

Procedural Manual

Services and Activities Fees
Committee

Working together to allocate funding to the greatest number of constituents through services and activities that engage our diverse student body.



**SEATTLE CENTRAL
COLLEGE**

Associated Student Council

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I. INTRODUCTION

The [Revised Code of Washington 28B.15.041](#) provides that the “Services and Activities Fees shall be used as otherwise provided by law or by rule or regulation of the Board of Trustees... of each of the state’s community colleges... for the express purpose of funding student activities and programs of their particular institution.” It is, therefore, expressly recognized that [RCW 28B.15.041](#) grants to Seattle College District VI Board of Trustees the final authority to determine the permissible uses of the Services and Activities Fees, consistent with the law.

In compliance with Washington State law, Seattle Central College has created special Fund 522 accounts to be called Associated Student Council Services and Activities Fees accounts into which shall be placed fees and revenues received by the College in connection with student programs, activities, clubs, and organizations. The ASC Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the College. Separate accounts shall be kept for each program and activity.

All funds collected and expended in Fund 522 accounts are subject to the policies, regulations, and procedures of the Board of Trustees, the State Board for Community College Education, the Washington State Budget and Accounting Act, the State Office of Financial Management, the State Attorney General, and College administrative procedures.

The College President governs the public funds allotted by the Board of Trustees to the Associated Students Council of Seattle Central College.

The Vice President of Student Services is responsible to the College President and the Dean of Student Development is responsible to the VP of Student Services for the administration these funds.

The ASC – S&A Fee Committee shall meet in regularly called sessions at least once weekly during fall, winter, and spring quarters to satisfy the demands of the committee and described in Article X of the ASC Bylaws. Formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the committee by the committee recorder at least two (2) days prior to the meetings.

II. SERVICES & ACTIVITIES PUPRPOSE

The purpose of the S & A Fee Committee is to design and recommend to the Associated Student Council an S & A Budget Proposal that reflects and serves the greatest number of Seattle Central students with a broad spectrum of services and activities that through variety serve as many students as possible.

This committee is organized, convened and chaired by the Associated Student Council Executive Officer of Finance, administratively advised by the Dean of Student Development or the appointed designee, and assisted by the Administrative Assistant who monitors the budgets.

District policy requires that students participate in the development of the S & A budget for recommendation to the Board of Trustees. Seattle Community College District Policy and Procedures 345 states:

Seattle College District requires that student services and activities fees be collected by the District to achieve objectives for a comprehensive educational experience for all enrolled students. It is by means of services and activities fees that the campus operates student programs and activities in accordance with the RCW 28B.15.041-.045.

The Services and Activities Fees committee budget development will propose budget recommendations to campus administration and to the Board of Trustees for final approval. The program determination and budget development process require that students be involved in such developmental processes from inception to adoption.

III. DEFINITIONS

As used in this Procedural Manual the following words and phrases shall mean:

Administrative Services: The office that carries out the functions of the college that relate to business, business operations, finance, auxiliary services, plant operations, maintenance, personnel services, and campus security.

ASC: Associated Students Council of Seattle Central College.

ASC-SCC: The Executive branch of the student government is known as the Associated Student Council of Seattle Central College. These positions on this council are the Executive of Administration, Executive of Communication, Executive of Finance, Executive of Issues and Concerns, Executive of Legislative Affairs, and Executive of Student Success.

ASC-S&A Committee: The Services and Activities (S&A) Fee Budget committee, responsible for making S&A Budget recommendations. The Executive of Finance chairs the committee and the voting membership of the committee is composed of no less than three (3), but no more than six (6) student representatives who are not current members of the ASC. The Dean of Student Development and the department Administrative Assistant act as non-voting, advisory and administrative support respectively, members to the committee.

ASC-SCC Leadership Student Council: Includes both the ASC Executive Officers and representatives from the Satellite Campuses and members of the various Boards (See Article III of the ASC Bylaws).

Board of Trustees: Board of Trustees of Seattle Colleges, Community College District VI, State of Washington.

Capital Fund: Allocating S&A funds outside the current annual operating budget, the ASC shall initiate the Capital Funds Review process (CFR).

Carryover: See Fund Balance.

Club Advisors: Faculty or staff members employed by the College who have account responsibilities for clubs, student associations, or student organizations.

College: Refers to Seattle Central College, Seattle Colleges District VI, State of Washington.

College Facilities: Any or all real and personal property owned or operated by the College and including all buildings and appurtenances affixed thereon or attached thereto.

Contingency Funds: A reserve of money set aside to cover possible unforeseen future expenses.

Director of the Mitchell Activity Center: The person employed by the College whose responsibilities include the management of the recreation center accounts.

Director of Business Services: The person employed by the College whose responsibilities include the management of all college accounts.

Director of Student Leadership and Engagement: The person employed by the College whose responsibilities include advising ASC Student Government and fiscal oversight of all student funded programs, clubs, and activities accounts.

