



### 2.8.0.1 Student Life

#### **Part 1. Student Life/Activity Program.**

Century College shall support the establishment of a student life/activity program. The revenue generated by the student life/activity fee authorized by Minnesota State Policy 5.11 Tuition and Fees and Procedure 5.11.1 Tuition and Fees shall be used to fund student activities as defined in Minnesota Statute Section 136F.01, Subd. 5. The student life/activity program shall be administered in accordance with system policies and procedures and consistent with Minnesota Statute Section 136F.72 Subd. 3. Student life/activity programming is intended to provide for a wide range and balance of student activities that complement the curricular offerings of the institution. Funding decisions shall be made in a viewpoint neutral manner.

#### **Part 2. Student Life Committee**

Subpart A. Establishment and membership. The college shall have a student life/activity committee(s). The Student Senate may serve in this capacity or there may be a designate Student Life fee committee. The Student Senate shall appoint the student members of the student life/activity committee(s). Not more than one-third of the voting members of a student life/activity committee shall be non-students. After consulting with the president or designee, the Student Senate may review and amend the membership structure of the student life/activity committee for the next academic year.

Subpart B. Committee responsibility. The committee(s) shall annually recommend to the Student Senate the amount of the fee in the ensuing year, the allocation of revenues, policies and procedures for oversight of the student life/activities budget, and expenditures consistent with system and institution policies and procedures (see Policy 5.11 Tuition and Fees and System Procedure 5.11.1 Tuition and Fees and System Procedure 2.8.1 Student Life).

Subpart C.. The student life/activity fee shall fund the Student Senate, clubs and organizations that have been formally recognized by the campus student association(s) as described in Policy 2.1 Campus Student Associations.

Subpart D. Authority for expenditures. The president of the institution shall approve, reject or modify the student life/activity fee and/or budget and authorize the collection and expenditure of such fees. The Student Senate shall be consulted on any modification to the association(s)'s budget and expenditure recommendation prior to implementation. Student life/activity fund balances shall carry-over into the next fiscal year.

Subpart E. Budget reserves. Budget reserves for the student life/activity funds may be established and their status shall be annually reported to the student life/activity committee.

#### **Part 3. Management of Student Life/Activity Fee Allocations**

Subpart A. Budget process. The Student Senate and the institution president or designee shall jointly determine a schedule to ensure that the budget plan for student life/activity will be completed for action in the spring. At the beginning of the budget preparation process for the next academic year, the college administration shall provide the student life/activity committee with a copy of the previous year's student life/activity financial statement, current year-to-date budget and financial statement, and pertinent regulations and policies. Supplemental budget

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information, including process notes and explanations, shall be provided at the request of the student life/activity committee. The student life/activity committee(s) shall present the student life/activity budget, including the fee amount and allocation of revenues, to the Student Senate for review. The Student Senate shall make recommendations to the college president for approval. The Student Senate shall review and may recommend new funding requests or modifications during the academic year and submit the revised funding recommendation to the president for action.

Subpart B. Student organization accounts. The college shall provide for the fiscal management of student organization accounts. A student organization which receives allocations of student activity monies shall deposit and expend all allocations through an account within the institution activity fund. Student organizations that receive funding from sources other than the institution may establish an agency account for such funds, at the institution's discretion.

Subpart C. Annual report. Each institution shall prepare a student life/activity fee annual financial report including student life/activity fund reserves and accrued interest. The report shall be available to interested parties and provided to the student life/activity committee and the Student Senate. The Student Senate may request that the institution provide a detailed accounting or audit of the student life/activity fund which shall be made available to interested parties. The cost of these audits shall be borne by the institution's student life/activity fund.

Subpart D. Carry forward and reserves. Except to the extent necessary to insure that expenditures recommended by the Student Senate and approved by the president are funded, expenditures from carry forward, including reserves, shall occur only after receipt of a recommendation from the student life committee and the Student Senate. The amount of these carry forward funds shall be reported to the student life committee. Interest earned from the student life/activity fund shall be credited back to that fund. The committee may review and make recommendations regarding the investment policy for student life/activities reserves.

Subpart E. Use of Funds.

1. The student life/activity fee shall fund only activities included under Minnesota Statutes §136F.01, Subd. 5, consistent with appropriate use and commonly accepted business practices.
2. The institution president or designee and the campus student associations(s) shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.
3. Student life/activity funds shall not be used to fund:
  - Purchase of alcohol,
  - Donations to college or university foundations or other external charitable organizations or
  - Scholarships or grants to individuals.
4. Student leader tuition waivers and/or stipends shall be funded by the student life/activity fund upon recommendation of the Student Senate and approval by the president. The institution shall determine whether to withhold taxes from student leader funds granted.
5. The student life committee may agree to provide funds for its own support through the student life/activity budget process.

**Date Proposed:**

**Date Approved:**

**Date Implemented:**

**Date Last Reviewed:** Policy under review as of 2/1/2018

**Date Revised:** **4/19/2018**