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NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

MEMORANDUM

DATE: July 1, 2025

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 2024-2025

Please find the attached Student Technology Fee Annual Reports for fiscal year 2024-2025.

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 2024–2025

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 2024-2025.

This fiscal year, the Student Technology Fee committee at Nicholls State University implemented 24 initiatives for implementing/upgrading technology. The initial plan for the fiscal year 2024-2025 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's recommendations.

The following is a listing of the initial proposed plan for fiscal year 2024-2025.

Line Item	Proposal Number and Requestor	Detail	Amount
1	P2024-02 Makerspace Program	Proposal by the Makerspace Program for two new 3D Printers and a 3D scanner. Accessories and Supplies were also purchased. STATUS: Complete	\$ 5,080.57
2	P2024-03 Legacy Leaders Program	Proposal by the Legacy Leaders Program for an Optiplex All-in-One Computer and a Color Laser Printer for their meeting room. STATUS: Complete	\$ 1,218.65
3	P2024-05 Nursing Department	Proposal by the Nursing Department for 29x Optiplex All-in-One Computers for their classroom lab. STATUS: Complete	\$ 34,716.48
4	P2024-06 Biology Department	Proposal by the Biology Department for a Dissolved Oxygen Meter, a Multilab BOD Meter, Self-Stirring and Optical BOD Probes, A Plarographic Sensor and connectivity cables, a large Incubator, an iMac computer, and an external mobile SSD Drive with USB-C capability. STATUS: Complete	\$ 21,036.21
5	P2024-07 English, Modern Languages & Cultural Studies Department	Proposal by the English, Modern Languages & Cultural Studies Department to purchase items for its Film Studies program. Items included various Video equipment, microphones, batteries, and movie-producing supplies. STATUS: Complete	\$ 2,621.61
6	P2024-08 Nicholls Campus	Proposal by the Nicholls Campus to purchase a Zoom software license. STATUS: Complete	\$ 13,255.00

Student Technology Fee Plan - Fiscal 2024–2025
Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
7	P2024-09 Makerspace Program	Proposal by the Makerspace Program to purchase a new ProGraf Printer and printing supplies to support the Scholar's Expeaux event. STATUS: Complete	\$ 4,800.62
8	P2024-11 Music Department	Proposal by the Music Department to purchase a new Laser Projector and Speaker system for its main teaching classroom. Other items purchased include: microphones, a Harmony Yamaha Keyboard, an iPad w/keyboard, Apple TV 4K, and a Lectern w/sound. STATUS: Complete	\$ 21,882.04
9	P2024-12 Ellender Memorial Library	Proposal by the Ellender Memorial Library for 20x Texas Instruments Graphing Calculators and accessories. STATUS: Complete	\$ 2,351.96
10	P2024-13 Nicholls Dyslexia Center	Proposal by the Nicholls Dyslexia Center for the purchase of a Kurzweil 3000 Reading Program License. STATUS: Complete	\$ 4,400.00
11	P2024-14 Mass Communications Department	Proposal by the Mass Communications Department for a 24-inch iMac with Retina 4.5K display and 12x Dell Ultrasharp USB-C Hub Monitors. STATUS: Complete	\$ 4,654.44
12	P2024-15 Computer Information Systems Department	Proposal by the Computer Information Systems Department to purchase 12x Viewsonic Touch Display Monitors, an Optiplex Form Factor computer and monitor, and 30x Logitech Presenter Clicker Remotes STATUS: Complete	\$ 13,955.09
13	P2024-16 Biology Department	Proposal by the Biology Department to install new Projection, Speaker, and Audio-Visual Equipment to 9x classrooms in Gouaux Hall. STATUS: Complete	\$ 66,263.00
14	P2024-17 History and Geography Department	Proposal by the History and Geography Department to Install a new Projection system in their larger classroom in Peltier Hall to reorient the space and provide more efficient technology to make teaching more effective. STATUS: 95% Complete – Missing 2x Video Receiving Boxes – Will be rolled over to FY25-26	\$ 20,176.00

