



<b>Title:</b>	Technology Fee Funds
<b>Effective Date:</b>	10/01/2006
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<b>Cancellation:</b>	
<b>Office:</b>	Finance (FIN)

## *Technology Fee Funds*

### **PURPOSE**

Students enrolled in the Northshore Technical Community College (NTCC) contribute to a Student Technology Fee Program fee each semester, referred to as Technology Fees. The Technology Fees assist with all major technology efforts of the Northshore Technical Community College that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the campus as authorized by the Louisiana Legislature in Spring 1997. The process used to determine which projects or new initiatives are pursued is outlined in this proposal to establish criteria and guidelines for Technology Fee proposals.

### **SCOPE AND APPLICABILITY**

This policy applies to students, faculty, and staff who are submitting a Technology fee proposal. Technology fees collected by the NTCC will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the NTCC.

### **CRITERIA FOR PROPOSALS**

Money collected by the NTCC as Technology Fees may be used for proposals that fit within the following:

1. Maintenance and/or replacement of personal computers used by students or in the instructional process;
2. Addition of computer labs, other instructional technology such as video instruction and the electronic classroom and the lab personnel for such labs;
3. Student services which may include items such as imaging equipment, student copying center, etc;



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4. Student life enhancements which may include items such as smart cards, e-mail accounts, web access, etc.;
5. Maintenance and expansion of network infrastructure, possibly including expansion of network to off-campus sites; and,
6. A maximum of 5% of the total funds may be allocated for consumable supplies. The remaining 95% will be allocated for other technology related campus expenditures.
7. To provide NTCC students with increased access to state-of-the-art software, increase access to the campus network and internet resources, and provide public access computers with up-to-date software as well as network and Internet connections sufficient to meet the students' needs as determined by the Student Technology Fee Council.
8. Other projects, as approved by the Campus Technology Fee Committee/NTCC Technology Fee Council

### GUIDELINES FOR PROPOSAL FORMAT

1. Each proposal must be described on, Proposal for use of Technology Fees Form (**Attachment A—FIN-008**). All sections of this form must be completed. There should be one attachment A (FIN-008) form which details each item per campus. There should not be multiple attachment A forms for each item per campus.
2. A completed requisition form **must** be attached for each item requested in the proposal. All requested information must appear on the requisition form. The NTCC purchasing procedures should be reviewed and adhered to for each purchase.
3. Proposals must reach the Dean of Campus Administration or Campus Technology Fee Committee Chair (as appropriate) by the published deadline. **NO late proposals will be accepted.**

### SELECTION PROCESS

1. **Student Proposals**
  - a) Students will submit their proposals on the appropriate form to the Student Government Association (SGA) for their review and recommendation. Student proposals related to academic programs must be submitted through the faculty in that discipline to the Campus Dean.
  - b) Each campus SGA will study each proposal, prioritize each proposal and submit in priority order its recommendations to the Campus Technology Fee Committee.

2. **Faculty/Staff Proposals**

Faculty/Staff will submit their proposals on the appropriate form to their Dean of



Campus Administration. Each campus will have divisional committees that will evaluate and prioritize proposals submitted to the Dean of Campus Administration. Proposals that are approved at that level will be sent to the NTCC Technology Fee Council for consideration.

Administrators will submit their proposals to the Vice Chancellor of Student Learning and Development. Administrative proposals must enhance instruction and improve the infrastructure and technical capacity college-wide. Proposals will be sent to the NTCC Technology Fee Council for consideration.

### **TECHNOLOGY FEE COMMITTEE PROCEDURES**

At the first meeting of the Campus Technology Fee Committee, held in the week following the 14<sup>th</sup> class day of the fall and spring semesters, the Chair of the Campus Technology Fee Committee will distribute a summary of the funds available in the Technology Fee Account to the Campus Technology Fee Committee members.

Funds will be allocated to each campus for consumable supplies. The amount allocated for consumable supplies will be determined by the NTCC Technology Fee Council on an annual basis, with a maximum of 5% of total funds being allocated for consumable supplies.

The remaining 95% will be allocated for other technology related campus expenditures. (Note: Final Expenditure Approval Authority will remain with the Chancellor)

Each campus Technology Fee Committee will review the proposals submitted determine which proposals to submit to the NTCC Technology Fee Council for consideration.

### **GENERAL TIMELINE**

**The Two Weeks Following the Friday of the week of the 14<sup>th</sup> day of Fall and Spring**      The Campus Technology Fee Committees will begin to accept proposals for the academic year.

**October** (for Fall)  
**March** (for Spring)      Campus and NTCC Technology Fee Committees meet to review and process proposals.

**Mid-March** (for Spring)      All decisions regarding proposals must be completed to allow for purchases prior to the end of fiscal year deadlines.

*Note:* At each level of the process, any proposal that is not recommended for funding will be returned to the principle investigator not recommending the proposal.



### **REQUISITION PROCEDURES**

1. The NTCC Procedure #FIN-005 for Purchasing and Receiving will be used for all purchases within the NTCC. Each original technology fee proposal should be submitted with each requisition to the NTCC finance department.
2. Funds for consumable supplies as allocated to each campus will be added to each campus; Technology Fee consumable account following the approval of the NTCC Technology Fee Council and the Chancellor.

Requisitions for computer purchases will be reviewed by Chief Information Technology Officer. All technology requests of the Campus Technology Fee Committee must be aligned with the college-wide technology plan. A designated representative most familiar with the product to be purchased will review all other requisitions for purchases. This review will assist in assuring the most appropriate technology for the purposes outlined in the proposals is being purchased.

### **COMMITTEE MEMBERS**

1. **Campus Technology Fee Committee Membership:**

Dean of Campus Administration (Chair)  
Campus SGA President and Two other NTCC students  
Two (2) Faculty representatives

The Campus Technology Fee committee will:

- 1) Evaluate proposals received from the Dean of Campus Administration for use of the technology fee, and
- 2) Make recommendations to the NTCC Technology Fee Council.

2. **Northshore Technical Community College Technology Fee Council Membership:**

Vice Chancellor of Student Learning and Development/Designee (Chair)  
Deans of Campus Administration of each NTCC campus  
Chief Information Technology Officer  
Faculty Senate Representative for NTCC  
College Chief Executive Officer of the Student Government Association (SGA)



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The NTCC Technology Fee Council will:

- 1) Evaluate proposals, and
- 2) Submit requisitions for computer purchases to be reviewed by the NTCC Chief IT Officer or designee. All technology requests of the NTCC must be aligned with the NTCC technology plan.
- 3) Make recommendations to the Chancellor regarding the expenditure of the Technology fee.

**Note:** The Campus Technology Fee Council **must** sign attachment A (FIN-008), proposal for use of Technology Fee.

*Policy Reference:* LA R.S. 17:3351.1  
Rules of the Board of Supervisors for the Louisiana and Community College System

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Business Affairs Committee	09/09/2006	10/01/2006
X	Campus Deans	09/09/2006	10/01/2006
X	Regional Director	09/09/2006	10/01/2006
X	Chief Student Affairs Officer	09/09/2006	10/01/2006

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