

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Student Activity and Service Fees	NUMBER: 10-17AP
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.054, 6A-14.057	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 10-17: Student Activity and Service Fees • Student Activity and Service Budget Request Form
UPDATED: 02/21/14	

Student activities sponsored by the Tallahassee Community College (hereafter TCC or the College), Florida Community College Activities Association (FCCAA) and other extracurricular and co-curricular activities and student services providing a direct benefit to students are deemed appropriate for funding from Student Activity and Service fee dollars. The purpose of this procedure is to ensure that such fees are used in a manner consistent with current statute and rule and Council policy, and those student organizations, programs, departments and student services receiving activity and service fee funds are open to all students and used to benefit the student population as a whole.

1. Notice to Request Student Activity and Service Fee Funds (Departments, Offices and Programs)
 - a) The Budget Council Chair, in cooperation with the Director of Campus and Civic Engagement or designee, shall send an electronic notice, no later than 15, requesting submission of an A&S Budget Request for the upcoming fiscal year.
 - 1) A standardized Student Activity and Service Budget Request form shall be sent, electronically, to all budget managers/department heads of offices, entities that received A&S funds the previous fiscal year as well as communicated college-wide.
 - a. The deadline for submission of all budget requests shall be no later than the end of the first second week of February. The deadline date for submission of the budget request form must be contained in the electronic communication and on the budget request form.

2. Budget Board Council A&S Requests Review Process and Procedures
 - a) Throughout the process, the Budget Council shall review requests based on how the event, program or service benefits students, while also balancing the varying

needs of student activities, student support services, student organizations and the support of learning for the student body as a whole.

- 1) Review all budget requests and support documentation, while balancing the available activity and service fee budget against requests;
 - 2) Allow entities requesting student activity and service fees the opportunity to present before the Budget Council;
 - 3) Approve budget recommendations by simple majority vote (50% + 1) of the voting members present
- b) After the Budget Council has completed a review of all requests submitted by the deadline date, the Budget Council chair shall forward the approved recommendations to the Vice President for Student Affairs by March 15th for review.
- 1) The Recommended Student Activity and Service Fee Budget shall, for each entity requesting funds, include the dollar amount:
 - a. Received for the current fiscal year;
 - b. Expenditures/Encumbrances to-date for the current fiscal year;
 - c. Requested for the upcoming fiscal year; and
 - d. Recommended by Budget Council for the upcoming fiscal year;
 - 2) The Vice President for Student Affairs may request additional information or explanations for the budget recommendations.
3. Following the Vice President for Student Affairs' review of the recommendations, the Vice President shall forward the approved recommendations to the College President by April 1st.
- a) The Budget Council will be required to present the recommended Student Activity and Service Budget to the College President.
 - b) The College President has the authority to approve, not approve or return the budget or any budget request item thereof to the Budget Council for further review.
4. The College President or designee shall, whenever possible, approve the Student Activity and Service Budget no later than May 1st.
5. Following the College President's approval, a time may be scheduled for the Budget Council Chair and Director of Campus and Civic Engagement to present the Student Activity and Service Fee Budget to the TCC District Board of Trustees during a regularly scheduled meeting as determined by the College President.