

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 Senior 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. *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.
- B. *Good standing* – Having stayed within the yearly allocated SAFAC budget and complied with all campus policies and procedures.
- C. *Student* – Any person enrolled in credit bearing, courses offered by Laramie County Community College, either full time or part time.
- 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 Code of Conduct* – Behavioral expectations listed as Statements of Student Rights and Responsibilities, Academic Code of Conduct and General Code of Conduct

F. *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.

G. *Student Government Association* – Senators elected by the LCCC student body to represent each of the Pathways and the Laramie Campus

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. Receives 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. following the Fundraising procedure [9.11P](#).
 - i. Examples: Livestock Judging, Livestock Show Team, Equestrian Team, 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, Rotaract, Block and Bridle, International Students Club, STEAM Club, Skills USA, CCA Club, Theatre Club, 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, Radiography, etc.)
- d. Some have accessed SAFAC funds for specific learning opportunities (Nursing, Sonography, etc.)
- e. Some may have recruiting expectations specific to the program ()
- f. Examples: Nursing Club, Sonography Club, Surgery Tech, Phi Theta Kappa, 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, Rodeo, Volleyball, etc.
- 5) Student Work Positions
- a. Application/Hiring Process
 - b. Serve the entire student body (any student can apply)
 - c. Examples: Student Government, Campus Activities Board, Resident Assistants, 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 Activities Fee Allocation Procedure will be taken by the Student Government Association Secretary and kept by the Director of Student Engagement.
 - 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. Membership -- Laramie Campus
- 1) The voting members of the Laramie Campus Student Fee Allocation Committee will be as follows:
 - a. The Laramie Campus SGA Vice President of the Laramie Campus, and the Laramie Campus SGA Senator
 - b. Up to two (2) Student Representatives appointed by the Manager of Student Services Laramie Campus
 - 2) The non-voting members shall be:
 - a. Manager of Student Services—Laramie Campus
 - b. Two (2) Faculty Representatives
 - 3) The SGA Vice President of the Laramie Campus will chair the committee.
 - 4) Minutes of the Student Fee Allocation Procedure will be taken by the Laramie Campus SGA Senator and kept by the Manager of Student Services—Laramie Campus.
 - 5) A quorum shall consist of a majority of voting members.
 - 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/initiative funded by student fees must demonstrate that they/it:
 - 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, official charter approval, the level of student participation, past accomplishments, and fundraising efforts will be four factors considered by Student Government Association.
 - 4) 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 Dean of Students shall review and determine appropriate funding approval.
 - 5) The Committee will not consider any request for student fee support of any college enrollment focused recruiting activity.

D. Funding Process-Cheyenne Campus

- 1) Student Government Association will distribute budget request forms to student organizations at the beginning of the spring semester. SGA shall determine the budget timeline for the allocation process and notify all advisors/coaches and division deans in the last week of the fall semester.
- 2) The Director of Student Engagement in Cheyenne shall grant official recognition to student organizations per procedure 3.12P.
- 3) Deans or Vice Presidents must approve SAFAC budget requests.
- 4) Budget proposals shall be distributed to SGA.
- 5) SGA shall conduct budget hearings to entertain a formal presentation by each student organization.
- 6) SGA shall distribute budget recommendations to all student organizations and the Senior Vice President of Administration and Finance or designee.
- 7) SGA shall entertain appeals from student organizations.
- 8) SGA's final budget recommendations, passed by a simple majority vote of the quorum, shall be considered at a formal meeting of SGA. Recommendations shall be submitted to the LCCC President no later than the last week in April.
- 9) All meetings of SGA in relation to SAFAC shall be open to the public and minutes shall be available upon request from the Director of Student Engagement.
- 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 Laramie Campus Student Activities Fee Allocation Committee and the Manager of Student Services – Laramie Campus, and the Dean of Students. Final approval will be through College Council.

E. Funding Process – Laramie Campus

- 1) Laramie Campus SGA Vice President, senators or the Manager of Student Services – Laramie Campus will distribute budget request forms to student organizations.
- 2) The Manager of Student Services – Laramie Campus will grant official recognition to student

organizations per procedure 3.12P and may grant exceptions on a case-by-case basis to other requestors such as faculty and staff.


- 3) Deans or Vice Presidents must approve SAFAC budget requests.
- 4) Fund requests shall be distributed to members of the Laramie Campus Student Fee Allocation Committee and determine awarding status within ten (10) business days of receiving the request. A simple majority vote of the quorum of the committee will determine if funds are awarded.
- 5) Applicants will be notified by the Manager of Student Services within ten (10) business days of applying as to the decision of the request.
- 6) All meetings of the Laramie Campus Student Allocation Committee shall be open to the public and minutes shall be available upon request to the Manager of Student Services – Laramie Campus.
- 7) Funds approved for any program under this policy will be administered by the College Accounting Services Office.
- 8) Any changes to this procedure will be recommended by the LCCC Student Government Association, the Laramie Campus Student Activities Fee Allocation Committee and the Manager of Student Services – Laramie Campus, and the Dean of Students. Final approval will be through College Council.

F. Funding Levels

- 1) The Student Government Association and the Laramie Campus Student Activities 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 Senior 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 Manager of Student Services- Laramie Campus if funds remain in the student fee contingency fund.

G. 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 Activities Fee Allocation Committee, the Student Government Association will be under the same spending restrictions as all organizations funded by student fees.
- 2) Three LCCC employee positions/budgets are funded by student fees – Director of Student Engagement , Specialist of Student Engagement, and Manager of Student Services—Laramie Campus. 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 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