District: Seattle Colleges, District VI, State of Washington.

Finance Supply Chain Management (FSCM): Statewide accounting system for community colleges. This system is housed under ctLink (People Soft) which replaced the previous legacy system called Financial Management System (FMS).

Fiscal Year: Calendar period from July 1 through June 30.

Fund Balance: The account containing the cash balance from the Service and Activities fees and program revenues at the end of the fiscal year. Also known as the Carryover, 522 Fund Balance, or 522 Fund Reserve.

Legal Advisor: The person who serves as the appointed Assistant Attorney General for Seattle Central College, Community College District VI, State of Washington.

Matriculation Fee: A voluntary student fee collected by the College at the time of registration for the purpose of supporting fees related to testing, transcripts, and graduation.

Parking & Facilities Fee: A voluntary student fee collected by the College at the time of registration for the purpose of supporting campus parking facilities.

President: The duly appointed chief executive officer of Seattle Central College, Seattle Colleges District VI, State of Washington, or in his/her absence, the acting chief executive officer.

Program Directors: Persons employed by the College who have Service & Activities Fee funded program responsibilities.

Services and Activities Fees (S&A Budgets): Fees other than general tuition and operation fees charged to all students at Seattle Central College for the promotion of student services and activities as indicated in RCW 28.B.041.15.

State Board: State Board for Community and Technical Colleges (SBCTC).

Student: Any person registered for classes paying services and activities fees.

Student Programs and Activities: Functions recognized by the ASC, formally authorized by the Seattle Central College, Seattle Colleges District VI Board of Trustees.

Technology Fee (Tech Fee): A voluntary student fee collected by the College at the time of registration for the purpose of purchasing, maintaining, and replacing technology hardware.

Technology Fee Committee: The governance body established by the Technology Fee referendum and described in the Technology Fee Bylaws to disburse and manage Technology Fee funds.

Vice President of Administrative Services: The chief fiscal officer of the College whose duties include business, business operations, and finance functions, plant operations, maintenance, personnel services, and campus security.

Vice President of Student Services: The person employed by the College whose responsibilities and budget authorities include leadership over all student services. Further plans, implements, coordinates and evaluates services to students to insure that their needs are strongly considered.

IV. FUND MANAGEMENT

Section 1 – OBJECTIVE

The Associated Students of Seattle Central College raise and expend funds to promote by legal means the general welfare and morale of the students as a whole. The activities and programs supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences. Therefore,

services and activities fees shall allow for the presentation of a broad spectrum of ideas.

Section 2 – SOURCE OF FUNDS

ASC S&A funds are received from services and activities fees, which are paid at registration. Funds may also be received by revenues from activities sponsored by the Associated Students of Seattle Central College and through individual contributions.

Section 3 – USE OF FUNDS

Funds in Services and Activities Fees accounts may only be used as provided by law, rule, or regulation of the Board of Trustees for the express purpose of funding student programs and activities of the College (See Seattle College District Procedure Number 345.05-.60 Titled Services and Activities Fees).

345.55.1 Revenue produced by charging a services and activities fee as defined and established by RCW 28B.15 shall not be expended for any cost other than the maintenance and operation of student programs and activities.

345.55.2 Services and activities fees shall not be used to pay salaries of professional employees in tenurable positions and permanent classified civil service employees in positions not exclusively involved in the maintenance and operation of student programs and activities.

Section 4 – APPROVED PROGRAMS

When authorized and approved in a manner consistent with RCW 28B.15.041, student services and activities fees revenue may only be used for student related purposes, which may include the following:

1. social events, seminars, workshops, retreats, and conferences; student government organizations; student professional and consulting fees; student clubs and societies; student musical, dramatic, artistic and forensic presentations; student publications and other mass media activities; tutorial services; childcare centers and intramural sports.
2. equipment, supplies, and materials required for the operation of student programs and activities.
3. travel and per diem for students and professional staff members participating in student programs and activities.
4. premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
5. dues for institutional membership in recognized student government activities or organizations.
6. salaries and compensation to students.

- 345.50.1 With appropriate approval, services and activities fee revenues

may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.

- 345.50.2 The uses of services and activities fees will vary from campus to campus and institute, as well as from any given year to another.

Section 5 – RESTRICTIONS/EXCLUSIONS

- 345.55.1 Revenue produced by charging a services and activities fee as defined and established by RCW 28B.15 shall not be expended for any cost other than the maintenance and operation of student programs and activities.
- 345.55.2 Services and activities fees shall not be used to pay salaries of professional employees in tenurable positions and permanent classified civil service employees in positions not exclusively involved in the maintenance and operation of student programs and activities.
- State monies generated by services and activities fees may not be expended for the purpose of providing meals, beverages, and refreshments to members of the student body or members of the public unless in compliance with state light refreshment regulations.

