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NICHOLLS STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

M E M O R A N D U M

DATE:	July 1, 2026
TO:	Paulette Mayon Controller
CC:	Dr. John Clune President
	Mr. Terry Braud, Jr. Executive 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 2025-2026

Please find the attached Student Technology Fee Annual Reports for fiscal year 2025-2026.

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 Year 2025– 2026
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 June 24, 2021, the predominantly student-based Technology Fee Committee passed a Technology Fee Plan for Fiscal Year 2025-2026.

This fiscal year, the Student Technology Fee committee at Nicholls State University implemented 19 initiatives for implementing/upgrading technology. The initial plan for the fiscal year 2025-2026 followed the same proposal process as in previous years. The committee placed a call for technology proposals at the start of the Fall Semester. 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 2025-2026.

Line Item	Proposal Number and Requestor	Detail	Amount
1	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: Complete	$ 20,176.00
2	P2024-32 Ellender Memorial Library	Proposal by the Ellender Memorial Library for an 86-inch Interactive Board Pro, Display Cart, accessories, and a Power and Data Installation to support 16 computers in the Library's 3rd Floor Multipurpose Room. STATUS: Complete	$ 9,055.00
3	P2025-01 Student Access Center	Proposal by the Student Access Center to purchase an integrative Accessible Information Management web-based Software package designed to improve academic functions for students with disabilities. 3-yr Service. **STATUS: Complete**	$ 27,243.95
4	P2025-02 Biology Department	Proposal by the Biology Department to purchase 5x Nikon Microscopes, the accompanying equipment and supplies, and a Spectrophotometer. **STATUS: Complete**	$ 21,608.26
5	P2025-05 Student Government Association	Proposal by the SGA to purchase 4x Mobile AED Defibrillator devices for police cars, 1x Stationary AED Defibrillator device, and one AED Storage Cabinet. **STATUS: Complete**	$ 7,864.00
6	P2025-07 Biology Department	Proposal by the Biology Department to purchase 8x Nikon Microscopes and 16 eyepieces with accompanying equipment. **STATUS: Complete**	$ 22,784.40

Student Technology Fee Plan - Fiscal Year 2025– 2026
Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
7	P2025-08 Dyslexia Center	Proposal by the Nicholls Dyslexia Center for the purchase of a Kurzweil 3000 Reading Program License. 3-yr Service. **STATUS: Complete**	$ 11,880.00
8	P2025-09 Mass Communications	Proposal by the Mass Communications Department to purchase 2x 24-inch iMacs with Built-in VESA Mount Adaptors and 4-yr AppleCare service plan. **STATUS: Complete**	$ 3,596.00
9	P2025-11 Mass Communications	Proposal by the Mass Communications Department to purchase a Mac Studio Computer with 4-yr AppleCare Service, a 48-port lab switching unit, and cable accessories. **STATUS: Complete**	$ 15,205.01
10	P2025-12 Culinary Institute	Proposal by the Chef John Folse Culinary Institute to purchase a Microsoft Surface Laptop with Microsoft Complete for Business and Absolute Resilience subscriptions, and an 86-inch Interactive Display Board w/mobile display cart and accessories. **STATUS: Complete**	$ 10,244.19
11	P2025-14 Nursing Department	Proposal by the Nursing Department to purchase a 48-port Laptop Charging Cart, 20x Dell Latitude Laptop computers, a laser projector, a wall-mounted electric screen, a 4K Digital Camera, an audio amplifier, a wireless microphone receiver, and a microphone package with accessories. **STATUS: Complete**	$ 50,026.28
12	P2025-15 Biology Department	Proposal by the Biology Department to purchase Audio Visual upgrades for 12x classrooms in Gouaux Hall and Kilgen Hall. Proposal includes regular and touch display monitors, video transmitter/switchers, screens, and control pads. **STATUS: Complete**	$ 74,769.00
13	P2025-16 Physical Sciences Department	Proposal by the Physical Sciences Department to purchase 2x Melting Point devices, 4x Direct Spectrovis Plus subscriptions, and Optical Fiber cabling. **STATUS: Complete**	$ 4,565.44

