



LOUISIANA DELTA

COMMUNITY COLLEGE

POLICIES & PROCEDURES

Title: Student Technology Fee Policy

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Department: Information Technology

I. Purpose

To establish policy for the use of the student technology fee funds. These funds are to be used for the acquisition, maintenance, and improvement of technology resources at Louisiana Delta Community College to enhance the educational experience for students. Funds are used to provide students with access to current information technology and equipment.

II. Policy

In accordance with the 1997 Regular Legislative Session House Bill 2339 authored by Representative William Daniel, Louisiana Delta Community College provides policy governing the assessment and use of the student technology fee. 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 be in compliance with any applicable provisions of the federal Americans with Disabilities Act of 1990. In developing the written plan, the institution shall provide students with the opportunity to make recommendations concerning the use of the student technology fee. The Student Technology Fee shall not exceed five dollars (\$5.00) per credit hour per semester and shall not exceed sixty dollars (\$60.00) per semester.

III. Scope

This policy applies to all enrolled students at Louisiana Delta Community College, outlining the guidelines for the collection, allocation, and expenditure of student technology fees.

IV. Procedures

Guidelines for Allocation of Funding

LDCC will allocate Student Technology Fee funds in three categories:

- **Priority Recurring:** These funds will be allocated to projects enhancing or updating infrastructure areas to facilitate the use or proliferation of technology at LDCC.
- **Priority Non-recurring:** These funds will be for one-time projects or investments with a lasting impact on technology access.

- Open Proposals: These funds will be competitive funds. The amount available will be dependent upon the total fees collected during the year as well as the amount already appropriated to the priority categories.

Proposal Evaluation

Open proposals must be submitted on a Technology Fee Proposal Form. Factors to be considered when evaluating these proposals will include:

- The total number of students who will be impacted if the proposal is funded.
- Is the funding of this proposal necessary for the program to provide essential elements of instruction to students?
- Is the project eligible for other funding sources? At the discretion of the group evaluating the proposal, some preference may be given to an area that can provide evidence of potential cost sharing with other fund sources.
- Does the project address a student defined need or request as identified by the student technology need analysis?
- Items classified as recurring costs must be related to infrastructure, projects required for essential areas of instruction, or in support of student requested projects.
- At the discretion of the group reviewing proposals, some preference may be given to proposals in which the division or department has a proven record of seeking and/or obtaining external funds.

The following guidelines should be adhered to when evaluating any type of proposal, priority or open proposals:

- All projects must have a direct impact on the student or be required to make other such projects possible.
- Emphasis will be given to projects which are identified by the students as an essential need or those that might increase the quality of educational experience.

Expenditures

- All expenditures from the Student Technology Fee Fund must be authorized by a majority of the Student Technology Fee Committee.
- Project Managers must follow the correct procedures outlined in the Student Technology Fee Procedures.

Audits

- LDCC will place all funds in a restricted account, limiting expenditures to those in full compliance with the Student Technology Fee Procedures.
- The College will conduct fiscal and compliance audits of the Student Technology Fee program as needed.
- The Director of Information Technology will regularly evaluate the program's effectiveness, reporting results to the Student Government Association and the Chancellor's Cabinet Advisory Board.

- Any noncompliance findings will be reported to the Chancellor for appropriate action.

Student Technology Fee Committee

The Student Technology Fee Committee will include faculty, staff, the Director of Information Technology (ex-officio) and at least one student to represent the student body.