Section 6 – RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Director of Business Operation to maintain proper recording of financial transactions of the Services and Activities Fees funds and to provide periodic reports to the Vice President of Student Services, Dean of Student Development, ASC Finance Executive Officer, and Director of Student Leadership and Engagement.

Section 7 – RESPONSIBILITY FOR ACCOUNTS

The general responsibility for the proper management of the accounts and the budgetary levels set for each account rests with the Dean of Student Development (DSD).

The DSD is responsible for proper fiscal procedures. These procedures must be consistent with the procedures for purchases, inventories, and expenditures established by the Director of Business Operation, Vice President of Student Services, and Financial Codes and Procedures set by the state and district.

Section 8 – ASC-S&A BUDGET COMMITTEE RESPONSIBILITY

The ASC shall empower the Executive of Finance to establish the Services and Activities (S & A) Fees Budget committee to review programs funded by S & A fees and requests for S & A funding and submit budget recommendations to be approved by the ASC, in accordance with the Revised Code of Washington State and Seattle College District VI Policies and Procedures related to Student Service and Activities Fees.

- A. The S & A Budget Committee shall consist of the Dean of Student

- Development, the ASC Executive of Finance, and no less than three (3), but no more than six (6) students who are not current executive officers of the ASC.
- B. All members shall review each application and individually score it.
- C. This committee shall reflect the diversity of the Associated Students of Seattle Central College.

The Administrative Assistant to the Dean of Student Development shall serve as recorder. The Dean of Student Development and Administrative Assistant serve as non-voting, advisory members to the committee.

V. PROGRAMS AND CLUBS/STUDENT ORGANIZATIONS

Section 1 – DEFINITION OF A PROGRAM

Student Programs are programs and activities provided through the various Student Boards and student clubs and organizations. These are extra or co-curricular programs, activities and/or functions offering students opportunities in social, cultural, entertainment, recreational, multicultural, and leadership experiences. They may be defined as follows:

- A. Sports/Recreation Programs: Programs and activities offering students opportunities in organized intercollegiate athletic, tournaments, and in intramural/extramural sports;
- B. Co/Extra-curricular Programs: Refers to activities, programs, and learning experiences that complement, in some way, what students are learning in connection to or mirroring, the academic curriculum.
(<https://www.edglossary.org/co-curricular/>);
- C. Student Services/Development Programs: Programs of the student services that promote student development such as assisting students in personal improvement and individual growth (integrating academic learning with the larger issues of personal improvement and individual growth. It is a student centered, holistic experience focused on understanding and demonstrating values, nurturing skills and moving towards knowledge.
(<https://www.orion.on.ca/news-events/blog/student-development-a-personal-view/>).
- D. Student Success Programs: Services, other than student services, which support student success (i.e., Textbook Lending, Extended Library Hours, Tutoring).

Section 2 – RECOGNITION AS A PROGRAM

Any student program or activity, the basic aim of which is to support Student Services and Activities may apply for and be recognized as a subsidized student program or activity and may be established according to the procedures as outlined in the ASC Bylaws.

The services and membership of a subsidized student program or activity must directly serve or be composed of students registered at the College.

Student program or activities recognized by the ASC shall be considered an extension of the ASC and will be expected to conduct their programs or activities in accordance with proper use of S&A Budgets, the ASC Constitution and Bylaws, and the Code of Student Rights and Responsibilities.

Section 3 – PROGRAM BUDGETS & ACCOUNTS

A recognized student program may request annual funding through the budget development process described in above and in accordance to District and State policies and regulations.

Upon approval of the annual budget, the business office will enter the budget into the accounting records for each student program.

The Dean of Student Development may determine how the funds are spent so long as the expenditure is within the scope of the approved annual budget, is legal and within the policies and requirements of the College, District, State, and Federal laws.

Expenditure of funds in a program account requires the approval of the Dean of Student Development before approval is granted at any other level.

Any funds remaining in a program account at the end of the fiscal year shall revert to the ASC Fund Balance.

Section 4 – DEFINITION OF A CLUB/STUDENT ORGANIZATION

A Club/Student Organization may be organized to promote any legal purpose, whether it be educational, recreational, or social. Among the purposes of any chartered student organization is that of providing services to its members and/or the students at the College.

A Club/Student Organization is defined as an organized group of students with possibly an advisor and statement of purpose that supports the purpose of the ASC Programs as defined above and has met all qualifications for establishing and maintaining its charter. Advisors may consist of faculty, staff, or administrators. All Club Charters must be ratified by the ASC Executive Council according to the procedures as outlined by the Student Organization Hub (SOH).

Membership in chartered student organizations must be open to all students except in cases in which there exists reasonable justification for exemptions directly related to the purpose of the organization.

Clubs/Student Organizations recognized by the ASC shall be considered an extension of the ASC and will be expected to conduct their activities in accordance with Financial

Policies and Procedures, the ASC Constitution and Bylaws, and the Code of Student Rights and Responsibilities.

