

Student Activity Fee Allocation Committee Procedure	Procedure Number	4.10.2P
	Effective Date	December 19, 2014

1.0 POLICY AND PURPOSE

Laramie County Community College will implement the processes described in this procedure for the distribution of student activity fees consistent with the authority and decisions of the Board of Trustees. This process provides the financial base for opportunities to develop co-curricular activities to support classroom learning and to meet student needs and interests that would not be possible through state current fund support alone.

Student activity fees are designed to support student activities, organizations, and associations. The purpose of the Student Activity Fee Allocation Committee is to make recommendations to the Vice President for Administration and Finance about the student organizations that should receive student fee support and the level of assistance. Final approval of student activity fee allocations rests with the President. The approved allocation of student activity fees is reported to the Board of Trustees for informational purposes.

2.0 REVISION HISTORY

Adopted on: 12/19/14

3.0 PERSONS AFFECTED

Persons affected by this procedure are LCCC students.

4.0 DEFINITIONS

- A. *Student Code of Conduct* – Behavioral expectations listed as Statements of Student Rights and Responsibilities, Academic Code of Conduct and General Code of Conduct
- B. *Student* – Any person enrolled in credit bearing, courses offered by Laramie County Community College, either full time or part time
- C. *Student Employment* – Students employed through the federal work-study program or in positions available only to those enrolled in credit hours at LCCC, such as SGA, resident assistants, ambassadors, etc.
- D. *Student Activity Fees* – Student fees assessed for participation in a co-curricular or extra-curricular student activity at the College and/or a branch campus. This fee is allocated to the various co-and extra-curricular groups through a student Fee Allocation Committee of the Student Government Association annually.
- E. *Student Government Association* – Senators elected by the LCCC student body to represent each of the schools on campus

- F. *Good standing* – Having stayed within the yearly allocated SAFAC budget and complied with all campus policies and procedures
- G. *Co-Curricular* – Activities, programs, and learning experiences that complement what students are learning in the classroom. Co-curricular programs at LCCC include learning outcomes, assessment, and contribute to the College’s Institutional Competencies.
- H. *Student Groups* – Groups formed to enhance the educational, social, cultural, or recreational needs of students. Student organizations may be clubs, teams or programs and are defined below.
 - 1) Activity
 - a. May or may not receive General College Funding for regular-season competitive activities
 - b. Recruit students prior to arrival on campus
 - c. Recruiting budget
 - d. Scholarships available for students recruited to the Activity
 - e. Recruiting expectation on the part of the faculty
 - f. Performance based (i.e. _____ activity will produce _____ performances on campus each year; _____ activity is expected to compete in 6 national contests, etc.)
 - g. Dedicated Staff (full-time job and/or release time working with activity)
 - h. Members can “major” in any area on campus regardless of the activity recruiting them
 - i. SAFAC Funds some competition/performance travel
 - j. Fundraising encouraged for gear, special events, etc.
 - i. Examples: Speech and Debate, Livestock Judging, Choral Music, Theatre, Band, Livestock Show Team, Horse Judging, Ranch Horse Team, etc.
 - 2) Organizations
 - a. Student members are already on campus (no pre-enrollment recruitment)
 - b. Fundraising expectation for travel
 - c. No scholarship dollars
 - d. SAFAC funded
 - i. Examples: SAFE, Active Minds, Range and Wildlife, DECA, Rotaract, Collegiate Horsemen, Block and Bridle, International Ambassadors, etc.
 - 3) Association
 - a. Application requirement of some sort to become a member (not open to all) – example: job application, enrollment in an academic program to join, interview, election, registration in a class, etc.
 - b. Grouped in cohorts based on time of joining group
 - c. Some may fundraise (Nursing, Sonography, Automotive – Skills USA)
 - d. Some have accessed SAFAC funds for specific learning opportunities (Nursing, Sonography)
 - e. Some may have recruiting expectations specific to the program (Wind Energy, Auto Mechanics)
 - f. Examples: Nursing Club, Sonography Club, Surgery Tech, Wingspan, PTK, etc.
 - 4) Athletics
 - a. Recruit students prior to arrival on campus
 - b. Recruiting budget
 - c. Scholarships available for students recruited to Athletic Team – signed LOIs
 - d. Recruiting expectation on the part of the coaches/faculty
 - e. Performance based (i.e. _____ team is expected to compete in 6 national contests, etc.)
 - f. Dedicated Staff (full-time job and/or release time working with team)
 - g. Members can “major” in any area on campus regardless of the team recruiting them
 - h. Fundraising encouraged for gear, special events, etc.

- i. Abide by outside rules/regulations (NJCAA, NIRA)
 - i. Examples: Soccer, Basketball, Equestrian Team, Rodeo, Volleyball, Spirit Squad
- 5) Student Work Positions
 - a. Application/Hiring Process
 - b. Serve the entire student body (any student can apply)
 - c. Examples: Student Government, Campus Activity Board, RAs, Ambassadors

