The Student Technology Fee Plan

The Student Technology Fee shall be dedicated to the acquisition, installation, maintenance, and efficient use of state-of-the-art technology for the sole purpose of supporting and improving student life and learning, and to better prepare its students for the workplace in the 21 century. In accordance with Louisiana Revised Statute 17:3351:1.1, the fee is a student self-assessed fee and shall be used exclusively for the direct benefit of students.

**Strategic goals of the Student Technology Fee Program:**

**Goal 1:** To provide students with access to information technology and equipment that represents the current state of the art technology.
*Objective 1.1.* **-** To provide public access computers with current software as well as network connectivity.
*Objective 1.2*. - To provide the BRCC student body with access to state-of-the-art software and hardware, including classroom technologies, which support student learning.
*Objective 1.3.* **-** To increase access to the campus network and internet resources via wireless internet and other innovative access options.
*Objective 1.4.* **-** To ensure that instructional laboratories and open laboratories are equipped with the most current equipment appropriate to teaching and learning in the various disciplines of the College.

**Goal 2**: To enable students, staff and instructors to make the best possible use of current technologies in support of learning and teaching.
*Objective 2.1.* – To enhance student learning by providing support programs in order to optimize the use of multi-media and other instructional technologies.
*Objective 2.2.* - To provide appropriate state-of-the-art technology to student services that directly support student life and learning (e.g., Career Planning and Placement, the Academic Learning Center, Student Development etc.)

**Fee Assessment**
The BRCC Student Technology fee and agreement was approved by a majority vote of the SGA as prescribed by the L.R.S. 17:3351:1.1 with the following stipulations: *The Student Technology Fee shall not exceed five dollars per credit hour per semester, or quarter, and shall not exceed S100.00 per semester or $50.00 per quarter. The fee shall be paid by each student and no student shall be exempted from paying the fee. Monies derived from the fee assessed at BRCC shall be restricted and accounted for separately and shall be used at BRCC.*

**Student Technology Fee Oversight Committee**
Proceeds from the assessment of the technology fee shall be used in accordance with a written plan developed by the institution for purposes of implementing, replacing, improving, and expanding technologies to benefit student life and learning and such use shall comply with any applicable provisions of the federal Americans with Disabilities Act of 1990. Oversight of, responsibility for and compliance with policies as described in the Student Technology Fee Plan shall be by the

Student Technology Fee Oversight Committee who shall meet twice each regular semester and once in the summer semester. Budget development for the Student Technology Fee plan will begin on the first meeting of the spring semester and be presented for approval at the last spring semester meeting by the Student Technology Fee Oversight Committee.  The Chancellor will review the proposed budget prior to approval by the committee.  All committee  meetings will be recorded, scribed and made available on BRCC's student technology web page.

**Technology Fee Oversight Committee Membership**
Voting membership of the Student Technology Fee Oversight Committee shall consist of <u>student majority</u> to include the following:

A. SGA President and three members of the SGA appointed by the SGA President.
B. Three student members-at-large appointed by committee chair
C. Chair of Committee (May be Chief Information Officer or IT representative)
D.  Chief Information Officer or designee
E.  Vice Chancellor of Academic and Student Affairs or designee
F.  Vice Chancellor of Finance and Administration or designee
G.  Rural Site Representative

*Non-voting membership, which will not constitute a majority, but may include the following:*
A. Any other non-voting member approved by the Student Technology Fee Oversight Committee
B. A committee recorder appointed by the chair

Business may not be considered at any Student Technology Fee Oversight Committee meeting without a quorum composed of at least one half of the voting committee membership. The quorum must include at least one-half of the total student membership on the committee.

**Proposals**
Proposals for the usage of Student Technology Fee monies may be considered by the Student Technology Fee Oversight Committee.  Departments wishing to submit proposals should follow the procedures outlined.

- All proposals must be completed using the [Student Technology Fee request form](#) and submitted electronically via email to [student_tech@mybrcc.edu](mailto:student_tech@mybrcc.edu) with supporting documentation.
- All submitted proposals must first be approved by the department's dean, site manager, and respective Vice Chancellor.
- All proposals must be submitted at least three weeks before scheduled meeting.
- Each proposal must specify which of the goals and objectives, from the student technology plan, would be used to be implemented.
- Each proposal must specify the primary and secondary beneficiaries among the student population.

- Proposals may include Student Technology Fee funds as leverage for gaining additional funds (e.g. as matching funds in grant applications) provided that sums substantially in excess of those requested from the Student Technology Fee revenues would be invested in conformity with the goals, objectives, policies, and procedures of the Student Technology Fee Plan.
- Awardees must submit an annual progress report detailing the outcomes of the approved proposal. The report must be submitted one week prior to the last meeting date in the spring semester.

The requestor will be notified if they must be present for presentation at the meeting. Each submitted proposal will be rated. A rating scale of 5 (high) to 1 (low), will be casted to each proposal. All submitted proposals will be presented to the Chancellor for review and final approval. Proposals will be awarded based on available funds. Electronic communication will be sent to the requestor on proposal decision. All decisions will be made within two (2) weeks from the last schedule meeting.

**Expenditures**
No expenditures shall be made from the Student Technology Fee fund except as authorized in the approved annual Student Technology Fee Program budget approved by the majority of the members of the Student Technology Fee Oversight Committee and approved by the Chancellor. All approved expenditure request (requisitions) will be entered for processing by the Office of Information Technology.

Appropriate expenditures include the following categories:
1. Hardware and software acquisitions, including but not limited to network and Internet connections to provide or enhance student access.
2. Classroom technology that will provide state-of-the-art multimedia classrooms.
3. Furniture that will be needed to support new technology acquisitions.
4. Current equipment for instructional laboratories and studios to provide or enhance appropriate teaching and learning environments in various academic disciplines.
5. Personnel costs for positions required for the support and maintenance of student technology, classrooms, laboratories, and learning centers.
6. Travel or training cost of faculty and staff directly related to the acquired technology.

The following category of expenditures are prohibited:
1. Purchase of technology for faculty or staff that is not in direct support of the student body.

**Reoccurring Expenditures**
If funding is a reoccurring item, funding can be provided for up to two years. Afterwards, the requestor must reapply for future funding consideration. If the cost for a reoccurring item should increase after the budget has been approved, this approval allows for payments to be made at the increase rate as long as the increase does not exceed 15% of the original request. Increases greater than 15% will require a quorum from the Student Technology Fee Oversight Committee.

Annual progress reports detailing the outcomes of the reoccurring expenditure must be submitted to the committed one week prior to the last meeting date in the spring semester.  This annual report should include the following:

- Student Usage
- Student Success Rates, including student and academic enhancement

**Accounting and Auditing**

All funds generated by the Student Technology Fee shall be placed in a College account restricting expenditures to those in full compliance with the Student Technology Fee Plan.  The fiscal office at the College will provide financial reports to the Student Technology Fee Oversight Committee at its regularly scheduled meetings. The college may request the LCTCS Internal audit to provide fiscal and compliance audits for the Student Technology Fee Plan.  The results of these audits will be reported to the Student Technology Fee Oversight Committee, the Chancellor and the LCTCS System President.