Section 5 – CLUB BUDGETS & ACCOUNTS

A Club/Student Organization is ineligible for annual funding. Its funding source is obtained through the SOH funding process.

However, the fact that a club/student organization provides a service to its members or the rest of the College's student population in general, is justification for providing the organization with a financial subsidy through Seed Money, Club Service Funding, or Fundraising requests (described in Article X below).

Upon approval of its club charter, a club budget account may be designated for the club. Clubs that are ratified by the ASC may determine how the funds are spent so long as the expenditure has prior approval and it falls within the legal policies and requirements of the College, District, State, and Federal laws.

Expenditure of funds in club accounts require the approval of the club advisor and club officer, preferably the club treasurer or club president before approval is granted at any other level.

Any funds remaining in an active club account at the end of the fiscal year shall rollover to the next fiscal year.

VI. ANNUAL SERVICE & ACTIVITIES FEE BUDGET DEVELOPMENT

Section 1 – REVENUE ESTIMATE, YEARLY, and BIANNUAL BUDGET ALLOCATION

During winter quarter, in consultation with the Executive Officer of Finance, Dean of Student Development, and Vice President of Student Services, the Director of Business Operations will estimate the amount of income from services and activities fees available for allocation for the next fiscal year.

It shall be the responsibility of the ASC S&A Budget Committee to confirm the proposed allocation.

Unless the established allocation is officially changed, it shall not be exceeded.

In the S&A Fee Committee meeting of January 15, 2023, approved for the budget to go on a 2-year, biannual, cycle. This would allow the committee to do program assessment every other year (RCW 28B.15.045 (4)). So that instead of the committee projecting a balance for the upcoming fiscal year, it would know its budget two years out and be on the same cycle as the state and college. This was ratified by the ASC at their June 7, 2023, meeting.

Section 2 – ANNUAL S&A BUDGET DEVELOPMENT CALENDAR

The following calendar is subject to adjustment by the Board of Trustees, College President or Vice President of Administrative Services.

To facilitate the handling of budget requests in preparation of the budget, every effort will be made to adhere to the following timeline:

Summer Quarter

- Timeline is finalized.
- Expense reports are posted onto the webpage. RCW [28B.15.045](#): post services and activities fees expenditure information for the prior academic year on the college website where it is clearly visible and easily accessible to students and the public. At a minimum, the services and activities fees budget information must include all the major categories of expenditure and the amounts expended in each category.
- Budget allocation report is posted onto webpage.
- Program reports request are sent out to each program/service/department.

Fall Quarter

- The new S&A Fee Budget Committee membership drive is rolled out.
- Committee members are hired and trained in preparation for the year.
- Budget Requests Forms are prepared to be available for campus wide proposal requests.

Winter Quarter

- Opportunities will be provided to all members of the College community to submit budget proposals through the appropriate advisor, director, etc., to the ASC S&A Budget Committee.
- The yearly S&A budget allocation is established by the Dean of Student Development.
- The ASC S&A Budget Committee shall meet to adjust the following year's budget requests to the yearly budget allocation.
- Applicants shall be notified in writing of the recommended allocation resulting from deliberations of the ASC Fee Committee. They shall be notified of the status of their request and shall be advised concerning their right of appeal.

Spring Quarter

- Appeals hearings take place. Following appeals, the budget as recommended by the Committee shall be forwarded to the ASC, the Vice president of Student Services, and finally to the College President.
- The College President shall review the committee's recommended budget and then submit a recommended budget to the Board of Trustees as a future action item at the May Board of Trustees meeting.
- The Board of Trustees shall approve the budget. Copies of the final budget are made available to the interested parties.
- The adopted budget shall be in effect for the fiscal year.
- Applicants are notified of final and approved budget.

Section 3 – APPLICATION REVIEW PROCESS

1. All members of the S & A Budget Committee will score all grant proposals using the S & A Fees Grant Proposal Evaluation Form.
2. After evaluating the applications individually, the committee will meet together, compare scores, and discuss the applications.
3. The chair will lead the discussion of the applications and each committee member will be limited to two opportunities to speak about each proposal.
4. In the event that consensus cannot be achieved, decisions will require a two-thirds majority vote of the committee.
5. The chair will submit the final budget proposal decided upon by the S & A Budget Committee to the Associated Student Council for review and approval.
6. The Associated Student Council must approve the budget before forwarding it to the college president.
7. The College President reviews the proposal and has the right to amend it before forwarding it to the Board of Trustees for approval.
8. The College President shall review the budget recommendations prepared by the ASC Executive of Finance and, if necessary, publish a written response concerning them to the committee. This response shall outline the differences, if any, between the committee recommendations and the President's proposed budget recommendations.
9. The College President, when submitting the proposed Campus budget recommendations to the Board of Trustees, shall also include the recommended S & A Budget, which was originally approved by the ASC and a copy of the

President's response to the committee recommendations, if the committee recorded budget differs from the college recommended budget.