Student Technology Fee Plan - Fiscal 2024–2025
Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
15	P2024-18 John Folse Culinary Institute	Proposal by the John Folse Culinary Institute for a Microsoft Surface Laptop and software for one of the demo classrooms. STATUS: Complete	\$ 1,434.21
16	P2024-21 English, Modern Languages & Cultural Studies Department	Proposal by the English, Modern Languages, & Cultural Studies Department for 26x 24-in iMac computers, a network switch, and a USB-C Digital AV Mutliport Adaptor for its Foreign Language Lab classroom. STATUS: Complete	\$ 43,803.21
17	P2024-23 Allied Health Department	Proposal by the Allied Health Department for 6x Optiplex Small Form Factor computers, 5x 86-in Interactive Display Boards w/Display Mounts, 12x Dell 24" Monitors, and 6x Mobile Computer Podiums. STATUS: Complete	\$ 48,348.30
18	P2024-25 Physical Sciences Department	Proposal by the Physical Sciences Department for the installation of 2x Laser Projection and Speaker Systems for 2x classrooms in Kilgen Hall. Proposal also included the purchase of 2x Pioneer Balance Scales. STATUS: Complete	\$ 30,548.24
19	P2024-26 Bollinger Student Union	Proposal by the Bollinger Student Union for a new Speaker and Microphone Sound System with an Amplifier and Control Keypad. STATUS: Complete	\$ 10,615.00
20	P2024-27 Bollinger Student Union	Proposal by the Bollinger Student Union for a portable Optoma DLP Projector and a Dell Latitude Laptop. STATUS: Complete	\$ 2,044.57
21	P2024-30 Crown Leaders Program	Proposal by the Crown Leaders Program for a Samsung 65-inch TV, a Vizio Theater Sound Bar and a Mount Bracket. STATUS: Complete	\$ 1,449.24
22	P2024-31 Art Department	Proposal by the Art Department for 18x iMac Apple M3 Chip computers with 3-yr Apple Care and 11x Dell Aurora R16 Power Station computers. STATUS: Complete	\$ 67,376.29

Student Technology Fee Plan - Fiscal 2024–2025 Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
23	P2024-32 Ellender Memorial Library	Proposal by the Ellender Memorial Library for an 86-in Interactive Board Pro, Display Cart, accessories, and a Power and Data Installation for 16 computers in the Library 3 rd Floor Multipurpose Room. STATUS: 41% Complete – Power Install Delayed. Waiting on part to be shipped. Will be rolled over to FY25-26 (\$12,065.00)	\$ 20,484.00
24	P2024-33 Student Affairs	Proposal by the Student Affairs Office to purchase 92x Access Points, 37x Network Switches, cables, and power cords to support an academic environment Wi-Fi upgrade. STATUS: Complete	\$ 314,918.29
		Grand Total of Project Expenditures	\$ 757,433.02

Again, near the end of the 2023-2024 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 2024-2025 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"/>	2024-2025 Project Budget Grand Total Available with Surplus Funds	\$ 751,083.19
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<input type="checkbox"/>	<input type="checkbox"/>	Grand Total of Technology Fee Plan for 2024-2025	\$ 1,231,028.12
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Student Technology Fee Plan - Fiscal 2024–2025

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	\$ 48,319.31
Salary - Fringe	\$ 18,800.79
Total Recurring Personnel	\$ 192,120.10

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
AntiVirus/Driveshield/Office	\$ 11,000.00
AppleCare	\$ 2,400.00
Election Runner	\$ 1,500.00
Equipment Maintenance (Labor)	\$ 3,500.00
Internet – Network Access	\$ 30,000.00
Network Equipment Maintenance	\$ 65,000.00
Office Site License	\$ 10,500.00
SPSS	\$ 10,000.00
Various Server Licenses	\$ 20,495.00
LabStats	\$ 10,080.00
WEPA (Printing Services)	\$ 13,500.00
Total Recurring Operating Services	\$ 177,975.00

