

## COMMUNITY COLLEGES OF SPOKANE

# DISTRICT-WIDE GOVERNANCE MODEL FOR SERVICES AND ACTIVITIES FEES

### PROCEDURES FOR DETERMINING:

- *S & A FEE AMOUNT CHARGED TO STUDENTS*
- *DISTRIBUTION OF S & A FEE REVENUE TO BUDGET CATEGORIES*

**ARTICLE I**  
**INTRODUCTION**

The purpose of this document is to establish guidelines and procedures governing the establishment and funding of programs supported by Services and Activities (S & A) Fees throughout Community Colleges of Spokane (CCS). S & A Fees are collected during registration as a portion of the normal tuition and fee payment. S & A Fees and related revenues are subject to the applicable policies, regulations and procedures of CCS and the Budget and Accounting Act, Chapter 43.88 RCW.

Upon approval of the board of trustees (board), these fees are used to fund the various student programs located at each college and the Institute for Extended Learning (IEL) that include, but are not limited to, the major budget categories of the Associated Student Activities (ASA), Instruction Related Programs (IRP), Athletics, Student Building Funds, and Student Loan Funds.

Throughout this document, funding guidelines and procedures will be addressed in a general fashion. Specific budgeting procedures for both colleges, IEL and athletics are included as separate addenda. The addenda are an integral component of this document.

The adoption of these guidelines by the board assures CCS compliance with the laws of the state of Washington as of the revision date.

**ARTICLE II**  
**DEFINITIONS**

As used in this manual, the following words and phrases shall mean:

**“Appropriate institution” shall mean Spokane Community College (SCC), Spokane Falls Community College (SFCC), the Institute for Extended Learning (IEL), or any other organizational entity that may be created by the Board.**

**"Board"** or "governing board" shall mean the Board of Trustees of Washington State Community College District 17 (the latter clause hereafter called "CCS").

**"College"** shall mean Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning as defined in CCS Board Policy 1.50.01.

**"College administration,"** unless otherwise designated, shall mean the duly appointed president of any college (or designee) or IEL's executive vice president (or designee).

**“CCS”** shall mean Community Colleges of Spokane.

**"District"** shall mean CCS.

**"District administration,"** unless otherwise designated, shall mean the Chancellor/CEO (or designee) of CCS.

**"District Council"** shall mean an advisory body to the Chancellor/CEO.

**“IEL Student Leadership Council”** shall mean a representative group of students from educational centers throughout the Institute for Extended Learning.

**“S & A”** shall mean Services and Activities Fees as defined in chapter 28B.15.041 RCW. S & A fees include fees charged to all students registering at the state’s community colleges for the express purpose of funding student activities and programs of CCS.

**“S&A Committees”** shall mean each institution’s committee wherein students hold a majority of the voting membership. Institution membership is defined in addenda A, B, C, and D.

**“DAC”** shall mean District Athletic Committee.

**“DS AFC”** shall mean District Services and Activities Fee Committee.

**“IEL Student Leadership Council”** shall mean IEL center student representatives.

**“JS AFC”** shall mean the Spokane Falls Community College Joint Services and Activities Budget Committee.

**"Student government or governing organization or student advisory committee"** shall mean Associated Student Government or designee.

## **ARTICLE III** **GUIDELINES FOR S & A FUNDS**

### **GENERAL GUIDELINES**

1. The responsibility for proposing program priorities and budgets that derive funds from S & A shall reside with appropriate S & A Committees on which students hold a majority of the voting membership. (See Addenda A, B, C, and D.)
2. Membership on the S & A Committees shall be made in accordance with the respective addenda.
3. S & A Committees shall provide an opportunity for all viewpoints to be heard during their consideration of the funding of student programs and activities.
4. Addendum A, Spokane Community College Budget Procedures; Addendum B, Spokane Falls Community College Budget Procedures; Addendum C, District Athletic Budget Procedures; and Addendum D, Institute for Extended Learning Budget Procedures are integral components of this document.

