

Service & Activities and Student Technology Fee Financial Code

ARTICLE I Purpose

The purpose of this financial code is to provide clear guidelines concerning the effective administration of student technology fee funds and student activities/programs by the associated students of Pierce College Fort Steilacoom and Pierce College Puyallup.

ARTICLE II Definitions

As used in this financial code, the following words and phrases shall mean:

1. **Administrative Services** means the office that carries out the functions of the District that relate to business and finance.
2. **ASPCFS** means the Associated Students of Pierce College Fort Steilacoom.
3. **ASPCP** means the Associated Students of Pierce College Puyallup.
4. **Attempt to influence** includes legislative staff as well as legislators.
5. **Board** means the Board of Trustees of Pierce College Fort Steilacoom, Pierce College Puyallup, Community College District 11, and State of Washington.
6. **Budget Committee** means the Services and Activities fee budget committees for the Associated Students of Pierce College at Fort Steilacoom and Pierce College Puyallup.
7. **Chartered student clubs or organizations:** Any student club or organization possessing a currently valid charter granted under the provisions of the ASPCFS or ASPCP Constitution and Bylaws, the Student Life/Programs Procedures Manual, and the Student Rights and Responsibilities policy may qualify for subsidy except when its purpose is in violation of college procedures or policies, or state laws.
8. **Chief Information Officer (CIO)** means the administrator who provides the primary leadership and supervision of technology services throughout the District.

9. **Co-curricular College Sponsored Programs:** Programs of the college having extracurricular aspects that may be of benefit to the entire student body and may qualify for subsidy.
10. **College** means Pierce College individual campuses Fort Steilacoom, Puyallup, or either Joint Base Lewis McChord location.
11. **Dean of Library & Learning Resources** means the administrator who provides the primary leadership and supervision of library, media services, computer labs and other learning resources throughout the District.
12. **Director of Student Life** means the administrator who provides the primary leadership and supervision of student programs and whose responsibilities and budget authorities include the administration and management of all services and activities accounts at Pierce College Fort Steilacoom and Pierce College Puyallup.
13. **District** means Pierce College, Community College District 11, State of Washington.
14. **District Program Criteria:** Elements outlined below shall be considered a district program and be eligible for funding consideration:
 - Coordinator/Contact housed at each college.
 - Non-instructional programs only shall be considered.
 - All students in the District shall have access to District Programs.
15. **Executive student members** means elected and/ or selected student officers from the Student Governments of each respective campus.
16. **Fiscal Year** means the calendar period from July 1 through June 30.
17. **Fund Balance** means the account containing the remaining unencumbered cash balance and any unallocated revenues from Technology fee monies at the end of the fiscal year.
18. **Legal Advisor** means the person who serves as the appointed Assistant Attorney General for Community College District 11, State of Washington.
19. **Legislation** means matters pending or proposed in either house or matters that may be the subject of action.
20. **Lobbying** means to attempt to influence the passage or defeat of any state legislation.
21. **Pierce College District Chancellor** means the administrator who provides the primary leadership and supervision of Pierce College District operations.

22. **President of Pierce College Fort Steilacoom** means the administrator who provides the primary leadership and supervision of Pierce College Fort Steilacoom and Joint Base Lewis McCord, Military and Extended Learning, operations.
23. **President of Pierce College Puyallup** means the administrator who provides the primary leadership and supervision of Pierce College Puyallup operations.
24. **Program Managers** means the person directly in charge of program operations and budget (e.g. Journalism faculty for student newspaper).
25. **Services and Activities(S&A) Fees** means the portion of fees other than tuition, operating fees, and other required fees charged to students registering at Pierce College District as indicated in RCW 28B.15.041.
26. **Sports Programs:** Programs or organized intercollegiate or intramural sports activity for either men or women and may qualify for subsidy after having been approved by the Director of Student Life at Fort Steilacoom or Puyallup.
27. **State Board** means the State Board for Community and Technical Colleges, State of Washington.
28. **Student** means any person registered for classes in the Pierce College District.
29. **Student Activities** means any college co-curricular or extra-curricular activity participated in by students and of the student programs function in the furtherance of their education and offering students opportunities for educational, cultural, health and wellness, recreational, social, or leadership experiences and may qualify for subsidy.
30. **Student Government** means the governing body of the Associated Students at Fort Steilacoom or Puyallup as required by the college's Board of Trustees.
31. **Student Life** means all activities, groups, and organizations funded by S&A fees and the department through which such activities and programs are managed.
32. **Vice President for Learning and Student Success** means the administrator who provides the primary leadership and supervision of instructional services and programs at the respective college.

