




February 17, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy 10-17, Student Activity and Service Fees

Item Description

This item requests Board approval for revisions to Policy 10-17, Student Activity and Service Fees.

Overview and Background

Policy 10-17, Student Activity and Service Fees, has been revised to change the Student Activity and Service Fee Budget Board to the Student Activity and Service Fee Budget Council, to include oversight of the budget development process by the Vice President for Student Affairs and to reflect the department name change from Campus Life to Campus and Civic Engagement. The changes broaden the composition of the Council to provide greater oversight of the Activity and Service Fee budget development process and provide students with an understanding of how Activity and Service Fees fit into the college-wide budgeting process to benefit the student body.

Past Actions by the Board

The original policy was approved by the Board on 5/17/10 and was revised on 6/28/10.

Funding/Financial Implications

None

Staff Resource

Sally Search

Recommended Action

Approve revisions to College Policy 10-17.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Student Activity and Service Fees	NUMBER: 10-17
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.054, 6A-14.057	SEE ALSO: • Administrative Procedure 10-17AP: Student Activity and Service Fees
DATE ADOPTED: 05/17/10; Revised 06/28/10	

A Student Activity and Service Fee Budget ~~Board-Council~~ shall be established to develop ~~an-a~~ proposed annual budget for the use of student activity and service fees (A&S Fees). The budget shall be developed under the guidance of the Vice President for Student Affairs and shall be approved by the College President.

The ~~Board-Council~~ shall consist of students ~~with representation representing from~~ the Student Government Association and designated College officials. At a minimum, the ~~voting~~ members of the ~~Board-Council~~ shall include, the SGA President, SGA Vice President, a student club representative, an at-large student appointed by the SGA President, the Director for Campus Life and Civic Engagement, SGA Adviser, the Student Activities Involvement Coordinator, the Director of Student Success and Retention, and at least one a college official from the Business Office appointed by the Vice President for Administrative Services, and the Vice Presidents for Academic Affairs, Administrative Services, Information Technology, and Student Affairs.

During the course of a fiscal year, the ~~Board-Council~~ shall make necessary recommendations for allocations and budget adjustments to respond to new initiatives and changing needs with the approval of the College President or designee.

In accordance with F.A.C. 6A-14.057, the budget is to be based on an estimate of total funds generated from this fee based on the anticipated enrollment figure approved by the College President as well as an estimate of funds carried forward from the prior year, if available. Five percent of the total anticipated budget for each fiscal year shall be set aside in a Contingency Fund account to address any emergency needs and unforeseen budgetary expenses.

These funds shall be collected and expended in accordance with College policy, the administrative rules of the Department of Education, and the laws of the State of Florida, as applicable.

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