### **BUDGET DEVELOPMENT PROCESS**

1. S & A Committees shall submit annual budget recommendations for the expenditure of S & A, with supporting documents to the college administration. Institution budget guidelines shall be utilized for budget development.
2. The college and district administration shall review the S & A committee's budget recommendation. If approved, the administration will submit the budget to the Board for final approval.
  - a. If the administration has disagreement with the proposed budget, a written response to the S & A Committee will be provided by the administration. The response shall outline any differences between the committee's recommendations and the administration's proposed budget recommendations.
  - b. In the event of a dispute over any S & A Committee recommendation, the college and district administration shall meet with the committee in a good faith effort to resolve the dispute prior to submittal of the final budget recommendations to the board.
  - c. If a dispute develops and it is not resolved within 14 days, a Dispute Resolution Committee shall be convened by the chair of the District Services and Activities Fee Committee (DSAFC) within 14 days. The Dispute Resolution Committee shall be selected as follows: the appropriate institution administration shall appoint two nonvoting advisory members; the governing board shall appoint three voting members; and the DSAFC chair shall appoint three student members of the DSAFC who will have a vote, and one student representing the DSAFC who will chair the Dispute Resolution Committee and be nonvoting. The committee shall meet in good faith and settle by vote any and all disputes. In the event of a tie vote, the chair of the Dispute Resolution Committee shall vote to settle the dispute. (See RCW 28B.15.045). The outcome of the Dispute Resolution Committee shall be provided to the appropriate institution administration, the CCS chancellor/CEO and the board.
3. The board shall address areas of difference between S & A Committee's recommendations and the administration's budget recommendations presented for adoption before adopting a final budget. Appropriate student representatives shall have the opportunity to reasonably address the board concerning any such differences.

## BUDGET IMPLEMENTATION AND EXPENDITURE AUTHORITY

1. Once the budget for expending S & A fees is approved by the board, funds shall not be shifted between major budget categories, (i.e. Associated Student Activities, Instruction Related Programs, Athletics, Student Building Funds, Student Loan Funds, etc.) until one of the following is accomplished:
  - a. The funds are needed for bond covenant obligations; or
  - b. The college administration provides written justification to the S & A committee and the board;  
or
  - c. The board gives its express approval; or
  - d. The appropriate student governing organization gives its express approval.

*In any event, final approval for any such changes shall rest with the board.*

2. CCS Procedures *for Budget Control and Cash Handling for Student Governments*, Section II govern the use of S&A fees at CCS and shall be followed in conjunction with these guidelines and institution guidelines. The CCS procedures are located on the internet at <http://ccs.spokane.edu>. The procedures address the use of S & A fees collected that exceed initially budgeted amounts as well as other sources of income such as gate receipts, contributions, or special fund raising generated by any recognized student organization that become state funds and must be administered in accordance with the laws of the state of Washington and CCS financial procedures.
3. Funds generated are deposited in the specific budget as directed by the appropriate S & A Committee. Unspent revenues are credited to the appropriate major budget category general fund at the end of the fiscal year or as defined in the "*Procedure for Budget Control and Cash Handling for Student Governments.*"
4. Fundraising activities may be conducted to support student clubs and activities. The proceeds shall not be used to inure to the benefit of an individual. The appropriate student activities administrator must approve all fund raising activities in advance. Regulated fundraising activities (i.e. raffles, casino nights, etc.) must be conducted in accordance with the regulations and licensing requirements of the Washington State Gambling Commission. Cash donations and non-cash gifts valued at \$500 or more should be made through the District 17, Community Colleges Foundation (Board policy 1.60.04).
5. All S & A accounts are subject to periodic audit by the state of Washington and/or the district business office. Information pertaining to S & A budgets shall be made available to interested parties.

## ARTICLE IV

### *SECTION 1. ASSOCIATED STUDENT ACTIVITIES PHILOSOPHY (ASA)*

ASA clubs and organizations exist as a means of providing meaningful programs that supplement the educational process by offering educational, social, cultural, and recreational activities for the general student body. These clubs/organizations are formed to fulfill a common interest of a group of students and will follow the appropriate Associated Student constitution procedures for membership.