Section 4 – BUDGET APPROVAL

Recommendations for budget approval shall be indicated by signatures of the ASC S&A Fee Committee members. The Dean of Student Development will forward the recommended budget to the College President, who shall review the proposed budget with the President's staff in preparation for presentation and adoption by the Board of Trustees.

Before adoption of the budget, the Board of Trustees shall address areas of difference, if any, between the ASC S & A Budget Committee recommendations and the President's budget recommendations presented for adoption by the Board of Trustees.

Final adoption of the budget will rest with the Board of Trustees. Following Board of Trustee adoption, the College President's signature shall be affixed certifying that the budget is in effect.

Section 5 – BUDGET AMENDMENTS

Amendments within the established yearly budget allocation which significantly alter the intent of the use of the budget must be approved by a majority of the ASC S&A Budget Committee with a majority affirmative vote of the ASC. Budget amendments are accomplished by:

- A. Developing a rationale for the amendment request.
- B. Providing a detailed proposed budget amendment.
- C. Approval of the ASC S&A Budget Committee.
- D. Approval of the ASC.
- E. Approval of the Dean of Student Development.
- F. Approval of the Vice President of Student Services.
- G. Approval of the President. Prior to approval, the College President shall review the proposed amendment with the Vice President of Administrative Services to determine whether the amendment is of sufficient magnitude to require action by the Board of Trustees.

VII. CONTINGENCY & FUND BALANCE ACCOUNTS

Section 1 – CONTINGENCY FUNDS

As part of the annual Services and Activities Fee budget, the S&A Budget Committee will set the beginning Contingency Fund level at the minimum of \$500,000 of the total projected S&A Budgets revenue collection. The level may be amended by a majority vote of the S&A Budget Committee and ratified by the ASC.

S&A Contingency Funds are only available to currently funded Services and Activities (S&A) fee programs and are intended to be used for program expenses (such as equipment, guest presenters or travel) that were not anticipated as part of the regular budget request cycle.

Due to the limited nature of the funds available in the Contingency Fund, requests through the Contingency Fund should not exceed \$3,000.

To be eligible for Contingency Funds the request must be from a currently funded S&A Budget program and unusual in nature and not expected to recur.

If the expense is expected to recur it should be included in the annual budget for the program, as future Contingency Funds will not be approved for the same expense.

Contingency Funds may not be used for permanent staff salaries, stipends or to cover over-expenditures or for items, which should be covered in whole or in part by instructional funds and/or other appropriate college budgets.

Once a request is approved by the ASC, no additional funds will be approved or allocated towards the request.

If a requested amount is altered or denied prior to approval by the ASC, the requester has the right to appeal the decision and/or submit an amended proposal to the S&A Budget Committee.

All Contingency Fund requests must be submitted in writing to both the ASC Executive of Finance and Dean of Student Development and must follow the submission requirements outlined in the Contingency Fund request document.

SECTION 2 – FUND BALANCE

All unallocated Service and Activities Fees, remaining unspent Service and Activities fees funds and earned program revenues shall, at fiscal year-end, revert to the ASC Fund Balance (also known as the 522 Fund Balance or 522 Fund Reserve).

Funds released from the Fund Balance are intended for, but not strictly limited to, capital purchases (furniture, equipment, etc.), acquisition of real property, and support of extraordinary, unbudgeted and one-time only projects.

All Fund Balance requests must be submitted in writing to both the ASC Executive of Finance and Dean of Student Development and must follow the submission requirements outlined in the Fund Balance request document.

SECTION 3 – APPEALS

The S & A Budget Committee will thoroughly examine each fund balance and/or

contingency fund request and make a decision.

If a request is denied or approved at a lesser requested amount, the Committee will provide a reason why the request was denied or approved at a lesser requested amount (citation). The Executive of Finance will then forward that citation to the person who submitted the request.

Upon receiving that citation, the club or program may contact the Executive of Finance for a Request of Appeal form. After changing the original request addressing the Committee's citation and submitting a completed Request of Appeal form, the club or program may resubmit the request for review.

The S&A Budget Committee will review the Request of Appeal form and supporting evidence and make a final decision regarding the club or programs request for funds.

This second review will be the final review by the S&A Budget Committee.

VIII. CAPITAL PROJECTS FUND

Article X, Section III of the ASC Bylaws states that in the event of allocating S&A funds outside the current annual operating budget, the ASC shall initiate the Capital Funds Review process (CFR). This process will only be activated upon a formal motion of the ASC to review a particular project.

Money allocated in the process will come from the S&A Budget reserve account. The ASC shall ensure that the S&A reserve account always has at least \$500,000 in ready and accessible funds.

For Capital Funding Review Process refer to Article X (Student Services and Activities Fees) and Article XI (Special Elections and General Votes) of the ASC Constitution and Bylaws.