Student Technology Fee Plan - Fiscal Year 2025– 2026
Project Expenditures and Recurring Costs

Line Item	Proposal Number and Requestor	Detail	Amount
14	P2025-17 Ellender Memorial Library	Proposal by the Ellender Memorial Library to purchase 20x Dell Latitude Laptops and 20x Carrying Cases. **STATUS: Complete**	$ 27,746.40
15	P2025-18 Athletics Department	Proposal by the Athletic Department to purchase 2x Teradek HDMI Transmitter/Receiver kits, 2x Microsoft Surface Laptops with Microsoft Complete for Business and Absolute Resilience 5-yr subscriptions, 2x Thunderbolt 4 Docks, and a Dell Pro 24 Plus Monitor. **STATUS: Complete**	$ 8,452.26
16	P2025-19 Athletic Department	Proposal by the Athletic Department to purchase 6x Microsoft Surface Laptops with Microsoft for Business and Absolute Resilience subscriptions for the Athlete Academic Success Center. **STATUS: Complete**	$ 6,183.18
17	P2025-24 Computer Information Systems Department	Proposal by the Computer Information Systems Department to purchase a microphone package and 66x Dell Latitude Laptops. **STATUS: Complete**	$ 107,837.38
18	P2025-25 English, Modern Languages & Cultural Studies Department	Proposal by the English, Modern Languages, & Cultural Studies Department to purchase 26x 24-in iMac computers with 4-yr AppleCare Service for its Reading Lab. **STATUS: Complete**	$ 45,968.00
19	P2025-27 Teacher Education Department	Proposal by the Teacher Education Department to purchase 5x 86-inch LG TVs with wall mounts, an 86-inch Interactive Board with Mounting Shelf and cables. **STATUS: Complete**	$ 10,902.80
		Grand Total of Project Expenditures	**$ 486,107.55**

Again, near the end of the 2024-2025 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 2025-2026 budget to be used for projects in that fiscal year. A revised budget was approved and forwarded to the President's office for approval.

		2025-2026 Project Budget Grand Total Available with Surplus Funds	**$ 503,221.31**

Student Technology Fee Plan - Fiscal Year 2025– 2026
Project Expenditures and Recurring Costs

		Grand Total of Technology Fee Plan for 2025-2026	**$ 977,306.24**

Student Technology Fee Plan - Fiscal Year 2025– 2026
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	$ 110,000.00
Salary – Professional	$ 49,504.79
Salary - Fringe	$ 19,163.90
Total Recurring Personnel	**$ 178,668.69**

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	$ 59,000.00
Total Cash Grant Matches	**$ 59,000.00**

Recurring Operating Services	**Budgeted**
Election Runner	$ 1,500.00
Equipment Maintenance (Labor)	$ 3,500.00
Internet – Network Access	$ 30,000.00
Network Equipment Maintenance	$ 72,000.00
Microsoft Office Site License	$ 10,500.00
SPSS	$ 10,000.00
Various Server Licenses	$ 20,495.00
LabStats	$ 11,880.00
WEPA (Printing Services)	$ 13,500.00
Zoom	$ 13,255.00
Total Recurring Operating Services	**$ 186,630.00**

Recurring Supplies	**Budgeted**
Paper/Toner for Open Labs	$ 500.00
Computer Maintenance (Parts)	$ 5,000.00
A/V Maintenance Supplies	$ 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	**$ 491,198.69**

Nicholls State University

Student Technology Fee Report

Fiscal Year 2025 – 2026

To the University of Louisiana System

Prepared by

Randy J. LeBlanc

Student Technology Fee Administrator

July 1, 2026

Student Technology Fee Report
Fiscal Year 2025 – 2026

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 June 24, 2021, 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 2025-2026 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 June 24, 2021.

Technology Definition

As per the University of Louisiana System guidelines effective June 24, 2021, the term technology refers to "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".

