

### **F.2.3.1 (Procedure) Student Services Fee Advisory Committee**

Responsible Departments: Vice Chancellor for Student Success

Based on Board Policy: [F.2.3](#) - Student Fees

Approved: 5-19-09

Last Amended: 2-27-12

Reviewed: 2-22-16

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#### **Formation and Membership**

Each college shall have a Student Services Fee Advisory Committee (SSFAC) with full membership to include five students and four faculty/staff members for a nine-member voting committee. Up to four non-voting student alternates may be appointed (or elected in the absence of a student government) to the committee. Voting privileges may be extended to the student alternate(s) in the absence of the appointed/elected student member by the chair of the committee.

Five student members who are enrolled for not less than six semester credit hours, in good standing (minimum 2.00 grade point average or equivalent, and compliant with the College District Student Code of Conduct) and who are representative of all students enrolled will be selected by one of the following methods:

1. If the college has a student government, 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.
2. If the college does not have a student government, the students enrolled at the college shall elect three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. A candidate for a position on the committee must designate whether the position is for a one-year or two-year term.
3. Up to four student alternates may be appointed by the college President. The student alternates shall have all rights and privileges afforded to the regular committee members, except for the right to vote. Should any of the five student members fail to complete the duration of their terms, their positions shall be assumed by an alternate.
4. If a regular voting student member is for any reason unable to attend a SSFAC meeting, an alternate student member shall be appointed by the Chair as a substitute replacement for the missing member for that meeting and shall assume voting privileges.
5. A student member who withdraws from the institution, or becomes ineligible for participation in the SSFAC, shall forfeit his/her position on the committee. The chair shall seek a replacement under Item No. 3 of this section.
6. Appointment, election and continued participation in the committee shall require students to be in good overall standing (student members must be enrolled in six hours or more, hold a minimum 2.00 grade point average or equivalent and be compliant with the College District Student Code of Conduct).

The Director of Student Activities or comparable assignee appointed by the President shall serve as a non-voting member and chair the committee. By June 1 of each year, the President of the college shall appoint four regular faculty or staff members to the SSFAC for the upcoming academic year.

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A vacancy in an appointed (non-student) position on the committee shall be filled for the unexpired portion of the term. The President of the college shall appoint a faculty/staff member to fill the vacancy.

#### **Guidelines**

The SSFAC is authorized to make annual recommendations to the President via the chief student affairs officer for the allocation of student services fees.

For the purpose of this committee, a quorum to transact business must consist of (1) a total of at least 5 members (2) with a plurality of those members present being voting student members and (3) at least one faculty member being present.

As a general rule, the SSFAC recommendations shall not normally exceed a 10% allocation change from the current year to the forthcoming year for each individual funding area. However, on those occasions when the full committee strongly believes (based on documented evidence) a change of more than 10% (increase or decrease) is warranted, the committee shall forward this recommendation through the normal procedure.

The SSFAC shall meet on a monthly basis throughout the academic year to facilitate allocation requests from student services fees. During the annual budgetary process, procedures and timetables shall be established by the chair of the SSFAC in conformance with the budget calendar established by the college.

The SSFAC shall adhere to the annual budget cycle calendar in submitting the budget. The SSFAC shall:

1. recommend appropriate levels of funding for each request within the funding area;
2. recommend possible uses of all funds;
3. rank all requests for funding and establish a priority order for funding; and
4. revert to the “Unexpended Student Activity Fee Budget” line item any and all unexpended balances remaining in the student services fee account from the previous year for re-allocation. The “Unexpended Student Activity Fee Budget” line item is established to recoup unexpended balances from all other budget line items for reallocation and to ensure compliance with the statutes referenced in Policy [F.2.3](#).

#### **Programmatic Activities**

Sponsored events supported in whole or in part by compulsory student fees need not and should not avoid controversial political, religious, or ideological content, subject to the understanding that, under current College District policy, colleges have a responsibility to assure an ongoing opportunity for the expression of a variety of viewpoints.

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When supporting a registered/approved campus organization and its related programmatic activities, appropriate considerations might include, but are not limited to, particular organizational needs based on membership size; office or other equipment requirements; the extent of financial support the organization receives from other sources; or the production costs associated with a particular event or series of events the organization typically sponsors.

#### **Disbursement of Student Services Fees**

The chair of the SSFAC shall convene the committee to review and make budget recommendations.

1. The SSFAC shall review each budget request, and recommend (1) approval, (2) approval with modifications, or (3) disapproval for specific reasons.
2. The budgets developed above shall be comprehensive in nature and in accord with Section 54.503 of the Texas Education Code. Budgets shall take into account the need for personnel and technology to support the execution of student services fee activities as approved by the College District Board of Trustees.
3. Prior to recommending the student services fee budget to the Chancellor, the college President shall consider the report and recommendations of the SSFAC committee.

The three types of funding requests are:

1. Annual funding requests which are submitted once a year in the spring for recurring and anticipated requests;
2. Supplemental funding requests which are submitted throughout the year for new or unanticipated expenditures; and
3. Capital expenditures funding.

Annual requests are due by February 15 to be included in the college annual budget preparations. Requests shall be approved/ denied by April 15.

Supplemental funding requests are due one week prior to the regularly scheduled SSFAC meeting (the requesting organization may request a special meeting for the SSFAC to review a funding request). Capital expenditures funding requests are due by February 15.

#### **Planning, Reporting and Accountability**

On or before March 1 of each year, the District Office of Institutional Research, working with the chair(s) of the SSFAC and the chief student affairs officer(s), shall conduct an annual comparative study of funding for all student services fee areas at comparable Texas community colleges. This study shall be used to assist the SSFAC in determining the broad areas of interest that merit funding.

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On or before March 1 each year, the budget office shall prepare a projection of student services fees available for the forthcoming fiscal year to the chief student affairs officer and the chair of the SSFAC.

The chair of the committee shall provide the SSFAC with quarterly (semester or end of year) financial statements indicating fund balances.