

CCS Administrative Procedure

5.05.01-H Student Services and Activities Fees

Implementing Board Policy [5.05.01](#)

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1.0 Purpose

Student Services and Activities (S&A) fees are assessed by Community Colleges of Spokane by authority of the legislature and under approval of the Board of Trustees for the express purpose of funding student services and programs. A formal Services and Activities Fees Committee is responsible for proposing S&A fee rates, program priorities and budget levels to Administration and Board of Trustees. The Board of Trustees and Administration have responsibility to provide the guidance and advice necessary to protect the stability of programs that benefit students. This administrative procedure outlines the CCS processes to manage S&A Fees in compliance with statutory guidelines.

2.0 Limitations and Requirements

The Washington State legislature provides detailed guidance on establishing and funding programs from S&A fees; roles and responsibilities of the Board, Administration, and S&A Fees Committee; and the processes by which program and budget recommendations are developed and presented for approval. Legal precedent also bears heavily on defining allowed and disallowed uses of S&A funds.

3.0 District Services and Activities Fees Committee

- 3.1 Responsibility for establishing the proposed annual S&A Fee rates and associated expenditure budgets is focused on the S&A Fees Committee, on which students hold a majority of the voting memberships. Voting membership consists of four students with one representing the rural areas, one faculty, and one administrator from each college and three students, one faculty, and one administrator from the CCS Athletic Program. District representatives have non-voting advisory roles. A representative of the District business office provides fiscal advice to the committee.
- 3.2 The Chair of the committee is elected from the membership. Student members represent diverse student interests, and are recommended by the student government associations and CCS athletics programs.
- 3.3 Student representatives are responsible for ensuring broad and open discussion of S&A rate setting and budget planning through their respective colleges and the CCS athletic programs.

4.0 Services and Activities Fees

CCS recognizes four primary categories of student activities funds:

- 4.1 *Student Activities and Programs.* Clubs and organizations conduct instructional, social, cultural and recreational activities for the student body that may take place in or outside the classroom. S&A expenditures for programs devoted to political, economic, or religious philosophies result in the presentation of a spectrum of ideas. These funds cannot supplant college operating funds in the operation of instructional programs. Clubs, organizations and activities are supervised by the appropriate administrator or staff and/or faculty advisors.
- 4.2 *Athletics.* Student S&A fees provide the majority of funding for CCS intercollegiate athletic teams, intramurals, and wellness programs. These programs supplement the educational process by promoting health and physical well-being, teamwork, leadership, and recreation. The CCS athletic director supervises and has responsibility for implementing athletic programs.

- 4.3 *Student Loan Fund.* 3.5% of S&A fees are dedicated to a statutorily established financial aid fund.
- 4.4 *Student Building Fund.* Students may designate a portion of S&A fee revenue to purchase furniture and equipment for informal or non-instructional spaces. Such “special projects” may be single or multiple-year efforts, and must be approved as such by both student government organizations and the Board of Trustees. Students may also propose designation of multiple-year funds to save up for larger or long-term projects. Such funds should be designated and held in unique accounts. Once a contractual obligation is made against those funds, student government organizations in subsequent years may not realign or shift those funds until all obligations are met, outstanding charges are paid, and the Board approves the change.

5.0 Management of Services and Activities Fee Funds

- 5.1 S&A fees and revenues generated by programs and activities funded by such fees are deposited and expended through the office of the chief financial officer. Expenditures are subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, Chapter [43.88 RCW](#).
- 5.2 The Board of Trustees has the express and exclusive authority to approve budgets and govern the use of S&A fees. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for S&A fees. At CCS, management of S&A fees is the responsibility of the established student government organizations, under the oversight of college and district administration, and CCS athletics, under the chancellor.
- 5.3 Any service and activities fees collected which exceed initially budgeted amounts are subject to the processes established by statute and this procedure. In general, they may either be held until budgeted for expenditure in subsequent years, or the board may be asked during the budget approval process to approve their use for specific purposes identified in proposed budgets.
- 5.4 S&A fees are managed as revenue accounts. Proposed budgets are plans based on estimates of revenue to be collected during the course of the academic year. Managers are expected to monitor revenues and adjust expenditures accordingly to prevent overspending. This may mean foregoing approved budgeted items, so as budgets are created, contingencies and priorities should be considered in the planning process. In extraordinary circumstances, if access to unbudgeted reserves is needed, supplemental requests may be made of the Board, with administration approval.
- 5.5 Revenue from fundraising activities supported by state funds is deposited in the respective activity or program budgets. “Privately” raised funds (raised through activities without support by state funds) are deposited in separate college accounts. Funds raised for approved charities or to be held for other organizations are held in trust accounts and not commingled with state funds. The Board of Trustees retains authority over these funds, and expenditures must be made in accordance with established guidelines. See section 8.0, below.
- 5.6 Amounts unspent in a given year will be carried forward in a general account. Unless those funds were designated for approved multi-year programs or projects, they must be re-budgeted and their expenditure approved by the Board of Trustees. Carryforward balances should not be maintained for undesignated purposes. Aside from prudent reserves or approved multi-year projects, they should be budgeted for expenditure so that the students paying the fee realize the benefit of the revenue.

- 5.7 All information pertaining to S&A fees are made available to interested parties. Annually, by September 30, the college S&A fee managers will post S&A fee budgets and prior-year expenditures on the College web site so that the information is clearly visible and accessible to students and public. At a minimum, the S&A fee budget information must include all of the major categories of expenditure and the amounts expended in each category.