Programs and events organized by ASA must take place outside of the classroom and are not generally associated with an instructional area. It is recognized that certain clubs may have a relationship with an instructional program even though it is not their primary purpose as an organization.

The student governing organizations of CCS are funded by S & A allocated to ASA. Each college, through its own Associated Student's constitution and philosophy of the institution, develops activities that meet the needs of their respective student body. S & A expenditures for programs devoted to political, economic, or religious philosophies shall result in the presentation of a spectrum of ideas.

The ASA program is supervised by the appropriate administrator or staff who shall have responsibility for implementing the program.

### *SECTION 2. INSTRUCTION RELATED PROGRAM PHILOSOPHY (IRP)*

It is recognized that certain organizations have as their primary purpose activities that are adjunctive to a specifically approved college instructional program and supplement the educational process by offering educational, cultural, social, and recreational programs. These organizations participate in activities which represent the district in approved instructional related program competition, perform regularly as an official college-sanctioned group before the public and/or provide a public relations function. These activities help promote the instructional program itself and general image of the district.

The IRP program is supervised by the appropriate administrator or staff who shall have responsibility for implementing the program. In accordance with established philosophy, the appropriate college budget committee (see Addenda) shall recommend funding and budgets to the college administration via the Student Senate/Council to assure continuity of specific programs from year to year. IRP funds will not provide direct financial support to the supplant instructional program.

IRP membership will follow the appropriate Associated Student's constitutional procedures.

### *SECTION 3: ATHLETIC PHILOSOPHY*

Intercollegiate athletic teams, intramurals, and the wellness program exist as a means of providing meaningful programs that supplement the educational process by offering educational, social, cultural and recreational activities for members of the student body. These teams and activities are organized to fulfill a common interest and the ability of students interested in pursuing these activities.

The district will offer a competitive, comprehensive sports program to the citizens of the district. The athletic programs of CCS have been consolidated into a district program where students of either campus can compete on any of the district athletic teams. The district believes that each individual and athletic team should strive for excellence and should be funded adequately to allow students the opportunity to compete at the highest degree of competition possible.

The athletic programs are supervised by the district athletic director who shall have responsibility for implementing the programs.

*SECTION 4: IEL PHILOSOPHY*

IEL student activities are provided to round out the programs created for this unique student body. Because of geographic remoteness and nontraditional student needs, the IEL provides the students with a mechanism to create programs relative to their locations yet within the guidelines and recommendations of the District S & A Committee.

The IEL Student Leadership Council identifies needs of the entire unit student body and implements a prioritized program of benefit to all.

Programs are administered by a designated CCS employee through student advisors as determined by the appropriate administrator.

**ARTICLE V**  
**DISTRICT SERVICES AND ACTIVITIES FEES COMMITTEE (DSAFC)**

**SECTION 1: DISTRICT S & A FEES COMMITTEE**

1. Purpose
  - a. To recommend college, IEL, and athletic allocation levels.
  
2. The DSAFC will:
  - a. Recommend changes in the total S & A collected by the district from each student.
  - b. Recommend changes in allocation of funds for college, IEL and athletic programs.
  - c. Make other S & A recommendations as deemed appropriate.
  - d. Meet at the request of the District Chief Financial Officer (CFO).
  
3. Membership
  - a. The DSAFC shall be composed of twenty (20) voting members and one (1) non-voting member of which students will hold the majority (12). The chairman shall be elected by the membership.
  - b. Committee structure is as follows:

**DISTRICT SERVICES AND ACTIVITIES FEES COMMITTEE MEMBERSHIP**

	SCC	SFCC	IEL	DAC	Voting Member	TOTAL
<b>Students</b>	AS President	AS President	Student <sup>2</sup>	Student <sup>3</sup>	4	12
	Student <sup>1</sup>	Student <sup>1</sup>	Student <sup>3</sup>	Male Student <sup>5</sup>	4	
	Student <sup>2</sup>	Student <sup>2</sup>	Student <sup>3</sup>	Female Student <sup>5</sup>	4	
<b>Faculty</b>	Faculty <sup>4</sup>	Faculty <sup>4</sup>	Faculty <sup>4</sup>	Faculty <sup>7</sup>	4	4
<b>Administrators</b>	Appropriate Administrator	Appropriate Administrator	Appropriate Administrator	Athletic Director	4	4
<b>Total</b>	5	5	5			
<b>District</b>	CFO <sup>6</sup>				0	1
<b>TOTAL MEMBERSHIP</b>					<b>20</b>	<b>21</b>