Recurring Supplies	Budgeted
Paper/Toner for Open Labs	\$ 500.00
Computer Maintenance (Parts)	\$ 5,000.00
Replacement Projector Bulbs	\$ 5,000.00
Miscellaneous	\$ 15,000.00
Open Computer Labs	\$ 0.00
Total Recurring Supplies	\$ 25,500.00

Recurring Equipment	Budgeted
Server/Tech Upgrades	\$ 20,000.00
Open Computer Labs (PCs<\$1,000)	\$ 0.00
Total Recurring Equipment	\$ 20,000.00

Grand Total Recurring Expenses	\$473,595.10
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Student Technology Fee Report
Fiscal Year 2024–2025

Nicholls State University

Student Technology Fee Report

Fiscal Year 2024–2025

To the University of Louisiana System

Prepared by

Randy J. LeBlanc

Student Technology Fee Administrator

Jul 1, 2025

Student Technology Fee Report

Fiscal Year 2024–2025

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 2024-2025 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 2024–2025

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 2024 - 2025 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 2024–2025

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 3 - The Nursing Department purchased 29x All-in-One computers to replace outdated computers in their nursing computer lab. These computers will support the online testing software requirements for courses in the Bachelors of Science in Nursing and Masters of Science in Nursing degree programs. Line Item 4 - The Biology Department purchased a Large Capacity Incubator, a Dissolved Oxygen Meter, a Multi-lab BOD Meter, and several accompanying instrument probes. It also purchased an iMac computer and an external hard drive. The scientific items will replace outdated lab equipment used by students in Biology, Allied Health, and Chemistry Majors. The computer and drive will provide more storage capability for Honors research projects. Line Item 5 - The English, Modern Languages, & Cultural Studies Department purchased various video recording equipment, microphones, batteries and other movie-producing supplies for its Film Studies Lab. These technology additions will enhance student production projects for seven Film Studies-related English courses. Line Item 8 - The Music Department purchased a new Projector and Sound System for its main teaching classroom, replacing outdated A/V equipment. This room services 10x Music courses and is instrumental in attracting and recruiting new band majors. This proposal also included new classroom microphones, an iPad, a sound mixer, Apple TV 4K, a Harmony Director Keyboard, and a new Lectern w/sound, providing the Music department with a major upgrade in technology. Line Item 11 - The Mass Communications Department purchased an iMac computer with 12x Ultrasharp USB-C Hub Monitors. This purchase allows students the ability to plug their laptops into the monitors to perform complex and detailed design and coding work. It also provides advanced capabilities in the areas of multimedia, graphic design, and web design in this lab classroom. Line Item 12 - The Computer Information Systems Department purchased 12x Viewsonic Touch Display Monitors to enhance the learning environment in 12x classrooms. The proposal also included 30x remote presentation clickers with enhanced features, affording students more reliable tools to present projects. Line Item 13 - The Biology Department purchased new A/V equipment to upgrade outdated technology in 11x Science classrooms spread across two academic buildings. These upgrades will affect nearly 5,000 students attending Science-related courses. Line Item 14 - The History and Geography Department purchased a new Projection, Sound System and TV Display package that will re-orient an 89-student capacity classroom into a space where lessons can be taught more efficiently, promoting a more active-learning environment. Line Item 15 - The Chef John Folse Culinary Institute purchased a new laptop with Tracking Software, replacing an outdated computer utilized for the purpose of connecting to the classroom's smart board. Line Item 16 - The English, Modern Languages, and Cultural Studies Department purchased 26x iMac computers, a network switch, and a USB-C Digital Multiport adapter. The purchase completely renovated an outdated Foreign Language Lab classroom that also serviced remedial and core competency English classes. Line Item 17 - The Allied Health Department purchased 6x Dell computers, 5x 86-inch Interactive Display Boards with Display Mounts, 6x Mobile computer podiums, and 12x Dell Monitors in order to upgrade the technology in 6x classrooms servicing more than 400 students taking Allied Health-related courses. Line Item 18 - The Physical Sciences Department purchased a Projection and Sound System package for two classrooms, along with 2x Analytical Balances for their labs. These technology pieces will significantly enhance the A/V capabilities in their