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 June 24, 2021, 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 2025 – 2026

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

Following is an assessment of the projects undertaken in the 2025 - 2026 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 2025 – 2026

Objective	Initiative
1. To upgrade and maintain computing labs and classrooms to current technology standards, and to innovate through the use of technology.	● Line Item 1 - The History and Geography Department purchased a new Lumen Laser Projector, an Electronic Projection Screen, a receiver, a switcher, an amplifier, a touch display monitor, a keypad control unit, a ceiling speaker system, and a cable bundle to upgrade their largest lecture classroom. The new screen and speaker system enabled a reorientation of the students' desks in the classroom, resulting in improved screen visibility and active learning for as many as 89 students per class. This project was a carryover from FY 24-25 and was completed in July of 2025. ● Line Item 4 - The Biology Department purchased six microscopes and accompanying equipment pieces that will impact an average of 225 students annually for Biology, Chemistry, and Allied Health majors. They also purchased a Spectrophotometer that will improve classroom capabilities for 120 students taking upper-level Biology courses and graduate students doing thesis research. ● Line Item 6 - The Biology Department purchased eight high-quality Nikon dissecting microscopes that will replace 15+ year-old microscopes in the Kilgen Hall Biology laboratory. Accompanying eyepiece, stand, stage clip, and power cord pieces were also purchased. This request will benefit 75 students annually in ten upper-level Biology courses. ● Line Item 8 - The Mass Communications Department purchased two iMac computers with 4-year AppleCare subscriptions. This purchase replaces outdated computers and affects 175 students per semester, providing additional support for recruiting meetings and workshops. ● Line Item 9 - The Mass Communication Department purchased an Apple Mac Studio computer with a 4-year AppleCare subscription and a new 48-port Switch for their Student Media lab. The purchase will provide added capabilities for general students in the classroom and also for those associated with campus newspaper, television, and radio programs. ● Line Item 11 - The Nursing Department purchased a new audio-visual package for their third largest classroom in Ayo Hall, accommodating 93 students per class. This package included a new projection system and screen, Digital Camera, Audio Amplifier and Receiver, as well as a microphone suite. They also purchased 20 Dell Latitude laptops and a 48-port charging cart to keep them ready for classroom usage. The laptops will increase their inventory and allow the Nursing department to deliver examinations to large course enrollments of 90+ students all at one time. ● Line Item 12 - The Biology Department purchased Audio Visual upgrade systems for 12 classrooms located throughout Gouaux Hall and Kilgen Hall. These A/V upgrades include Standard and Touch Display monitors, Video Transmitters, Projection Screens, Amplifiers, and Keypad Controls. This $74K+ effort vastly improves classroom technology capabilities and enhances the learning environment for Biology Major and General Education Requirement courses that affect nearly 4.5K students annually. ● Line Item 13 - The Physical Sciences Department purchased two Melting Point Devices, replacing two malfunctioning machines in the Chemistry Lab. These new machines will alleviate the delays students were experiencing in finishing experiments within the scheduled lab period. The new devices will also provide safer, more reliable measurements. Likewise, the Department purchased four Spectrometers and six fiber optic cables, which also replaced previously outdated and failing equipment used in introductory chemistry experiments and activities. ● Line Item 17 - The Computer Information Systems (CIS) Department purchased 66 Dell Latitude Laptops to replace outdated equipment in the main computer lab designed to teach Computer Literacy and Computer Information Systems courses. These new machines will enhance the learning environment for a Business Administration program that depends on the latest computer technology and