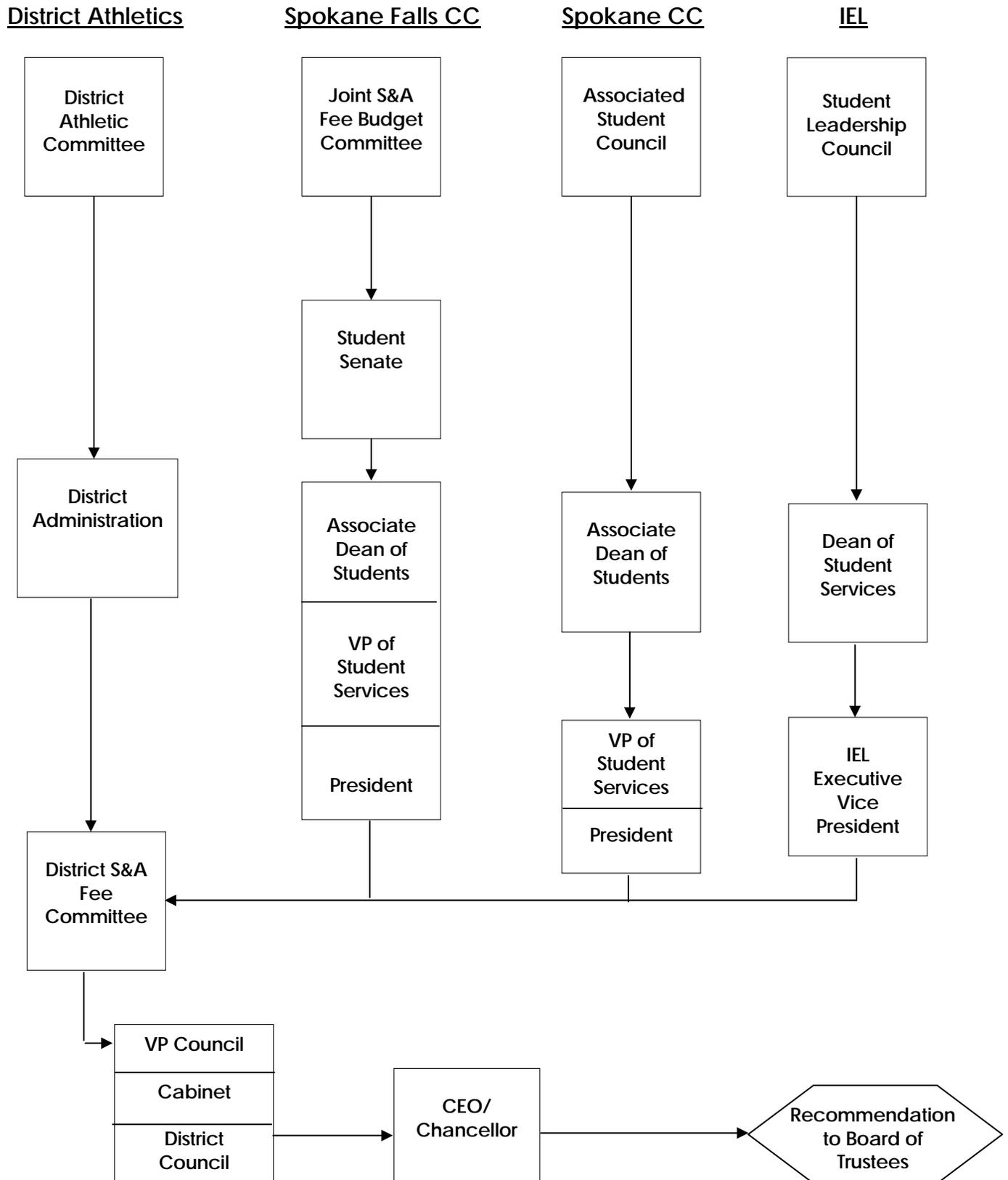
**Footnotes:**

- <sup>1</sup> Elected by Student Senate/Council
- <sup>2</sup> Elected by Student Activities Board/Council and approved by Student Senate/Council
- <sup>3</sup> Selected from IEL Student Leadership Council
- <sup>4</sup> Appointed by the respective institutions designee in consultation with AHE and AS Presidents (need not be a club advisor)
- <sup>5</sup> Three students previously approved by student governments to District Athletic Committee (DAC)
- <sup>6</sup> Ex Officio
- <sup>7</sup> Elected by members of the DAC