6.0 Fee Rate Determination and Budget Development Process

- 6.1 Responsibility for proposing S&A fee expenditure budgets to the administration and Board of Trustees resides with the District S&A Fees Committee. The Board has the ultimate authority to approve proposed budgets.
- 6.2 The District S&A Fees Committee has three core tasks:
- 6.2.1 Determine the S&A fee rate to be charged for the subsequent academic year (within the maximum established by the State Board for Community and Technical Colleges), consistent at both CCS colleges.
 - 6.2.2 Determine the distribution of the components of the S&A fee revenue for the coming academic year. Athletic and student loan components shall be consistent at both CCS colleges.
 - 6.2.3 Create planning budgets based on the fee rate, distribution of S&A fee components, and forecast revenues, to be used by the colleges and CCS athletics to plan expenditures for the subsequent academic year.
- 6.3 S&A fee revenue comprises the majority of athletic program funding for the district. CCS has a commitment to the Northwest Athletic Association of Community Colleges (NWAACC) to field athletic teams, so stable funding is essential to these programs. Therefore, any proposal to substantially change funding of athletics programs requires a one-year preparation period and a confirming vote by the next consecutive convening of the District S&A Fees Committee.
- 6.4 Each college's associated student government and the CCS athletics office will independently obtain student and administration approval of their respective budgets. The District S&A Fees Committee and District Office will then submit the recommendations for Cabinet review. Administration will provide a written response to the proposed budgets identifying any points of difference concerning the S&A Fees Committee proposals, allowing sufficient time for the committee to consider and respond to administration's concerns. Dispute resolution, if needed, is discussed below.
- 6.5 Following Cabinet review, the committee (or representative(s) thereof) will formally propose their budgets to the Board of Trustees and administration for approval.

7.0 Dispute Resolution

- 7.1 In the event of a dispute or disputes involving the S&A Fees Committee recommendations, the college administration will meet with the S&A Fees Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the board.
- 7.2 If a dispute is not resolved within fourteen days, a dispute resolution committee will be convened by the chair of the S&A Fees Committee within fourteen calendar days.
- 7.3 The committee will 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 will vote to settle the dispute.

- 7.4 The dispute resolution committee will be selected as follows:
- 7.4.1 The S&A Fees Committee chair will appoint three student members of the S&A Fees Committee who will have one vote, and one nonvoting student representing the S&A Fees Committee who will chair the dispute resolution committee.
 - 7.4.2 The Board of Trustees will appoint three voting members.
 - 7.4.3 District administration will appoint two non-voting advisory members.
- 7.5 The Board of Trustees may take action on those portions of the S&A fee budget not in dispute in accordance with the customary budget approval timeline. The board will consider the results, if any, of the dispute resolution committee and will take action in subsequent meetings.

8.0 Use of Student S&A Funds

- 8.1 Student S&A funds are considered “state funds” and, as approved by the Board of Trustees, may be used for a broad range of student activities and programs. Expenditures must meet all CCS policies and procedures and legal limitations established in law and legal precedent.
- 8.2 Expenditures on salary and benefits are permitted only the extent that the employees are engaged in student activities and programs, as opposed to normal maintenance and operations functions of the college. See the “Killian Guidelines” appended to the *CCS Student Services and Activities Fees Handbook* for examples of permitted expenditures.
- 8.3 S&A funds may not be used for any purpose not approved by the Board, or for any purpose that may be defined as “gifting” (such as contributions or donations). They may not be used for salaries of CCS employees not involved directly in support of student programs’ operations, or for programs, personnel, facilities, equipment and maintenance that are considered basic services provided by the college or supported by existing contracts.
- 8.4 If S&A funds are used to support lobbying activities through the student government association (as permitted by RCW 28B.15.610), those activities are governed by constraints on public agencies and reporting requirements in RCW 42.17A.635.

9.0 Revenues from Fundraising Activities

- 9.1 Fundraising activities and handling of cash must be conducted in compliance with the *CCS Treasurer’s Handbook, Procedures for Budget Control and Cash Handling for Student Organizations*.
- 9.2 In the case of fundraising projects that use S&A funds as “seed money,” revenue may be commingled with state S&A funds and expended within the limits of law and policy. These funds may be used to supplement annual budgets; unspent amounts may be carried forward to subsequent years.
- 9.3 Funds raised privately (without the use of state property or money) are considered private funds and must not be commingled with state funds. Such funds will be held in separate college accounts and may be used without state funds restrictions.
- 9.4 Funds raised for approved charities or to be held for other organizations are held in trust accounts and not commingled with state funds. Use and transfer of such funds will be conducted through the office of the chief financial officer.

10.0 Related Information

- 10.1 CCS Student Services and Activities Fees Handbook (*currently in draft*)
- 10.2 CCS Administrative Procedure [5.20.01, Cash Management](#)

- 10.3 [CCS Treasurer's Handbook, Procedures for Budget Control and Cash Handling for Student Organizations](#)
- 10.4 [Guidelines for Permissible Use of Services and Activity Fees](#) (The "Killian" Guidelines)
- 10.5 [RCW 28B.10.825](#), Institutional student loan fund for the needy
- 10.6 [RCW 28B.15](#), College and university fees, sections 041, 044, 045, 069, 610
- 10.7 [Chapter 43.88 RCW](#), State budgeting, accounting and reporting system
- 10.8 [RCW 42.17A.635](#), Legislative activities of state agencies, other units of government, elective officials, employees

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