S&A

ARTICLE III Fund Management

Section 1 – Objective

The raising and expending of funds by the Associated Students of Pierce College Fort Steilacoom or Pierce College Puyallup has the objective of promotion of the general welfare and morale of students by providing a meaningful variety of educational, entertainment, leadership development, recreational, health and wellness, cultural, and social learning experiences. To that end, any such fees expended for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

Section 2 – Permissible Use of S&A Fees

Services and Activities fees (S&A) and all associated revenue which is generated through student programs and activities are to be used as otherwise provided by law, rule or regulation of the Board and state S&A RCW and guidelines regarding use for the express purpose of funding student activities and programs of the College.

When authorized and approved in a manner consistent with the Financial Code, S & A fees may be used for, but shall not be limited to:

- A. Social events, seminars, workshops, retreats, meetings, and conferences, student governmental or programming organizations and associated activities or events, health and wellness programs, retreats, conferences, professional consulting fees, student clubs and organizations, musical, dramatic, artistic, debates, art awards, and forensic presentations of an extra-curricular nature, monetary awards as prizes; student publications, and other mass media activities, and sports programs.
- B. S&A fees may be used for the expenses associated with these student activities and programs including meals, transportation, lodging during group travel for students and professional staff participating. If money for meals is given to a volunteer, this would be considered compensation and they would no longer be considered a volunteer. The volunteer would need to fill out an I-9 form and submit to Human Resources to have on file with their volunteer form.
- C. Trophies, certificates or engraved plaques, sweaters, warm-up jackets, chenille letters, rain clothes, monogrammed dress jackets or attire, etc. Such items may be provided to students who have served or are serving as members of sports programs, student leadership teams, cheer leaders, outstanding scholars, outstanding participants in drama, debate, student government, and others who

have earned them, *provided that* they are a result of participation, are personal in nature, and are of nominal value and when approved by the Director of Student Life at Pierce College Puyallup or Pierce College Fort Steilacoom.

- D. Equipment, supplies, student and part-time staff salaries, and materials required for the operation of student activities and programs.
- E. Meals for reception or award ceremony attendees who are part of the program.
- F. Meals and refreshments (coffee, cookies, etc.) at approved student programs as incidental thereof. Examples include: graduation ceremonies, vocational certificate awards programs, scholarship convocations or receptions, student activity or club and organizations meetings, student awards, student officer or student group work or meeting or session, retreats, new student orientations, honor society initiations, scholarship donors receptions, etc. (Note: Food and beverages may be provided at an "open house" hosted by a student club or organization aimed at promoting awareness of that club or organization's activities on campus, provided that the club or organization provides the college students who attend that open house with written or oral information about the club's function and mission.)
- G. A legal aid program which provides services to individual students *provided that* the program is not used to institute legal action against the college or university.
- H. Free admission granted to a news media person who is attending the function in one's news reporting capacity, or to persons performing their assigned duties, since the granting of admission in these instances is in return for participation.
- I. Furniture and equipment for student use as approved by the associated student association or student governmental organization.
- J. Partial subsidization of a student food bank operation *provided that* that the food bank benefits only students.
- K. Costs associated with child care centers for the children of students.
- L. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such activities and programs.
- M. Special tutorial or co-curriculum programs provided it is not to sustain a critical operation of the college.
- N. Dues for institutional memberships in officially recognized student governmental or activities organizations.
- O. Salaries and compensation to students if the expenses are attendant to a student activity or program.

- P. Support for college employees in student programs operations. S&A fees may be used only to the extent that the employees are engaged in student activities and programs – as opposed to normal maintenance and operation functions of the college.

Section 3 – Use of S&A fees on student political clubs and activities.