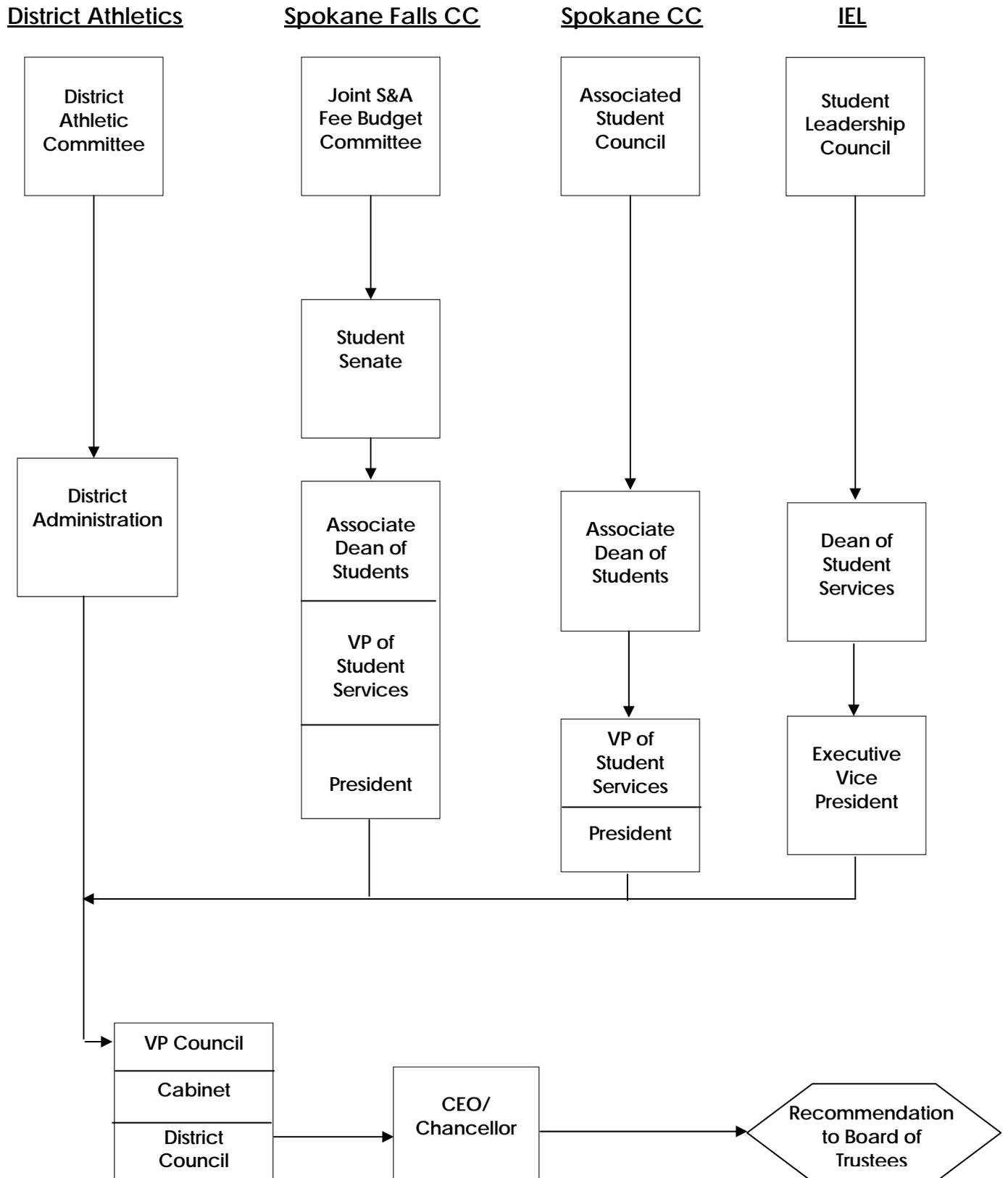
**Note:**

1. Administration, faculty, and student selections should occur three weeks prior to the first meeting of the DSAFC or within three weeks of a vacancy.
2. The term of office shall terminate at the end of the academic year in which the appointment is made.

## Process for Recommending Changes and Allocation of S&A Fees



## Process for Recommending Budgets of S&A Fees



**ADDENDUM A**  
**SPOKANE COMMUNITY COLLEGE**  
**BUDGET PROCEDURES**

I. INTRODUCTION

The SCC Associated Student Government is responsible for proposing financial procedures and guidelines for the budgeting of S & A under its control (ASA, IRP, Building Fund).

Two finance committees (ASA and IRP) are assigned the annual responsibility of submitting budget recommendations to the Associated Student Council for approval. Student members of the finance committees are appointed by the Associated Student Council.

II. ASSOCIATED STUDENT ACTIVITIES (ASA)

A. A portion of the S & A is allocated for use by the various clubs/organizations designated as Associated Student Activities.

B. ASA Finance Committee

C: **Membership**

1. Student representation
  - a) Director of Administrative Services
  - b) ASC/SAC members
2. Associate Dean of Student Services                      Ad Hoc

NOTE: At the discretion of the Associated Student Council, the entire council as a group may serve as the Finance Committee in order to expedite the budgeting process.

3. Final budget recommendations of the finance committee are submitted to the Associated Student Council for approval prior to submission to the administration and board.

III. INSTRUCTION RELATED PROGRAMS (IRP)

A. A portion of the S & A is allocated for use by the various clubs designated as Instruction Related Programs.

B. IRP Finance Committee

The Instruction Related Program Executive Committee serves as the finance committee for IRP clubs.

C: **Membership**

1. Student representation    3
