



September 16, 2019

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Sheri Rowland, Ed.D.  
Vice President for Student Affairs  
Madeline Pumariega, M.Ed.  
Executive Vice President and Provost

**SUBJECT:** District Board Policy 10-17 Student Activity and Service Fees

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**Item Description**

This item requires Board approval to update language and committee membership on the Student Activity and Service Fee Budget Committee.

**Overview and Background**

The proposed changes align the committee membership with other Florida College System institutions.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

The Board originally approved this policy on May 17, 2010, and then has approved revisions on June 28, 2010, and February 17, 2014.

**Recommended Action**

Approve requested changes to Board Policy 10-17 Student Activity and Service Fees.

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

<b>TITLE:</b> Student Activity and Service Fees	<b>NUMBER:</b> 10-17
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.054, 6A-14.057	<b>SEE ALSO:</b>  • <a href="#">Administrative Procedure 10-17AP: Student Activity and Service Fees</a>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; 2/17/14; 09/16/19	

A Student Activity and Service Fee Budget Committee shall be established to distribute restricted funds developed from costs added to credit hours by enrolled students. Funds requested must benefit the student body as a whole. The budget shall be developed under the guidance of the Vice President for Student Affairs and shall be approved by the College President.

The committee shall consist of students representing the Student Government Association and designated College officials. At a minimum, the members of the committee shall include, the SGA President, SGA Vice President or appointee, a student club representative, an at-large student, the Director of Student Life or appointee, the Dean of Student Services, and the Vice President for Student Affairs or appointee. The Director of College Budgets and the Student Services Manager shall serve as non-voting members.

During the course of a fiscal year, the committee 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 Florida Department of Education, and the laws of the State of Florida, as applicable.

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A Student Activity and Service Fee Budget Council Committee shall be established to distribute restricted funds developed from costs added to credit hours by enrolled students. Funds requested must benefit the student body as a whole. develop 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.

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The Council committee shall consist of students representing the Student Government Association and designated College officials. At a minimum, the members of the Council shall committee shall include, the SGA President, SGA Vice President or appointee, a student club representative, an at-large student appointed by the SGA President, the Director for Campus and Civic Engagement of Student Life or appointee, the Dean of Student Services, and the Vice President for Student Affairs or appointee. The Director of College Budgets and the Student Services Manager shall serve as non-voting members, the Student Involvement Coordinator, the Director of Student Success and Retention, 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.

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