Student Technology Fee Report

Fiscal Year 2024–2025

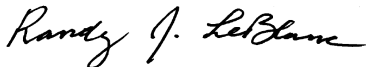
	<p>Science classrooms and provide more modern measurement equipment for their experiments.</p> <ul style="list-style-type: none"> Line Item 22 - The Art Department purchased 18x iMac computers and 11x Dell Aurora computers to greatly enhance their Digital Art and Graphic Design courses and to create their new Animation Lab course. Both sets of computers will provide the necessary technology to return the department to industry technology standards and to keep them on track to meet National Association of Art and Design Accreditation requirements in 2027. 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 10 - 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 24 - The Office of Student Life purchased 92x Network Access Points, 37x Network Switches, and a Cabling labor project, designed to significantly increase the Wi-Fi network in and around every Academic building on campus. Purchase of Election Runner software license. (Recurring Operating Service) Line Charges for Internet Capacity (Recurring Operating Service) Network Hardware Maintenance (Recurring Operating Service) AppleCare 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 2 - The Nicholls Legacy Leaders program purchased a computer and a color printer. These items will give its members the capability to do presentations during student organizational engagements, as well as create advertisements for recruiting purposes and other events. Also allows its members a work position for academic computing usage. Line Item 20 - The Bollinger Student Union purchased a portable DLP Projector and Dell Laptop mounted to a mobile cart. This technology will provide the Student Union with a mobile presentation setup that can accommodate different spaces, various group sizes, and multiple event formats.
4. To upgrade other technology on campus to current standards.	<ul style="list-style-type: none"> Line Item 1 - The Campus Makerspace program in the Library purchased two new 3D Printers and a 3D Scanner, along with accessories and initial supply items. These new machines offer every student on campus the latest 3D technology, allowing them to create advanced scale projects in greater detail. Line Item 7 - The Campus Makerspace program purchased a large format color printer that will support larger printing projects on campus. It will also specifically service the needs of the Scholars Expeaux program. Line Item 9 - The Ellender Memorial Library purchased 20x new Texas Instrument Graphing Calculators and accompanying carrying pouches, increasing their inventory from 4x to 24x. These calculators can be used as a study/homework aid in the library or loaned out. Line Item 19 - The Bollinger Student Union purchased a new Speaker, Microphone, and Sound System with an Amplifier and Control Keypad for the main Student Union gathering area. This equipment will provide clubs and organizations new technology for their events and presentations. Line Item 21 - The CROWN Leaders Program purchased a 65-inch TV, a Theater Sound Bar, and a mounting bracket to be placed in their meeting room in the dorms. This new equipment will enhance the atmosphere at social gatherings and meetings.

Student Technology Fee Report Fiscal Year 2024–2025

	<ul style="list-style-type: none"> Line Item 23 - The Ellender Memorial Library purchased an 86-inch Interactive Board Pro and a Display Cart, providing a new capability for its Multipurpose room. The also purchased a power supply upgrade that will facilitate the installment of 16 computers around the perimeter of the room. A new WEPA service was added (Recurring Operating Service). The university received new printing machines, providing a better and more reliable printing option for students.
5. To enhance and promote Distance Education.	<ul style="list-style-type: none"> Line Item 6 - 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.
6. To leverage Technology Fee monies by matching grants for a total of \$17,500.00.	<ul style="list-style-type: none"> Of the \$50,000.00 grant match allowance fo FY 24/25, \$8,500.00 from the FY 23/24 cycle was matched to a \$45,000.00 BoR Biology Grant. Of the \$8,500.00, \$5,931.00 has been spent and the Grant concludes in June of 2025. Another amount of \$1,000.00 from FY 24/25 was matched to a \$6,111.00 LaSPACE Grant awarded to the Physical Sciences Department. The \$1,000.00 will be spent in FY 25/26 and NLT the end of CY 25. Another \$8,000.00 was matched to a \$157,000.00 Geomatics-awarded BoR Grant titled, "Improving Capabilities for Imaging the Louisiana Coast." This match will also be implemented in the FY 25/26 cycle.

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.



Randy J. LeBlanc
Student Technology Fee Administrator