  - a) Associated Student President                                      (1)
  - b) IRP Representative    (1)
  - c) At-large representative    (1)
2. Faculty representation    1

Elected by IRP advisers    (1)
3. Administrative Representation                                      1

Appointed by college president                                      (1)
4. Assistant Dean of Student Services                                Ad Hoc

D: Final budget recommendations of the IRP Finance Committee are submitted to the Associated Student Council for approval prior to submission to the administration and board.

**ADDENDUM B**  
**SPOKANE FALLS COMMUNITY COLLEGE**  
**BUDGET PROCEDURES**

I. INTRODUCTION

S & A allocated to SFCC will be dispersed to major program budgets (AS, IRP, Building fund, etc) by the Joint S/A Fee Budget Committee (JSAFBC). The JSAFBC will formulate specific budget guidelines, evaluate proposed and existing programs, review individual programs budgets, submit recommendations to the college administration, via the student Senate, and assume other responsibilities as deemed appropriate.

II. MEMBERSHIP

A. The JSAFBC shall be composed of seven (7) voting members of which students will hold the majority. The chairman shall be elected by the membership.

B. Student representation	<u>4</u>
1) Associated Student President	(1)
2) Associated Student Treasurer	(1)
3) IRP Representative elected by IRP members	(1)
4) AS Representative elected by AS CLUB members	(1)

C. Faculty representation	<u>2</u>
1) Elected by IRP Advisers	(1)
2) Elected by AS Advisers	(1)

D. Administrative Representation	<u>1</u>
Associate Dean, Student Funded Programs	

E. Election will take place within the first three (3) weeks of fall quarter.

III. Associated Student Clubs and Instruction Related Organizations will follow JSAFBC guidelines and procedures outlined in SFCC Student Organizations Advisor Handbook and Activity Guidelines, Rev., for fiscal management and expenditure of budgeted funds.