5.0 PROCEDURES

- A. Membership – Cheyenne Campus
 - 1) The voting members of the Student Activity Fee Allocation Committee are the Senators of the Student Government Association
 - 2) The non-voting members shall be:
 - a. Members-at-large of the Student Government Association
 - b. Student Government Association Advisors
 - c. Two (2) Faculty Representatives
 - 3) The Student Government Association Treasurer will chair the committee.
 - 4) Minutes of the Student Fee Allocation Procedure will be taken by the Student Government Association Secretary and kept by the Program Manager for Student Leadership and Involvement.
 - 5) A quorum shall consist of a majority of voting members and must be present before a formal vote is rendered.
 - 6) Members with a conflict of interest must declare the conflict and, although they can engage in discussion on the issue in which they have conflict, they will abstain from any vote on the issue.
- B. Albany County Campus
 - 1) The voting members of the Albany County Campus Student Fee Allocation Committee will be as follows:
 - a. The ACC Campus Activities Board President, Vice President and Treasure/Secretary
 - b. Two (2) Student Representatives appointed by the Director of Student Services ACC
 - 2) The non-voting members shall be:
 - a. Director of Student Services—ACC
 - b. Two (2) Faculty Representatives
 - 3) The Campus Activities Board President will chair the committee.
 - 4) Minutes of the Student Fee Allocation Procedure will be taken by the CAB (Campus Activity Board) and kept by the Director of Student Services—ACC.
 - 5) A quorum shall consist of a majority of voting members and must be present before a formal vote is rendered.
 - 6) Members with a conflict of interest must declare the conflict and, although they can engage in discussion on the issue in which they have conflict, they will abstain from any vote on the issue.
- C. Funding Criteria
 - 1) Student fees may be used to support student life, activities, clubs, and program cohorts which contribute to the overall mission and goals of the college.
 - 2) The group funded by student fees must demonstrate that they:
 - a. Enhance student health and/or welfare
 - b. Develop co-curricular activities with faculty/classes on campus to enhance classroom learning, including how those activities are assessed and how they link to Institutional Competencies

- c. Support social, cultural, or educational needs of students
- d. Enhance the college's image
- 3) In evaluating funding requests, the level of student participation, past accomplishments, and fundraising efforts will be three factors considered by Student Government Association.
- 4) The Committee will not entertain requests for student fee support from partisan political groups or sectarian religious groups.
- 5) Expenses for travel to regional or national qualifying competitions are not to be included in the regular budgeting process. Officially approved student organizations in good standing may request travel expenses for regional or national qualifying competitions once the team has qualified. Written requests should include all proposed expenses and should be submitted to Student Government Association. SGA will review and decide on the request in regular session. If SGA is not in session, the SGA advisors and faculty representatives shall review and determine appropriate funding approval.
- 6) The Committee will not consider any request for student fee support of any recruiting activity.

D. Funding Process

- 1) Student Government Association and the Director of Student Services-ACC will distribute budget request forms to student organizations the last week of the fall semester. SGA and Director of Student Services-ACC shall determine the budget time line for the allocation process and notify all advisors/coaches and division deans in the last week of the fall semester.
- 2) The Program Manager, Student Leadership and Involvement in Cheyenne and the Director of Student Services-ACC shall grant official recognition to student organizations.
- 3) Deans or Vice Presidents must approve SAFAC budget requests.
- 4) Budget proposals shall be distributed to SGA.
- 5) SGA and the ACC Student Fee Allocation Committee shall conduct budget hearings to entertain a formal presentation by each student organization.
- 6) SGA and the ACC Student Fee Allocation Committee shall distribute budget recommendations to all student organizations and the Vice President of Administration and Finance or designee.
- 7) SGA and the ACC Student Fee Allocation Committee shall entertain appeals from student organizations.
- 8) SGA's and the ACC Student Fee Allocation Committee's final budget recommendations, passed by a simple majority vote of the quorum, shall be considered at a formal meeting of SGA and the ACC Student Fee Allocation Committee. Recommendations shall be submitted to the LCCC President no later than the last week in April.
- 9) All meetings of SGA and the ACC Student Fee Allocation Committee in relation to SAFAC shall be open to the public and minutes shall be available upon request from Program Management for Student Leadership and Involvement.
- 10) Funds approved for any program under this policy will be administered by the College Accounting Services Office.
- 11) Any changes to this procedure will be recommended by the LCCC Student Government Association, the ACC Student Fee Allocation Committee and the Director of Student Services – ACC, and the Dean of Students. Final approval will be through College Council.

E. Funding Levels


- 1) The Student Government Association and the ACC Student Fee Allocation Committee shall limit its total funding recommendations to 92 percent of the latest estimate of student fee

receipts available for allocation as projected by the Vice President of Administration and Finance or designee.

- 2) The Committee’s total budget recommendations will include allocations of up to 92% of the projected student fee receipts available for allocation. At least 8% of the projected student fee receipts will be allocated to cash contingency reserves. Any revenue remaining at the end of each fiscal year in excess of actual expenditures will be included in the balance fund.
- 3) After the regular funding process has taken place, supplemental requests from funded clubs or organizations or initial requests from non-funded student organizations or programs will be considered upon request to Student Government Association in Cheyenne or the Director of Student Services- ACC if funds remain in the student fee contingency fund.

F. SGA and Employee Funding

- 1) The LCCC Student Government Association will be funded by an allocation percentage based on a three year analysis of total funding tax off the top of the fees collected for student activities. As the governing body for the LCCC students and the members of the Student Fee Allocation Committee, the Student Government Association will be under the same spending restrictions as all organizations funded by student fees.
- 2) Two LCCC employee positions/budgets are funded by student fees – Program Manager, Student Leadership and Involvement, and the Program Manager, Campus Activities and Multicultural Engagement. As these positions oversee the SAFAC process, monitor SAFAC spending, train and manage the student organizations on campus, and train the student leaders on campus, a consistent funding source is required to maintain consistency. These budgets will be based off of the 2013 SAFAC funded amounts and increase or decrease based on the percentage change in enrollment and the correlating student fees collected.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Danielle Saulsberry, Program Manager, Student Leadership and Involvement Jill Koslosky, Dean of Students Carol Hogle, Administration and Finance Vice President Nycole Courtney, Albany County Student Services Coordinator	11/1/14
Approval by President's Cabinet		11/11/14
Ratified by College Council	Chad Marley, College Council Co-chair	12/9/14
Approval by President (Signature)		12/19/14