- A. Recognition and Allocation. S&A fees may be used to fund officially recognized student political clubs or organizations. Allocation of funds to student political groups must be neutral with respect to the viewpoint of the groups.
- B. Use of Funds. S&A fees may be used to support political speakers and other relevant club activities as deemed reasonable by the institution.
- C. Lobbying. Use of S&A fees for lobbying by student government is now expressly authorized by statute. RCW 28B.15.610, pertaining to voluntary student fees, was amended to provide in pertinent part, “. . . Notwithstanding RCW [42.17.190](#) (2) and (3), voluntary student fees imposed under this section and services and activities fees may be used for lobbying by a student government association or its equivalent and may also be used to support a statewide or national student organization or its equivalent that may engage in lobbying.”
- D. Use of S&A fees for lobbying activities by students *other than by or through the student government association*, is still governed by the constraints on public agencies and reporting requirements in RCW 42.17.190. Orchestrated grassroots lobbying or other indirect forms of lobbying, i.e., mailing campaigns, mobilizing non-state employees to action; rallying public support; organizing rallies in Olympia; and creating citizen action groups, are not permitted with public funds.
- E. Campaign contributions. Under no circumstances may public funds be used as a gift or campaign contribution to any elected official or officer or employee of a public agency. Nor may any public employee authorize the use of any facilities of a public agency (employees, stationary, postage, machines, etc.) to be used for the purpose of assisting a campaign for election or for the promotion or opposition to any ballot proposition. RCW 42.17.130; RCW 42.52.180 (state Ethics Act).

Section 4 – Limitations Impermissible Use of S&A Fees

Monies must be spent for the approved purpose outlined in a memorandum from the Director of Student Life. The following are examples of S&A fee expenditures that have been judged impermissible because they involve “gifting” or because they are not “student activities”.

- A. Salaries of professional employees in teaching, administrative, or clerical positions not directly related to the student life's department operations.
- B. Free meals and/or lodging for anyone without consideration and with a donative intent.
- C. Tips or gratuities for services rendered by anyone unless authorized by OFM.
- D. Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.
- E. Complimentary tickets or admissions as a fit or for public relations purposes.
- F. Career Day – An event at which high school students (typically juniors or seniors) are invited to spend a day on campus with their high school counselors to learn about the educational offerings of the college as those offerings relate to various careers, and which involves service of refreshments to the high school students and their counselors.
- G. Orientation for prospective students under the same theory as above.
- H. Programs or activities that advance or endorse sectarian beliefs.
- I. Gifts of public money or property. A gift is defined as a transfer of property without consideration and with a donative intent.
- J. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer or any others unless required by the contract made for their services.
- K. Programs, personnel, facilities, equipment, and maintenance that are considered crucial to sustain instructional or institutional operations or supported by existing contracts. Stipends and other supplemental payments to college employees are not appropriate where there is already a contractual agreement.
- L. Programs or activities which discriminate on the basis of race, sex, creed, color, national origin, sexual orientation, marital status, age or the presence of any sensory, mental, or physical disability.

Section 5 – Deposits and Expenditures

The expended authorization should follow the established authorized expenditure policy of the college. Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended in compliance with Student Life deposit, expenditures, and cash handling procedures.

Services and activities fees and revenues generated by programs and activities funded

by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter [43.88](#) RCW.

Off-campus accounts of student clubs or organizations are strictly prohibited.

The Director of Student Life at Pierce College Fort Steilacoom and Pierce College Puyallup have administrative responsibility for the proper management of the student programs and activities accounts. Program Managers are responsible to be consistent with the general procedures for purchases and expenditures established by Administrative Services, the Student Programs procedures manual and this financial code.

The following points should be noted and closely observed by advisors and student groups:

- A. Monies collected as the result of any student program or activity must be deposited into the Cashier's Office at the end of the day, or, if after office hours in the evening drop box following the approved cash handling procedures outlined in the Student Life manual. Forms and procedures are located in the Administrative Office of Student Life or on line on the respective College department website.
- B. Gate Receipt Revenue from activities sponsored with Service and Activities fees shall be receipted and deposited in accordance with established Student Life procedures and district policies located in the Administrative Office of Student Life or on line on the respective College department website.
- C. No disbursements from any account are made except by checks prepared by Administrative Services with appropriate approved and signed supporting documentation.

Section 6 – Contingency Fund

Once the estimated revenue and allocations to each college have been determined, the budget committee at each college may determine an amount for that college to be budgeted into a student government contingency fund.

Monies will be released from the Contingency Fund to a designated account following expenditure procedures outlined in the Student Life Procedures Manual and upon approval of the S&A Budget Committee or the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

Pierce College Fort Steilacoom and Puyallup programs or organizations requesting supplemental funding must complete a supplemental funding request and submit it to the executive student members at their respective college, and the proposed appropriation may be authorized by a majority vote and upon approval of the Director of Student Life.

During the summer and fall period, prior to the forming of the current year's budget committee, the ASPCFS or ASPCP executive student members and standing members of the committee shall serve as the acting budget committee. When funding from the contingency fund is requested for Student Government purposes, the request must be reviewed by the standing S&A committee and must receive approval prior to using the funds.