	software capabilities to succeed. The CIS Department also purchased a microphone equipment package for its main auditorium that holds as many as 150 students at one time and services seven different courses with 1.1K students annually. ● Line Item 18 - The English, Modern Languages, and Cultural Studies Department purchased twenty-six 24-inch iMac computers with AppleCare subscriptions to replace outdated computers in their main English Reading Lab. These computers provide desktop computer capabilities to English Major and General Education Requirement students across campus. These computers are also instrumental during summer camp classes and ACT testing sessions. ● Line Item 19 - The Teacher Education Department purchased five 86-inch Smart TV Displays and one 86-inch Interactive TV Display in a modernization effort for their classrooms. This investment will update critical instructional spaces, reduce technical disruptions, and better align classroom technology with the teaching needs of faculty and students. ● SPSS Stat package (Recurring Operating Service) ● Software licenses for Microsoft Office and Dell Endpoint Security (Recurring Operating Service) ● LabStats Maintenance Software (Recurring Operating Service) ● Computer Labor for repair (Recurring Operating Service) ● Computer Parts for repair (Recurring Supplies) ● A/V Maintenance Supplies (Recurring Supplies)
2. To upgrade and maintain servers, network systems, and specialty systems so that delivery of instructional material and information is reliable.	● Line Item 3 - The Nicholls Student Access Center purchased a web-based product called Accessible Information Management (AIM) that was shared with the Dyslexia Center. The software system integrated seamlessly with Nicholls' existing software architecture and was designed to make it easier for students to self-identify as having a disability, and to better manage the associated accommodations. ● Line Item 7 - 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. This purchase serves as year 1 of a 3-year service plan. ● Purchase of Election Runner software license. (Recurring Operating Service) ● Line Charges for Internet Capacity (Recurring Operating Service) ● Network Hardware Maintenance (Recurring Operating Service)
3. To provide mobile computing to areas without computing capability.	● Line Item 10 - The John Folse Culinary Institute purchased a new Microsoft Surface Laptop and an 86-inch Mobile Cart Interactive Display. This purchase will enhance instructional delivery in kitchen laboratory spaces that currently lack integrated technology. This portable display, paired with a dedicated instructional laptop will allow instructors to present multimedia lessons, stream demonstrations, share recipe videos, access digital rubrics, and project step-by-step techniques directly into the kitchens.
4. To upgrade other technology on campus to current standards.	● Line Item 2 - The Ellender Memorial Library purchased a power and data upgrade project designed to install a new power grid along the walls of their 3rd Floor Multipurpose Room. The new outlet areas will host 16 computer workstations and transform the room into an all-in-one classroom/computer lab/meeting area. This project was a carryover from FY 24-25 and was completed in July 2025. ● Line Item 5 - The Student Government Association purchased five AED Defibrillator machines. Four will be installed in campus police vehicles for rapid response instances and one will be housed in a stationary cabinet in a central location on campus. The machines will provide campus-wide life-saving technology. ● Line Item 15 - The Athletics Department purchased two Teradek Bolt 6 HDMI Transmitter/Receiver kits, two Microsoft Surface Laptops with Complete for Business and Absolute Resilience subscriptions, two docking stations, and a Dell Pro 24 Plus Monitor. The purpose of the request is to acquire advanced sports

	broadcasting equipment to support ESPN Broadcasts of Nicholls' sporting events. The equipment will provide hands-on learning opportunities for students trying to develop skills in broadcasting production. ● WEPA printing services (Recurring Operating Service). WEPA provides a better and more reliable printing option for students.
5. To enhance and promote Distance Education.	● Line Item 14 - The Ellender Memorial Library purchased twenty Dell Latitude Laptops and transport briefcases to add to its inventory of loaner computers accessible for students all across campus. ● Line Item 16 - The Athletics Department purchased six Microsoft Surface Laptops with Complete for Business and Absolute Resilience subscriptions for their Student Athlete Center to serve as loaner devices for student athletes only. These laptops will support academic success, accommodate growing technology-based coursework, and address the current shortage of available loaner devices. ● Tech Fee added a subscription of Zoom to its Recurring Operating Services list, 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 $6,109.70.	● Of the $50,000.00 grant match allowance for FY 25/26, there were no external grants awarded, and therefore no matches implemented. However, an additional $9,000.00 was carried over from FY 24/25 as part of a match for two external grants. The $157,000.00 Geomatics-awarded BoR Grant titled, "Improving Capabilities for Imaging the Louisiana Coast" was matched for $8,000.00. From this $8,000.00, $5,109.70 was used to purchase a Dell Pro Rugged 14 Laptop. The $5,493.00 Physical Science-awarded BoR Grant titled, "Reaching High for the next Generation of Scientists: Effective STEM Outreach with Educational Drones" was matched for $1,000.00. All $1,000.00 was utilized to purchase a Microsoft Surface Pro Copilot+PC 11th Edition.

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

Randy J. LeBlanc
Student Technology Fee Administrator