Note: At the S&A Fee Committee meeting of April 14, 2023, the decision was made "for the ASC to approve allocating 1.3 million or 10% of the SUB [Student Union] building's total cost". This meant that the S&A should be saving about \$13 thousand dollars every year toward the cost of the building. The ASC ratified this decision at their June 7, 2023, meeting.

IX. DEPOSITS AND EXPENDITURES

Section 1 – DEPOSITS

Funds collected or revenues produced by or through the Associated Students of Seattle Central College student programs or activities, or fee collection, shall be deposited with and expended through the College's Business Office. The official records of funds for the ASC with its subsidiary units are maintained by the College's

Business Office.

The procedures for the collection of all revenues shall follow the policies, regulations, and rules under which the Vice President of Administrative Services manages the various district funds.

The following points should be noted and closely observed by program directors, club advisors and clubs student/organizations:

- A. Funds collected as a result of any student program or activity must be turned into the Cashier's Office at the end of the day, or, if after office hours, on a weekend, or holiday, deposited immediately by night deposit. (Night deposit bags and cash report forms are obtained from the Cashier's Office).
- B. Upon receipt of funds, the Cashier's Office is responsible for issuing a receipt indicating the date, account to which the funds are to be credited and such other information as will facilitate the accounting of the funds.

Section 2 – EXPENDITURES

The procedures for the expenditure of all resources shall be in compliance with the policies, regulations, and rules under which the Vice President of Administrative Services manages the various College funds.

No expenditures from any account are made except by checks prepared by the Finance Office. The [Revised Code of Washington, 28B.50.320](#) states "Disbursement shall be made by check, signed by the President of the Community College or his designee appointed in writing and such other person as may be designated by the Board of Trustees of the community college district."

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from all Services and Activities Fee accounts. These procedures are designed to account for funds and to authorize expenditures within the accounts.

Procedures for the acquisition or relinquishment of goods and services shall be in compliance with the policies, regulations, and rules under which the Vice President of Administrative Services manages the acquisition, inventory, and disposal of College property.

Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with college policies and procedures and S&A Budget use guidelines.

- A. Purchase Requests: Requests for purchases to be made from funds in clubs, programs, activities, and athletic accounts shall be initiated by the individual with signatory authority. The request shall be processed through the advisor or appropriate director and forwarded to the Director of Student Leadership and

Engagement or the Dean of Student Development for approval. Approved requests are then forwarded to the College's Financial Office.

- B. Reimbursement: Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected.
- C. Advance Payment: It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Director of Student Leadership and Engagement or the Dean of Student Development through the appropriate advisor or director. Advances of funds are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies.
- D. Travel: State funds may be used for travel expenses only when the proper travel authorization form has been submitted in advance through the appropriate advisor or director to the Director of Student Leadership and Engagement or the Dean of Student Development and approval has been granted.
 - i. Miscellaneous travel expenses: Miscellaneous travel expenses essential to the transaction of official ASC business are reimbursable. Reimbursable expenses shall include, but are not limited to:
 - a. Taxi fares, car rentals, parking fees, and ferry and bridge tolls
 - b. Registration fees required in connection with attendance at conventions, conferences, and official meetings.
 - ii. State vehicles: The use of state vehicles shall be in accordance with appropriate rules and policies and cost schedules.
 - iii. Private vehicles: The use of private vehicles is reimbursable at the rate established by state regulations and local travel policies.
 - iv. Reporting expenses: The program director, coach or club advisor is responsible for proper disbursement of funds when advance payment has been made. Unexpended funds are to be deposited in the Cashier's Office immediately upon return of the group or team.

X- FUNDRAISING

Fundraising projects sponsored by funded programs and recognized chartered clubs/ student organizations are subject to the approval of the organization membership, the program director or club/student organization advisor and the Director of Student Leadership and Engagement and must follow established College policy for fundraising and fund management.

XI – PROCEDURAL MANUAL LIMITATIONS

Any part or sections of this document shall be decreed inoperable and void if the

article, section, or part is contrary to state statutes or district rules and regulations. Inoperable and voided sections, or parts may be changed to bring this document in compliance with state statutes or district rules and regulations.

XII – VIOLATIONS

Violations of state, district and S&A policies, procedures and guidelines by a funded program, chartered club/ student organization shall be cause for the revocation of funding for the program or club and/or the revocation of the club charter.

XIII - REVISION PROCEDURES

This document may be revised as needed. Changes/additions must be submitted to the Dean of Student Development. All changes must be reviewed by the Dean of Student Development (or his/her designee) and ASC Executive of Finance.

APPENDIX

RCW 28B.15.041

"SERVICES AND ACTIVITIES FEES" DEFINED

The term "services and activities fees" as used in this chapter is defined to mean fees, other than tuition fees, charged to all students registering at the state's community colleges, technical colleges, regional universities, The Evergreen State College, and state universities. Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state's community colleges, technical colleges, The Evergreen State College, the regional universities, or the state universities for the express purpose of funding student activities and programs of their particular institution. Student activity fees, student use fees, student building use fees, special student fees, or other similar fees charged to all full time students, or to all students, as the case may be, registering at the state's colleges or universities and pledged for the payment of bonds heretofore or hereafter issued for, or other indebtedness incurred to pay, all or part of the cost of acquiring, constructing or installing any lands, buildings, or facilities of the nature described in RCW 28B.10.300 as now or hereafter amended, shall be included within and deemed to be services and activities fees.

RCW 28B.15.045

Services and activities fees

Guidelines governing establishment and funding of programs supported by Scope, Mandatory provisions, and Dispute resolution

The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

The legislature also recognizes that services and activities fees are paid by students for the express purpose of funding student services and programs. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for services and activities fees. The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall stipulate procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

- (1) Student representatives from the services and activities fee committee and representatives of the college or university administration shall have an opportunity to address the board before board decisions on services and activities fee budgets and dispute resolution actions are made.
- (2) Members of the governing boards shall adhere to the principle that services and

activities fee committee desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.

- (3) Responsibility for proposing to the administration and the governing board program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee, on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee shall be selected by the members of that committee. The governing board shall insure that the services and activities fee committee provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.
- (4) The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees with supporting documents simultaneously to the college or university governing board and administration.
- (5) The college or university administration shall review the services and activities fee committee budget recommendations and publish a written response to the services and activities fee committee. This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the services and activities fee committee in a timely manner to allow adequate consideration.
- (6) (a) In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college or university 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 governing board.
(b) 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.
- (7) The dispute resolution committee shall be selected as follows: The college or university administration shall appoint two nonvoting advisory members; the governing board shall appoint three voting members; and the services and activities fee committee chair shall appoint three student members of the services and activities fee committee who will have a vote, and one student representing the services and activities fee committee 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.
- (8) The governing board 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 governing board shall consider the results, if any, of the dispute resolution committee and shall take action.
- (9) Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.

- (10) Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter 43.88 RCW.
- (11) All information pertaining to services and activities fees budgets shall be made available to interested parties. Annually, by September 30th, the services and activities fees committee at each institution of higher education, in coordination with the administration of the institution of higher education, shall post services and activities fees expenditure information for the prior academic year on the college or university web site so that the information is clearly visible and easily accessible to students and the public. At a minimum, the services and activities fees budget information must include all the major categories of expenditure and the amounts expended in each category.
- (12) With the exception of any funds needed for bond covenant obligations, once the budget for expending service and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the services and activities fee committee and the governing board, and the governing board and the services and activities fee committee give their express approval. In the event of a fund transfer dispute among the services and activities fee committee, the administration, or the governing board, said dispute shall be resolved pursuant to subsections (6)(b), (7), and (8) of this section.
- (13) Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section.

Seattle College District Policies and Procedure

NUMBER: 345.05-.60

TITLE: Services and Activities Fees

Adopted Date: 1/9/1984 Last Revised: 5/16/1996

345.05 Source of Funds

RCW 28B.15.502 provides for the collection of student fees to be used specifically for those activities designated as "Student Programs and Activities." The final authority for the collection and disbursement rests with the District Board of Trustees, who are authorized to set services and activities fees in an amount not to exceed that as specified by state law. RCW 28B.15.044, RCW 28B.15.502

345.10 Budget Process

The recognized student government organization shall develop, in cooperation with the student services administration and professional staff, procedures for budget development, composition and operating procedures of the services and activities fees committee, and all other services and activities budget matters. Such provision shall be adopted as part of the approved student government constitution for each campus and prepared for approval by the Board of Trustees.

345.15 Budget Calendar

The Services and Activities Budget committee shall establish a budget development calendar consistent with the district budget process and the budget development calendar of each campus.

345.20 The Services and Activities Fees Committee

A yearly budget for the expenditure of services and activities fees shall be prepared, reviewed and then ultimately approved by the Board of Trustees consistent with RCW 28B.15.045, or as hereafter amended.

345.26 Budget Considerations

The following considerations are to be included in the development of budgetary methods and the implementation of those methods each year.

- 345.26.1 Opportunities should be provided for members of the campus community to submit budget proposals to the Services and Activities Fees committee.
- 345.26.2 A yearly review of programs may be a regular part of the budgeting process. Funding of new programs and the termination of existing programs may occur.
- 345.26.3 A review and refinement of the committee's recommendations will be submitted to the Associated Student Body (ASB) for recommendation to the chief student services officer.
- 345.26.4 The chief student services officer will submit these recommendations to the chief executive officer of the College or Institute who will submit the recommendations to the Chancellor.

345.30 Budget Results

Following approval by the Board of Trustees of the services and activities fees budget, copies shall be made available by the ASB to interested parties upon request.

