



Committee Meeting: Policy Committee	Date: January 3, 2017
Committee Chair: Kate Masiello – members present listed on page 4	
New or Edited: V-D-3A	

POLICY NAME: Student Activity Fee Allocation Policy

POLICY TYPE: Board

SUBMITTED BY: Susan M. Holdaway, Executive Director, Auxiliary Services Corporation

ISSUE OR STATEMENT OF PURPOSE: The Auxiliary Services Corporation of Erie Community College (“the ASC”) serves as designated custodian of mandatory Student Activity Fees, as required by the County of Erie Faculty-Student Association Guidelines approved by a 1974 Erie County Legislative Resolution. Furthermore, pursuant to the Agreement between the ASC and SUNY Erie Community College (SUNY Erie), the ASC, as campus fiscal agent, has carefully and comprehensively reviewed the College’s current policies and practices for Student Activity Fees. The ASC is proposing several policy revisions and additions in order to address the following Corrective Action Plan (CAP) Actions Nos. 18(b), (c), 19 (a), (b), (c), (d) and 20 (a). The ASC proposals will allow for improved oversight of the allocation, use, disbursement of mandatory Student Activity Fees and implement new rules governing the accumulation and maintenance of carryover balances of Mandatory Fees. The ASC believes that the implementation of these revised procedures will promote greater transparency in the annual reporting of the allocation and disbursement of Mandatory Fees to the SUNY Erie Board of Trustees and the SUNY Erie student body, and will assist the SUNY Erie Board of Trustees in setting future Activity Fee levies. The Agreement between the College and the ASC will specify the purposes for which the Mandatory Activity Fees may be used.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): The revisions to the existing SUNY Erie BOT “Student Activities Fee Allocation Board Policy” V-D-3a (attached) are recommended to specifically address the CAP approved by the SUNY Erie Board of Trustees on April 12, 2016 as well as to address any inconsistencies or confusion noted in the administration of the existing process for allocating activity fees.

The current SUNY Erie BOT “Student Activity Fee Allocation Board Policy”, last revised in February of 2015, requires updating to provide for (1) a revised composition of the Activity Fee Allocation Committee (“the Committee”); the implementation of a standard practice for the scheduling and conduct of Committee meetings; and (3) the implementation of a comprehensive policy on Student Activity Fee allocation. The new policy will ensure consistency and standard procedures for annual activity fee account applications, submission of account budgets, review of fee usage history, and allocations that will provide a more effective distribution of funds needed to conduct Student Activities.

The revised policy will prevent unspent funds from rolling over without good cause and provide the SUNY Erie Board of Trustees with a clearer picture of the information relevant to its decisions concerning the Student



POLICY NAME: Student Activity Fee Allocation Policy - **Continued**

Activity Fee levy. It should also provide the SUNY Erie student body with clearer information regarding fund distribution.

The attached Exhibit A details the permitted uses of Activity Fees during the previous three years with a history of activity fee allocations and disbursements. The ASC, in its capacity as designated custodian of the fees, certifies that all expenditures were reviewed and determined them to be in accord with the permitted uses of fees, as defined in Article 8 of the Agreement between the College and the ASC.

The recommended revisions and updates were reviewed and discussed with the Policy Committee on November 7 and November 22, 2016 and approved for full board consideration pending a few minor updates. Auxiliary Services Executive Director Susan Holdaway and ASC Board member William Reuter attended the Policy Committee meetings to respond to any questions or concerns as well as providing background information.

NEW OR EDITED POLICY: **NEW** - Student Activity Fee Allocation Policy dated November 2016.

DOES IT SUPERCEDE A POLICY/WHICH ONE: 1. Existing SUNY Erie Board of Trustees Policy V-D-3a "Student Activities Fee Allocation Board", last revised February 2015 (Attachment A) is being revised/updated as follows:

Student Activity Fee Allocation Policy:

Purpose:

To establish a Committee that will, on an ongoing basis, consistent with the principles of equal opportunity and viewpoint neutrality, review Student Activity Fee usage, and allocate funding of fees for permitted activities based on applications and budgets that represent the interests of the student body at SUNY Erie Community College. The Committee will also review year end fund balances. No account will be permitted to carry over a balance in excess of twenty- five percent (25%) of the prior year's allocation, unless an applicant can demonstrate that good cause exists for an excess balance to carry over into the next fiscal year. The policy will define the procedures for scheduling Committee meetings, recording the proceedings and maintaining records of Committee meetings, and informing the SUNY Erie student body of mandatory Student Activity Fee account allocations.