ARTICLE IV Subsidized Programs

Section 1 – Recognition as a Subsidized Program

Any student program or activity, the basic aim of which is to promote the objective of this Financial Code may apply for funding as a subsidized activity. College programs or activities which provide a service to the campus community and having extracurricular or co-curricular aspects which may be of benefit to the student body may automatically qualify for consideration of subsidy by the S&A Fee Budget Committee during the committee process. Student Life support which includes programs, materials, and salaries will automatically qualify for consideration of subsidy during the recognition process.

All student clubs or organizations must be officially recognized and be granted a charter by the ASPCFS or the ASPCP in order to qualify for funding or conduct fund-raisers, utilize facilities or college materials, or seek donations or sponsors. Requests for S&A funds must be for a specific purpose. Each request must be accompanied by a budget plan for utilization of the funds; must be consistent with the requesting club's or organization's constitution and/or bylaws and the Student Life, and Pierce College District mission; and must comply with the Financial Code, the Student Life Procedures Manual and all college procedures and policies, and state laws. Granting of the funds is discretionary and there is no guarantee that sufficient funds are available for any particular request by any club or organization.

Membership of a subsidized program or activity must be composed of only students currently enrolled for classes at Pierce College Fort Steilacoom or Pierce College Puyallup who are registered by the tenth day of the quarter.

Every student club or organization and subsidized activity shall have an advisor employed by the College. All advisor appointments are subject to approval by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

Student clubs or organizations recognized by the ASPCFS or ASPCP shall be considered an extension of the student government association at the college which has granted recognition and shall be expected to conduct their programs or activities in accordance with this code, the Student Programs Procedures Manual, the Constitution

and Bylaws of the Associated Students, the Student Rights and Responsibilities policy, college procedures and policies and other state laws.

Section 2 – Recognition Process

Any student wishing to be recognized by the ASPCFS or the ASPCP and to be eligible for subsidy shall complete an Application for Recognition (available in the Student Life Office) and submit it to the Clubs and Organizations Coordinator who will submit it to the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup for review and recommendation. The Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup may direct the club or organization to make adjustments to the application to be in compliance with all college procedures and policies and State and Federal laws.

If recommended by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup, the application shall then be processed for approval or denial by a majority through the ASPCFS Student Government or the ASPCP Student Government. Only officially chartered clubs or organizations that follow all prescribed responsibilities outlined in the Club Handbook section of the Student Life Procedures Manual, the Financial Code, and all other college policies and procedures shall have the right to use the College name in official business. Abuse of the College name or failure to fulfill all prescribed responsibilities shall result in a charter being immediately revoked by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup until such time a hearing is held to assess the club or organization's future status.

Unchartered clubs are not entitled to any college benefits including use of S&A fees and facility use and are treated as an "off-campus" organization.

Section 3 – Subsidized Option

It shall be the responsibility of the members of chartered student clubs or organizations to determine whether they desire the organization to be subsidized or non-subsidized. The members of a chartered student club or organization shall, at any time, have the option of reversing its subsidization for the forthcoming fiscal year.

Section 4 – Club or Organization Funds

Unspent revenue generated by clubs or organizations throughout the fiscal year may be carried forward and deposited into the club's or organization's budget for the upcoming fiscal year. Revenues must be utilized first for expenses prior to using S&A funds if applicable. Unspent S&A fees will automatically revert to the fund balance account at the end of the fiscal year.

After accounting for all expenses, remaining revenues will be carried forward provided that a written request is made by the club or organization advisor to the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup within thirty days before the close of the current fiscal year.

Section 5 – General Fiscal Procedures

Chartered clubs or organizations wishing to apply for subsidization must do so in accordance with the provisions of Article IV, Section 1 of this Financial Code. Clubs or organizations that fail to follow the prescribed responsibilities outlined in the Club Handbook section of the Student Life Procedures Manual shall not be eligible to receive funds and shall be prohibited from conducting fundraising activities. In addition, clubs or organizations that fail to meet all prescribed responsibilities outlined in the Club Handbook section of the Student Life Procedures Manual shall forfeit all funds in their account. Monies will revert to the general club account at the respective college.

