quality of health and wellness conditions for more than 750 students utilizing these services each semester. Line Item 28 – The Bollinger Student Union purchased two new Microphones for the main ballroom that will provide better audio quality during student organization engagements.
5. To enhance and promote Distance Education.	<ul style="list-style-type: none"> Line Item 5 - The Nicholls Campus purchased a year's subscription of Zoom, which will allow continued use of video conferencing for academic and student-life purposes. Video conferencing can play a significant role in supporting college accreditation processes by enhancing various aspects of education delivery and quality assurance. Line Item 10 - The Nicholls Campus Police department purchased The Police App for all campus students to use on both Android and iOS devices. This software app will enhance the security and safety of all students on campus, providing them with weather updates, local safety information, and emergency contact capabilities.
6. To leverage Technology Fee monies by matching grants for a total of \$6,000.00	<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. Of the \$10,000.00, \$5,820.00 has been spent and the grant concludes in June of 2024.

Summary

The Technology Fee program is a vital tool used to satisfy Nicholls State University's technology upgrade objectives. These monies procure high-quality technology utilized by the students and faculty on a daily basis, and in the delivery of course content.



Randy J. LeBlanc
Student Technology Fee Administrator