Statement:

Both part-time and full-time students at SUNY Erie Community College pay a mandatory Student Activity Fee to support co-curricular and out- of- classroom activities which provide intellectual, social, cultural and leadership opportunities, as well as support-services, which assist in student persistence, engagement and success and complement the long- term planning and Mission of SUNY Erie Community College.



POLICY NAME: Student Activity Fee Allocation Policy - Continued

Policy:

A Student Activity Fee Allocations Committee will be comprised of eight members – seven voting and one non-voting member as follows: the elected SGA President/Student Trustee and three SGA Vice Presidents, (“VP”), one faculty member and one administrator from the Auxiliary Services Corporation Board, (ASC), the President’s designee from Student Affairs and the Executive Director of the ASC (a non-voting member). In the event that an SGA has a vacancy in the office of VP, that SGA may designate one other alternate SGA officer from their campus to fulfill the role of Committee member.

The President’s designee from Student Affairs will serve as Committee Chair and all meetings should be conducted with an agenda and documented in written minutes. Meetings will be attended by a recording secretary and the proceedings will be recorded. Minutes will subsequently be posted on the MYECC portal for Students, under Campus Life, Student Activities and a copy will be filed in the ASC Business Office.

The Committee will meet annually beginning no later than February 15th to begin the review of each activity fee account’s prior year allocation and expenditures. The ASC will provide an Annual Activity Fee Recap Report, supported by account Financial Statements and/or General Ledger detail as requested. The Committee will post an Application Form for Student Activity Fee Funding for the next fiscal year on ECC Today with a due date of no later than March 1st. All Applications for funding must be accompanied by a statement of goals and objectives for the use of the funds and a projected budget of expenditures. Budgets should include an adequate projected rollover amount to provide sufficient cash flow if the account wishes to continue to be active each year as Activity fees are not received by the ASC until late September. Rollovers should not exceed twenty-five percent (25%) of the prior year allocation unless good cause can be shown. Good cause will be determined by a majority vote of the Committee.

The ASC will provide an estimate to the Committee of the total anticipated activity fees for the upcoming funding cycle to be derived from the fee set by the College and the enrollment projections for the upcoming fiscal year. The Committee will review all applications submitted at a second meeting to occur no later than March 15th. Funding requests will only be considered if they are (1) in accord with the permitted uses of activity fees as defined in the Agreement between the College and the ASC; (2) are consistent with the principles of equal opportunity and viewpoint neutrality; (3) and support student engagement and success. The Committee will approve or deny funding amounts based on total anticipated activity fee funds to be received and the dollar amounts requested in each funding application. All Committee decisions will be based on majority vote.

The Committee Chair (President’s designee from Student Affairs), will bring the funding recommendations of the Committee forward to the appropriate subcommittee(s) of the Board of Trustees for their review and



POLICY NAME: Student Activity Fee Allocation Policy - **Continued**

approval by April 1st of each year. The ASC Executive Director will provide the Activity Fee Recap Report to the subcommittee(s) as well. In the event that the projected activity fees for the subsequent fiscal year exceed the approved applications for funding, the Board of Trustees may consider an appropriate reduction of the Student Activity Fee levy for future years.

Any excess fund balances will remain in a restricted ASC account pending direction from the Committee or the Board of Trustees. The Committee may also recommend an Activity Fee increase to the Board if current Activity fees are deemed to be insufficient to fund all requested accounts.

Upon Board of Trustee approval of the funding allocations, the SGA President/Student Trustee will provide notification to all applicants of funded accounts. The ASC Executive Director will post the funded accounts along with the account advisor contact information on the MYECC portal where it will be generally available to the SUNY Erie student body.

