

University of Louisiana System

**Title: STUDENT TECHNOLOGY  
FEE EXPENDITURE  
GUIDELINES**

**Effective Date: September 1, 1999**

**Cancellation: None**

**Chapter: Finance and Business**

**Policy and Procedures Memorandum**

**STATEMENT OF PURPOSE:**

The Student Technology Fee shall be 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.

**DEFINITION:**

The term “technology” or “technologies” means 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.

**POLICIES AND PROCEDURES:**

**Authorization:**

All Student Technology Fee funds shall supplement and not replace currently allocated funds for technology, in accordance with provisions of Act 1450.

**Fee Assessment:**

The Student Technology Fee shall not exceed five dollars (\$5.00) per credit hour per semester, or quarter (La Tech), and shall not exceed \$100 per semester, or quarter (La Tech). The fee shall be assessed all regular and interim courses. In accordance with L.R.S. 17:3351.1, assessment of the fee may be terminated by a two-thirds vote of the members of the governing board of each institution's Student Government, and a majority of the UL Board of Supervisors. Based on each institution's SGA Constitution, any rescission might also require a majority vote of students in a referendum.

**Administration:**

Student involvement is critical to the successful administration of the Technology Fee. Accordingly, an appropriate oversight committee shall oversee the Student Technology Fee Program of each campus, with student membership accounting for a majority of the Committee membership. Business may not be considered at any Student Technology Fee Committee meeting without a quorum comprising at least one-half of the full Committee membership; and the quorum must include at least one-half of the total student membership on the Committee.

**Plan:**

Each Student Technology Fee Committee shall adopt a formal plan for administering the Technology Fees. Each plan should include specific goals and objectives. Proposals for expenditures from the Student Technology Fee Fund should specify which of the goals and objectives of the Student Technology Fee Plan would be advanced if the expenditure were made. The plan may provide for the appointment of a Technical Review Committee as appropriate to assist the Student Technology Fee Committee in the evaluation of specific proposals.

**Expenditures:**

All expenditures made from the Student Technology Fee Fund must be authorized in the annual Student Technology Fee Program budget recommended by a majority of the members of the Student Technology Fee oversight committee and approved by the campus President. With a vote of at least two-thirds of the members of the Oversight Committee, followed by approval of the campus President and the University of Louisiana Board of Supervisors, up to 40% of the annual Student Technology Fee revenues may be used to secure debt. All recommendations for expenditure of funds are subject to approval by each University President.

Appropriate expenditures include:

- Hardware and software acquisitions as well as network and Internet connections to provide student access to computers
- Equipment to provide state-of-the-art multi-media classrooms
- Provision of non-credit instructional programs for students to maximize their use of the information technology resources of the University
- Those to ensure that instructional laboratories and studios are equipped with the most current equipment appropriate to teaching and learning in various academic disciplines
- Personnel costs for new positions required for the support and maintenance of new and expanded student classrooms, labs, and learning centers. Personnel expenditures should be focused on student employment, and generally should not exceed 25% of the annual Technology Fee Program budget

Prohibited uses of the fee include:

- Expenditures for salaries of existing staff or supervisory personnel
- Purchase of technology for faculty or staff
- Expenditures for travel or training costs of faculty and administrators unless directly related to the acquired software package or equipment

**Audits:**

Each University shall place all funds in a restricted account and limit expenditure to those in full compliance with the Student Technology Fee Plan. Each University will provide annual fiscal and compliance audits of the Student Technology Fee Program, as well as a regular evaluation of the program's effectiveness. The results of these reviews and evaluations shall be reported to the appropriate student governing board of each university and to the UL Board of Supervisors. Any non-compliance finding should be reported to the System President immediately.

**Amendment of the Student Technology Fee Plan:**

The Student Technology Fee Plan may be amended only upon a vote of at least two-thirds of the members of the Student Technology Fee Oversight Committee and of a majority of the members of the campus student governing organization.

**Revision:**

This policy may be revisited upon the request of a simple majority of the members of the Board's Student Advisory Council.

**Exceptions:**

Any requests for exceptions to these guidelines and policies may be submitted to the System Vice President of Finance for consideration on a case-by-case basis.

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*Policy References:*

Louisiana Revised Statute 17:3351.1

*Review Process:*

Chief Officers for Business Affairs  
Student Advisory Council

*Distribution:*

University Presidents