IV. Representatives to the DSAFC will be appointed in accordance with Article V of this *document District-Wide Governance Model for Services and Activities Fees*.

V. All activities of the JSAFBC are subject to review by the Vice President of Student Services.

VI. Final budget recommendations are submitted to the Associated Student Council for approval prior to submission to the administration and the board.

## ADDENDUM C DISTRICT ATHLETIC BUDGET PROCEDURE

### I. INTRODUCTION

The district athletic program will be administered by the district director of athletics following the recommendations of the District Athletic Committee (DAC) for preliminary budget approval. The recommendations of the District Athletic Committee will be presented to the district athletic director, district administration and the board for final approval. The thirteen (13) person committee will be selected in fall quarter for the academic year.

### II. MEMBERSHIP 13 total positions

#### A: **Students**

- |  |   |
|--|---|
| 1. SCC - AS Executive Vice President                             | 1 |
| SFCC - AS Academic Vice President                                | 1 |
| <br>   |   |
| 2. Two (2) student athletes each campus:<br>one male, one female | 4 |

NOTE: Must be approved by Student Government

- |                                      |   |
|--------------------------------------|---|
| 3. One (1) student at large from IEL | 1 |
|--------------------------------------|---|

*Total Students* 7

#### B: **Faculty**

- |   |   |
|---|---|
| 1. One (1) faculty each campus (SCC & SFCC) | 2 |
|---|---|

NOTE: Appointed by the respective college president in consultation with AHE and AS Presidents.

*Total Faculty* 2

#### C: **Administration**

- |   |  |
|---|--|
| 1. One (1) administrator each campus (SCC & SFCC) |  |
| 2. One (1) administrator from IEL                 |  |

NOTE: Appointed by the respective College President/Executive Vice President in consultation with the District Athletic Director.

*Total Administration* 3

#### D: **Chairperson**

NOTE: The chairperson shall be the District Athletic Director.  
The chairperson will vote only to resolve a tie vote.

*Chairperson* 1

### III. DISTRICT S & A FEES COMMITTEE APPOINTMENTS

- |   |  |
|---|--|
| A. Three (3) students elected by members of the DAC |  |
| B. One (1) faculty elected by members of the DAC    |  |
| C. One (1) District Athletic Director               |  |
| In accordance with Article V                        |  |

### IV. Final budget recommendations are submitted to the district administration and the board.

**ADDENDUM D**  
**INSTITUTE FOR EXTENDED LEARNING**  
**BUDGET PROCEDURES**

I. Introduction

Recommendations for S & A Budget Committee will be made by members of the IEL Student Leadership Council and will follow the "Process for Recommending Budgets of S & A fees" in these guidelines. The Student Leadership Council (S & A Budget Committee) will be comprised of a representative student group and be minimally comprised of the membership identified below. The IEL S & A program will be administered by the Dean of Students.

The recommendations of the IEL Student Leadership Council will be made to the executive vice president, district administration, and the board for final approval. The five (5) member committee will be selected fall quarter for the academic year.

II. IEL Student Leadership Council (S/A Budget Committee) 5

A. Students

- |                                    |   |
|------------------------------------|---|
| 1. Northern Counties               | 1 |
| 2. Whitman Center                  | 1 |
| 3. Adult Education Center/Hillyard | 1 |

B. Faculty/Advisor - selected unit wide 1

C. Administrator – Dean of Student Services 1

D. The chairperson shall be selected by vote at a designated meeting in the fall for that year. The chairperson will be a voting member.

III. District S & A Committee will be comprised of the same representative group as the IEL Student Leadership Council (S & A Budget Committee).

IV. Final budget recommendations of the IEL Student Leadership Council are submitted to the IEL administration and board.