Activity fee account holders will be required to complete an ASC Agency Account Agreement (attached). The ASC, as the independent fiscal agent for mandatory Student Activity Fees, will administer the accounts in accord with the applicable instructions found in the Student Government Association, Clubs and Organizations Policies and Procedures Manual (Activity Fee Manual) as well as the general disbursement guidelines of the ASC. The Activity Fee Manual is to be reviewed annually and revised as needed by the Student Government with any revisions to be approved by Student Affairs Administration to reflect current best practices.

POLICY COMMITTEE RECOMMENDED ACTION: Approved as amended above. Policy Committee recommends the Board of Trustees approves this Board policy under the Report of the Chair, Ad Hoc Committee Reports, Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Student Activity Fee Allocations.

Policy Committee Members Present – Trustees Kathleen Masiello, Susan Swarts, and Neal McCallum, Trustee Tim Callan via telephone call in, Senior Vice President of Operations Mike Pietkiewicz, EVP Academic Affairs Rick Washousky, Director of Human Resources Tracey Cleveland and Chief Administrative and Financial Officer William Reuter.

DATE OF BOARD APPROVAL: January 27, 2017

POLICY COMMITTEE TEAM FOLLOW-UP: Distribution of new policy to Student Affairs Administration, all Activity Fee Account administrators or signatories and inclusion in training for all future Student Activity Fee funded accounts.



POLICY NAME: Student Activity Fee Allocation Policy - **Continued**

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS: The changes to existing policy and procedures above are designed to specifically address the CAP approved by the SUNY Erie Board of Trustees on April 12, 2016. The proposals will also serve to provide full transparency concerning the usage and allocation of Student Activity Fees while ensuring that the Student Activity Fee charged to students is properly reflective of the student activities supported by the fee.

In addition, the existing SUNY Policy “Student Activity Fees-Mandatory”, which is applicable only to the SUNY four year state operated institutions, and not community colleges, was reviewed to identify best practices to incorporate into ECC’s Student Activity Fee Allocation Policy.

Lastly, the Faculty Council of Community Colleges on October 8, 2016 approved a position statement in support of student governance at community colleges which states in parts the following:

1. SUNY policies exist regarding the management of Student Activity Fees at state operated campuses, no such SUNY system exists to codify the management of community college student activity fees.
2. The Faculty Council of Community Colleges supports the Student Assembly initiative to work with SUNY System Administration to improve community college’s student governments’ access to decision making processes on their campuses that include written policies and procedures describing how the Student Activity Fee is managed.

This Policy has been previously reviewed and discussed at the Policy Committee meetings of December 13, 2016, November 22, 2016 and November 7, 2016. At the meeting of January 3, 2017 the Policy Committee unanimously approved this Policy with edits that have been made to the above.



POLICY NAME: Student Activity Fee Allocation Policy - Continued

ARTICLE 8 – All activity fees collected by the Corporation under the provisions of this contract are to be expended for the benefit of the College community in the following categories:

- a) Programs of cultural and educational enrichment;
- b) Recreational and social activities;
- c) Tutorial programs;
- d) Athletic programs, both intramural and intercollegiate;
- e) Student publications and other media;
- f) Assistance to recognized student organizations, whose purposes and activities are educational, cultural, recreational, or social in nature;
- g) Campus Childcare programs;
- h) Support for Campus alumni activities;
- i) Support for College commencement programs, including without limitation, compensation for commencement speakers;
- j) Career Placement activities;
- k) College Honors programs;
- l) Insurance related to conduct these programs;
- m) Administration of these programs;
- n) Transportation in support of these programs;
- o) Stipends to student officers for service to student government and publications.
- p) Student services to supplement or add to those provided by the College;
- q) Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government;
- r) Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the College or a College affiliated organization;



POLICY NAME: Student Activity Fee Allocation Policy - Continued

- s) Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set forth above in this Article, and provided further that such payments may not be exclusively for the general corporate purposes of such organization;
- t) Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus affiliated organizations; and
- u) Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization.