

College of the Mainland

Student Activity Fee Committee Funding Guidelines (revised 4/29/13)

1 STUDENT ACTIVITY FEE COMMITTEE

1.1 INTRODUCTION

- The Student Activity Fee funds shall be used on behalf of all College of the Mainland students to enhance their educational, social, recreational, cultural or service experience at COM. The Student Activity Fee is a non-academic fee charged to each credit student at The College.
- Student Activities are defined as organized, supervised, extra-curricular activities which are separate from the regularly scheduled academic functions of the institution. Students must be involved in the development, planning and implementation or directly benefit from participation.
- The Student Activity Fee Committee shall be made up of five students identified by the Student Government Association and four members who are representative of the entire institution appointed by the College President. The Committee will be chaired by the Director of Student Life.

1.2 RESPONSIBILITIES

- It is the responsibility of the Student Activity Fee Committee to recommend the type and amount of funding necessary to meet the needs of the student enrollment of the College to the president. The committee will consider budget requests from campus and community and propose a budget to the president for the following year which will be completed annually.
- The committee will approve expenditures from the current year's budget, to include student and campus events designed to provide a rich and beneficial experience for students and the campus community.
- All student activity fee committee meetings will be held in accordance with college policy FN (LEGAL) and Education Code 54.5033

1.3 GUIDELINES

- Per COM procedures the annual meeting is open to allow the campus and community to request funding from Student Activity Fees.
- Anyone wanting to make a funding request of the committee will obtain the Student Services Fee Committee Funding form from the Office of Student Life, complete and submit it back to the Office of Student Life. Forms must be submitted two weeks prior to the published monthly meetings.
- Requests made throughout the year will be reviewed at the monthly standing meetings. These meetings will occur from August to June (May?). The meetings will be held the 2nd Friday of every month at 10 a.m. in the Boardroom. If there are no funding requests or agenda items the meeting will be canceled.

Each committee shall be compromised of the following nine members:

- Five student members who are enrolled for not less than six semester credit hours at the College District and who are representative of all students enrolled at the College District, selected by one of the following methods:
 - The student government shall appoint three students to serve two-year terms on the committee and two students to serve one-year terms on the committee.
Student eligibility will be verified by the Office of Student Life.
- Four employee members, who are representative of the entire institution, will be appointed by the College President
- Students selected to serve on the Student Activity Fee Committee are required to attend a formal business meeting protocol training provided by the Office of Student Life.
- The Student Activity Fee shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the College President, which include public notice of the meeting, published and posted on the college website.
- The final recommendations made by the Student Activity Fee Committee will be recorded and made public.
- A quorum shall consist of 51% of the voting members. A quorum must be present for a vote to occur.
- If a member misses at least three meetings in one year he or she will be replaced on the committee.

1.4 BUDGET PROCESS

- Any student, student club or organization, faculty, staff, or administrator may request funding for activities from the Student Activity Fee Committee.

The budget process will consist of the following stages:

1. All requests should be submitted to the chairperson using the Request for Activity Fee Committee form which can be obtained from the Student Life Office webpage.
2. During the April/May meeting the committee will create a proposed budget based on the request submitted. The Vice President for College and Financial Services will attend the meeting to discuss the type and amount of student fees needed for the next fiscal year.
3. A report detailing accomplishments and expenditures of the previous year and the proposed budget for the following year will be submitted to the president prior to May 1st.
4. The final proposal will go to the Board of Trustees in July for approval.
5. Once approved by the Board of Trustees, the chairperson will notify the clubs of their budgets for the following year before August 1.
6. Activities are funded and carried out according to the proposals.

1.5 NEW UNANTICIPATED INITIATIVES

1. Requests made throughout the year will be reviewed at the monthly standings meetings. The chairperson is responsible for calling a meeting if any requests are submitted for that month.
2. The completed form must be submitted to the chairpersons at least two weeks before the scheduled meeting. If the form is not submitted by the deadline, the request will be reviewed at the meeting the next month.
3. Once the committee has met, the chairpersons will contact the applicant with the committee's decision in writing within five business days of the meeting.
 - a. If the proposed amount exceeds \$5000, the request must be sent to the president for approval. Please take into account this may require additional time.
4. Once written approval is received the requestor is responsible for carrying out the approved request.
5. New clubs or organizations formed after the initial allocation of funds may be funded if approved by the Office of Student Life and funding is available.
6. If any funding is left at the end of the academic year it will roll over to the next year.

1.6 AUTHORIZED ACTIVITIES AND FUND ALLOCATION

1. Activities that support the Office of Student Life such as clerical support, advisor stipends, support for student activities and services provided directly to students, office supplies and other items to fund the Office of Student Life.
2. Budgets for student clubs and organizations and student recreation
3. New Student Orientation activities
4. Student handbooks and other publications beneficial to COM
5. Leadership development activities, including attending conferences
6. Activities supportive of campus initiatives that directly benefit students
7. Student Government activities
8. Co-curricular activities
9. Student travel
10. Special Activity Funding
11. Cultural and Humanitarian activities

1.7 CRITERIA CONSIDERED BY COMMITTEE IN FEE ALLOCATION

1. The extent to which the proposed activity is likely to encourage excellence among students at the college.
2. The skills gained by student participants in the development of career and leadership skills.
3. The goals of the organizations activities and its benefits to all students at the college.
4. Other relevant factors the committee deems appropriate.