

WALLA WALLA COMMUNITY COLLEGE
GUIDELINES FOR STUDENT PROGRAMS AND ACTIVITIES FEE
ADMINISTRATIVE POLICY 7500

1.00 GENERAL STATEMENT--STUDENT PROGRAMS AND ACTIVITIES

The following general policy and guidelines covering operations of student programs and activities by community college districts are provided as a means of facilitating an appropriate sharing of responsibilities and decision-making opportunities among the officially recognized student governmental organizations and the district board of trustees or their designees who are accountable for effective administration of college functions.

It is expressly recognized that RCW 28B.15.041 grants to each local board of trustees the final authority to determine the permissible uses of the services and activities fees, consistent with the law. Therefore, these guidelines are intended to be statements of general policy which will serve as recommendations, as distinguished from rules and regulations which have the force and effect of law and involve sanctions for violations.

The uses of services and activities fees will vary from district to district and from campus to campus, as well as from any given year to another. Such diversity is to be viewed as consistent with the community college system and functions and should be encouraged within the parameters of these guidelines.

The value of the varied educational experience for students in program determination and budget development requires that students be involved in such development processes from inception to adoption. The process developed at each institution should recognize the unique qualities of the learning experiences available in each campus community and provide the recognized student government every possible opportunity to influence such program and budget decisions made by the board of trustees.

A yearly budget for the expenditure of services and activities fees in support of student programs should be prepared by a services and activities fee committee. Such budget should be submitted to the college administration and the administration shall respond in writing to the proposals of the committee. Then a cooperative effort should culminate in a joint recommendation to the board of trustees. In the event that such agreement does not come about, the services and activities fee committee and administration will present their own programs and budgetary recommendations directly to the board of trustees.

2.00 DEFINITIONS

To enhance the effective administration of student programs and activities and the fees assessed for such purposes, the following definitions are provided for the description of these programs at Walla Walla Community College.

- 1) "Services and activities fees committee" means a committee on which students shall hold at least a majority of the voting memberships, such student members to be recommended by the student government association.
- 2) "Student government association" means the student body officially recognized by the board of trustees as the established representative of all students enrolled at Walla Walla Community College.

- 3) "Student programs and activities" means functions recognized by the student government association and formally authorized by the board of trustees of Community College District No. 20.

3.00 GUIDELINES FOR OPERATING STUDENT PROGRAMS AND ACTIVITIES

The following guidelines are provided for the use of the district board of trustees, the services and activities fees committee, and the college administration in establishing programs and activities and the appropriate uses of all revenue produced by assessing student "services and activities fees" as defined by RCW 28B.15.041 and/or other revenue produced by student activities or programs.

- 1) Student programs and activities should be operated under regulations and procedures officially adopted by the district board of trustees.
- 2) Regulations and procedures to be submitted to the board of trustees should be a cooperative effort between the services and activities fees committee, the college administration, and the professional staff having direct responsibility for the conduct of student programs and activities.
- 3) The procedure developed for each campus should contain the following operational characteristics:
 - a) Opportunities should be provided for all members of the campus/district community to submit budget proposals to the services and activities fees committee.
 - b) A yearly review and evaluation of existing and proposed programs as a regular part of the budgeting process.
 - i. Provision for implementing of new programs.
 - ii. Provision for discontinuance of existing programs.
 - iii. Provision for the division and/or distribution percentage of services and activities fees collections.
 - c) Cooperative establishment of revenue and expenditure levels.
 - d) Initial responsibility for program prioritization, development, and preliminary budgeting should reside with the services and activities fees committee.
 - e) Cooperative review and refinement of the student services and activities fees committee recommendations to the board of trustees.
 - f) Provide the opportunity for a student representative of the services and activities fees committee to present the committee's program and budget recommendations to the board of trustees.
 - g) Provide that the governing board shall address areas of difference between the committee recommendations and the administration's budget recommendations presented for adoption by the board.
 - h) Following approval by the board of trustees of the programs and budget for expenditure of services and activities fee revenue, copies should be made available to interested parties.
 - i) Funds collected or revenues produced by or through student programs and activities, or fee collections, shall be deposited with and expended through the office of the chief fiscal officer of the college/district and/or campus.
 - j) Funds collected and expended in conjunction with student programs and activities are subject to the applicable policies, regulations, and procedures of district boards of trustees, the State Board, and the Budget and Accounting Act.

- k) With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.
- l) When authorized and approved in a manner consistent with these guidelines, student services and activities fee revenue may be used for, but shall not be limited to, the additional following purposes:
 - a) Social events, seminars, workshops, retreats, and conferences; student government association; professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate sports.
 - b) Equipment, supplies and materials required for the operations of student programs and activities.
 - c) Travel and per diem for students and professional staff members participating in student programs and activities.
 - d) Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
 - e) Dues for institutional memberships in recognized student governmental or activities organizations; provided that the legality of such expenditures is first established in consultation with the legal advisory of the college.
 - f) Salaries and compensation to students.

4.00 LIMITATIONS

- 1) Salaries of professional employees in tenurable positions and permanent classified civil service employees should not be paid from services and activities fee revenue.
- 2) Services and activities fees should not be used to fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.

<p>Policy Contact: <u>Vice President, Student Services</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: <u>November 20, 1980</u></p> <p>Last Reviewed/Revised on: _____</p>