345.40 Budgets and Accounting

- 345.40.1 Services & Activities fees collected, and revenues produced from service and activities fees shall be deposited with and expended through the business office of the colleges and institute.
- 345.40.2 Funds collected and expended in conjunction with student services and activities fees are subject to the policies, regulations, and procedures of the district Board of Trustees, the State Board for Community and Technical Colleges, and the Budget and Accounting Act. Service and activities fees are state monies and are subject to applicable same rules, regulations, and authority.
- 345.40.3 In addition to service and activity fees students may conduct separate fundraising projects provided these projects are:
 - a. approved by the director of student programs; and
 - b. approved by the chief student services officer; and
 - c. deposited into a college service and activities account; and
 - d. expended only for the purposes for which the funds were specifically raised.

The operation of bingo, raffles, and other gambling games of chance is not an authorized function of the Seattle College District.

345.45 Budget Expenditure Responsibility

The president/vice chancellor designates the administrator responsible for services and activities fees accounts. All expenditures from student activities and services budgets are subject to this administrator's approval.

345.50 Approved Programs

When authorized and approved in a manner consistent with RCW 28B.15.041, student services and activities fees revenue may be used only for student related purposes, which may include the following purposes:

- a. social events, seminars, workshops, retreats, and conferences; student government organizations; student professional and consulting fees; student clubs and societies; student musical, dramatic, artistic and forensic presentations; student publications and other mass media activities; tutorial services; child care centers and intramural sports.
 - b. equipment, supplies and materials required for the operation 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 membership in recognized student government activities or organizations.
 - f. salaries and compensation to students.
- 345.50.1 With appropriate approval, services and activities fee revenues may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.
 - 345.50.2 The uses of services and activities fees will vary from campus to campus and institute, as well as from any given year to another.

345.55 Restriction

- 345.55.1 Revenue produced by charging a services and activities fee as defined and established by RCW 28B.15 shall not be expended for any cost other than the maintenance and operation of student programs and activities.
- 345.55.2 Services and activities fees shall not be used to pay salaries of professional employees in tenurable positions and permanent classified civil service employees in positions not exclusively involved in the maintenance and operation of student programs and activities.

345.60 Exclusions

State monies generated by services and activities fees may not be expended for the purpose of providing meals, beverages, and refreshments to members of the student body or members of the public unless in compliance with state light refreshment regulations.

Chancellor's Cabinet – Revision & Adoption History

Adopted: 1/9/1984

Revised: 5/16/1996

Reviewed: 7/13/2015 (no changes)

<https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5.aspx>)

This section 5.80 Tuition and Fees provides information regarding fees students must pay. This section includes specific information regarding Running Start (5.80.20) and International Students (5.80.30).

Permissible and Impermissible S&A Fee Use Summary

Seattle Colleges Policies and Procedures

345.55 Restriction

- [345.55.1](#) Revenue produced by charging a services and activities fee as defined and established by RCW 28B.15 shall not be expended for any cost other than the maintenance and operation of student programs and activities.
- [345.55.2](#) Services and activities fees shall not be used to pay salaries of professional employees in tenurable positions and permanent classified civil service employees in positions not exclusively involved in the maintenance and operation of student programs and activities.

<https://www.seattlecolleges.edu/about/policies-and-procedures/pro345?hasboth=1&docID=345&companionId=pol>

[RCW 28B.15.041](#)

"Services and activities fees" defined.

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[RCW 28B.15.045](#)

Services and activities fees — Guidelines governing establishment and funding of programs supported by — Scope — Mandatory provisions — Dispute resolution.

The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond

covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

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Guidelines on the Use of S & A (a/k/a Killian Outlines) Oct 2018

In its ordinary and usual meaning, “student activities” refers to any college co-curricular or extracurricular activity participated in by students in the furtherance of their education.

Tuition-funded Programs. As a general principle, S&A fees should not be used to supplant tuition (building fee and operating fee) support for employees and facilities supporting the academic programs and business operations of the institution.

Support for college employees in student programs operations. S&A fees may be used only to the extent that they support employees engaged in student activities and programs--as opposed to normal maintenance and operation functions of the college.

Special tutorial or co-curriculum programs provided they are not to sustain a critical operation of the college.

Examples of Impermissible Uses of S&A Fees

The following are some examples of inappropriate S&A fee expenditures either because they involve “gifting” or because they are not “student activities”:

- Salaries of professional employees in teaching, administrative or clerical positions not directly related to the student programs’ operations.
- Curriculum development activities or other personnel, facilities, equipment and maintenance considered part of the fundamental educational objective of, and basic services provided by the college.

REFERENCES

ASC Constitution and Bylaws (Spring 2018)
Clark College financial code
Guidelines on the Use of Services and Activity Fees (a/k/a Killian Outline), October 2018 Revision
Seattle Colleges Policies and Procedures
Washington State Legislature Revise Codes of Washington (RCW)
<https://www.edglossary.org/co-curricular/>
<https://www.orion.on.ca/news-events/blog/student-development-a-personal-view/>