
TITLE:	Student Programs and Activities Guidelines
NUMBER:	3220
APPROVED BY BOARD OF TRUSTEES:	8/27/81
AMENDED BY BOARD OF TRUSTEES:	4/15/91

Definitions

1. "Student governmental organization" means the Associated Students of Whatcom Community College which is officially recognized by the Board of Trustees as the established representative of all students enrolled in Whatcom Community College.
2. "Student programs and activities" means functions recognized by the student governmental organization and formally authorized by the Board of Trustees by approval of the budget.

Guidelines For Operating Student Programs and Activities

The following guidelines provide for 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. It is the intent of the Board of Trustees to adhere to the principle that students have a strong voice in recommending budgets for services and activities fees. Funding for items which affect the ability to maintain pre-existing contractual obligations, bond covenant agreements, or stability for programs affecting students may be given priority by the Board of Trustees.

1. Student programs and activities shall be operated under regulations and procedures officially adopted by the Board of Trustees.
2. Regulations and procedures to be submitted to the Board of Trustees shall be a cooperative effort between the student governmental organization and the professional staff having direct responsibility for the conduct of student programs and activities.
3. Responsibility for preparation of a yearly budget for the expenditure of services and activities fees in support of student programs lies with the services and activities fee committee. Students shall hold at least a majority of voting memberships on this committee. Students for this committee shall represent diverse student interests and shall be selected according to the procedures specified in the constitution of the student governmental organization.
4. Opportunities shall be provided for all members of the campus community to submit budget proposals to the services and activities fee committee, and to express viewpoints in a public meeting during the committee's consideration of the funding of student programs and activities.
5. A yearly review and evaluation of existing and proposed programs shall be a regular part of the budgeting process including:
 - i. Provision for implementation of new programs
 - ii. Provision for discontinuance of existing programs
6. Students and staff will cooperate to establish revenue and expenditure levels.
7. Initial responsibility for program prioritization and approval of the final budget recommendation to the Board of Trustees shall reside with the student governmental organization.



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8. Students and staff will cooperate to review and refine student governmental organization final budget recommendations to the Board of Trustees.
 9. The services and activities fee committee shall submit final budget recommendations, approved by the student governmental organization, with supporting documents simultaneously to the Board of Trustees and the college administration.
 10. The college administration shall review the services and activities fee committee budget recommendations and publish a written response to the services and activities fee committee, outlining any potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response shall be submitted to the services and activities fee committee in a timely manner to allow adequate consideration.
 11. Student representatives from the services and activities fee committee and representatives of the college administration shall have an opportunity to address the Board of Trustees before Board decisions on services and activities fee budgets and dispute resolution actions are made.
 12. In the event of a dispute or a dispute involving the services and activities fee committee recommendations, the college administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board of Trustees.
 13. If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.
 14. The dispute resolution committee shall be selected as follows: The college administration shall appoint two non-voting advisory members; the Board of Trustees shall appoint three voting members; and the services and activities fee committee shall appoint three student members of the services and activities fee committee who will each have a vote, and one student representing the services and activities fee committee who will chair the dispute resolution committee and be non-voting. 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.
 15. In the event that the Board of Trustees does not accept the proposed budget, the process specified in sections 13-14 of this policy shall be followed.
 16. The Board of Trustees may take action on those portions of the services and activities fee budget not in dispute in accordance with the customary budget approval timeline established by the Board. The Board shall consider the results, if any, of the dispute resolution committee and shall take action.
 17. In the event of a fund transfer dispute among the services and activities fee committee, the college administration, or the Board of Trustees, said dispute shall be resolved pursuant to sections 13-14 of this policy.
 18. Any services and activities fees collected which exceed initially budgeted amounts are subject to the same provisions set forth in this policy.
 19. Following approval by the Board of Trustees of the programs and budget for expenditure of services and activities fee revenue, copies shall be made available to interested parties.
 20. Funds collected or revenues produced by or through student programs and activities, or fee collections, shall be deposited with and expended through the business office.



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21. Funds collected and expended in conjunction with student programs and activities are subject to the applicable policies, regulations, and procedures of the Board of Trustees, the State Board, and the Budget and Accounting Act.
 22. 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.
 23. The procedures for the student governmental organization's budget development process shall contain the operational characteristics set forth in this policy.
 24. 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 governmental organizations; 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 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 membership in recognized student governmental or activities organizations; provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
 - f. Salaries and compensation to students.

Limitations

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

