

BELLINGHAM TECHNICAL COLLEGE

SERVICES AND ACTIVITIES FEE COMMITTEE

MISSION:

To promote long term collaboration between students and administration for the equitable, responsible, and conscientious collection and allocation of funds dedicated to the educational, professional development, and maintenance of relevant program and learning opportunity services and activity initiatives for Services and Activities (S&A) fee paying students of Bellingham Technical College (BTC).

EXPECTATIONS:

1. To propose the amount of S&A fees assessed upon Bellingham Technical College students.
2. To evaluate enrollment projections and propose an annual S&A fee revenue budget.
3. To evaluate Associate Students of Bellingham Technical College's (ASBTC) budget projections, initiatives and priority activities to produce a budget that best serves the students of BTC.
4. To submit its budget recommendations and expenditures to the Board of Trustees for approval on an annual basis.
5. To monitor the expenditure of S&A fee revenue in comparison to the annual budget throughout the academic year and provide periodic reporting to the College President and Board of Trustees in coordination with the ASBTC Executives.
6. To ensure expenditures of S&A fee revenue meet guidelines and laws for permissible use of S&A fees in accordance with Washington State Law and including but not limited to the following resources:
 - The CUSP "Killian Outline" Guidelines for Permissible Use of Services and Activity Fees;
 - WAC 292-110-010 Use of State Resources;
 - RCW 28B.15.045 Services and Activities Fees – Guidelines governing establishment of funding of programs support by;
 - Washington State Ethics Board Advisory Opinion 02-02A Use of State Resources Questions and Answers;
 - RCW 42.52.120 Compensation for Outside Activities;
 - RCW 42.52.180 Use of Public Resources for Political Campaigns; and
 - ASBTC Constitution and Bylaws
7. Annually, in coordination with the college administration, post S&A fee expenditure information for the prior academic year on the BTC website by September 30th.

MEETINGS:

The S&A Fee Committee shall meet as often as necessary. The chairperson, in consultation with the membership, will establish a regular meeting time. Meetings of the committee shall be called by the chairperson or when requested by three of the membership. A minimum of 24 hours' notice is required. The Office of the Vice President of Student Services will generate and post the Notice of Public Meeting.

CHAIRPERSON:

The chairperson shall be elected by the S&A Fee Committee from among its members on an annual basis, or as needed in the event of a member either stepping down or being revoked.

MEMBERSHIP:

Guidelines:

All Student members will be/have:

1. Good intentions and an understanding of the S&A Fee Committee's mission, prior to committing to become a member. Additionally, members will conduct themselves in a respectful and professional manner.
2. An S&A Fee paying student.
3. Maintain a minimum cumulative GPA of 2.5 or higher.
4. Not be on academic or disciplinary probation within the school or their program.
5. The intent of serving for one (1) academic year, or until degree completion, whichever comes first.

In the event a voting member is habitually absent from meetings, fails to respond to attempts of contact, or is deemed unable to participate in the committee due to the guidelines above, that person can be removed from membership by a super-majority vote which is defined as a minimum of seven (7) voting members of the S&A Fee Committee.

Voting Members (9):

Student members (6)

ASBTC Director of Finance

One (1) ASBTC Executive

Three (3) students who are not ASBTC executives ¹

One (1) student who is not an ASBTC executive nor ASBTC Senator ²

¹ See Appendix A for selection criteria

² See Appendix A for selection criteria

BTC Administrative members (3)

Vice President for Student Services
Vice President for Administrative Services
One (1) BTC Faculty member

Non-voting members (2):

Advisor to the ASBTC
Support Staff for the ASBTC

VOTING GUIDELINES:

1. A passing vote will be defined as a majority vote of the quorum present.
2. A quorum will be defined as half of the Student members (3) and more than half of the BTC Administrative members (2).

ANNUAL BUDGET APPROVAL PROCESS:

The S&A Fee Committee shall be responsible for recommending to the college Board of Trustees an annual budget for expenditure of S&A fees. Prior to the recommendation to the Board of Trustees, the Committee shall:

1. Go over rules and regulations regarding appropriate use of S&A fees in an effort to provide all members with a proper functional understanding.
2. Study the previous year's information so the committee can predict more accurate future fee revenue and expenditures.
3. Establish the projected S&A fee revenue and expenditures for the coming fiscal year.
4. Work with ASBTC Executives to put together a draft budget for the next academic year.
5. Be responsible for seeking input on the budget recommendations from the college administration, student government and the general student body.
6. Report a summary of all discussions and decisions to the ASBTC Executive Team.
7. Submit a draft annual budget proposal with supporting documents to the BTC President.
8. Present and receive approval for the annual budget proposal from the ASBTC Senate.
9. Coordinate with the ASBTC Executive Team to present the budget for approval to the Board of Trustees.

FINANCIAL REPORT PROCESS:

The S&A Fee Committee will:

1. Produce an accurate quarterly budget report for the purpose of informing both the BTC Board of Trustees and ASBTC.
2. Develop a Transition Report for the next year's S&A Fee Committee.
3. Develop an end of year Final Summary Report for the Board of Trustees and ASBTC.

BUDGET TIMELINE:

Generally, the S&A Fee Committee budget process follows the college's budget process in order to be presented in a similar timeframe to the Board of Trustees.

January

- Current year budget review
- Campus input sought for unmet needs and unspent funds

February

- Plan budget revision to Board of Trustees if necessary

March

- Revenue expenditure planning for future year

April

- Draft budget work

May

- Draft budget submitted to ASBTC executives
- Revision process if necessary
- Senate vote

June

- Presentation to Board of Trustees, budget approval.

Appendix A

MEMBER SELECTION:

The S&A Selection Committee will be comprised of five (5) members. These members will collaboratively review and select the best applicants to fill the necessary spots. Member selection will correlate with the ASBTC annual spring elections.

S&A Selection Committee Members:

Designated Members (3)

BTC Vice President for Student Services
BTC Vice President for Administrative Services
ASBTC Director of Finance

Additional Members (2)

ASBTC Executive – To be selected by the ASBTC Executive Team
Faculty Member – To be selected by Faculty

Positions Being Selected:

The Selection Committee will annually review applications and select members for the following four (4) positions:

Three (3) students who do not serve as ASBTC executives
One (1) student who does not serve as an ASBTC executive or an ASBTC Senator

Special Selection:

In the event that a position becomes vacant prior to the annual selection process, the S&A Fee Committee, as a whole, may select an applicant for the positions of:

Three (3) students who do not serve as ASBTC executives
One (1) student who does not serve as an ASBTC executive or ASBTC Senator

Should one of the other five (5) positions become vacant prior to the annual selection process, standard selection procedures may be followed in advance of the annual process.