Fundraised Projects:

Fund raising projects to be held on or off campus sponsored by subsidized or non-subsidized chartered clubs or organizations shall be consistent with the sponsoring club or organization's constitution and mission and the Pierce College mission and are subject to prior approval of (1) the club's or organization's membership, (2) the club advisor and (3) the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup. Additionally, the club must:

- A. Complete an Approval of Fundraising Form and obtain appropriate signatures *prior* to holding fundraiser or seeking donations.
- B. Follow the accounting procedures for fund management outlined in Article III.
- C. Follow all college's facilities use and scheduling procedures and policies, which requires prior approval by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.
- D. Use of fund raised revenues are restricted to the stated purpose of use of funds written on the Approval of Fundraising Form which requires prior approval by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup, as well as compliance with all college policies, the Student Life procedures manual and state and/or federal laws.
- E. The fiscal affairs of all chartered student clubs or organizations (subsidized or non-subsidized) are subject to the provisions of this code, the Student Life Procedures Manual, college procedures and policies, and state laws. Funds generated in any manner by subsidized or non-subsidized organizations shall be deposited to a college account.

- F. If chartered clubs use any S&A fees or state funds for the fundraising event or when seeking donations (seed money, etc.) the funds collected from the event are co-mingled with state funds, and are under S&A, college, and state spending restrictions of public funds. Funds shall be deposited in Fund 522.
- G. Funds raised without the use of state property or money are private funds and may be used without restriction. Any such funds raised, in order to retain their private character, must not be commingled with other public funds.
- H. Privately raised funds may retain their private character even if state facilities are used where (a) fair market value is paid for rental of state facilities; or (b) fundraising activities occur in public areas consistent with the institution's facilities use policy for all users.
- I. In the case of fundraising projects that have not used S&A funds as "seed money", all revenues should be held in a separate college "trust" account. Funds shall be deposited into Fund 840. Accounts shall be requested by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

Funds may only be used for the purpose stated in the fundraiser or donation request as approved.

The Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup shall have the right to fix reasonable time, place, and manner restrictions on all fund raising activities and all revenues generated from such fund raising activities.

ARTICLE V Admission to Events

Section 1 – Issuance of Pierce College ID Card

Pierce College student ID cards are issued upon payment of tuition and fees. Every Pierce College student shall be eligible to receive an ID card. The cards are non-transferable.

Section 2 – Use of Pierce College ID Card

Pierce College student ID cards entitle the authorized holder admission to Pierce College athletic and activity events, in most cases without charge or at specified reduced rates. Note that in some activity events require additional identification other than a Pierce College ID Card may be required for admission.

Section 3 – Admission Prices

Admission prices shall be set by the sponsoring organization or program subject to approval by program advisor as well as the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

Section 4 – Ticket Sales

Tickets for ASPCFS or ASPSP events may be placed on sale in appropriate campus locations designated by the Director of Student Life at Pierce College Fort Steilacoom and Pierce College Puyallup. The sale of tickets is the responsibility of the sponsoring organization or program under the direction of the Program Manager and shall be conducted in a manner consistent with established ticket/gate control and accounting procedures described in this Code, the Student Life Procedures Manual, and college procedures.

ARTICLE VI Contracts

Section 1 – Responsibility

Prior approval for contractual agreements pertaining to S&A funded activities and programs must be obtained from the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

Section 2 – Invalid Contracts

Written contracts pertaining to ASPCFS or ASPCP sponsored activities made without prior approval and not finalized by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup, and Administrative Services are invalid. Responsibility for payment of invalid contracts rests with the individual(s) and members of the contracting club or organization and may not be paid from ASPCFS or ASPCP funds.

TECH FEE

ARTICLE VII Fund Management

Section 1 – Objective

The raising and expending of funds by the associated students of Pierce College has the objective of facilitating the most beneficial application of the technology fee funds to maximize access to technology for students.

Section 2 – Permissible Use of Student Tech Fee Funds

Student technology fees and all associated revenue which is generated, are to be used as otherwise provided by law, rule or regulation of the Board for the express purpose of advancing the use of technology by students. The highest priority for expenditures should be for projects that improve technology accessibility to the largest number of students and enhance their educational success. Projects that impact student welfare but not directly linked to classroom demands are deemed a lower priority.

When authorized and approved in a manner consistent with the Financial Code, Student Technology fees may be used for, but shall not be limited to:

- A. Projects that promote hands-on use of technology to the largest number of students possible (labs, libraries, etc.).
- B. Strengthening existing student computing facilities.
- C. Expanding student access to current technology.
- D. Supporting internet e-mail accounts for all students.
- E. Expanding student access to world-wide information resources.
- F. Replacement of student computers in labs on a minimum of a 4 – 5 year cycle.
- G. Encourage student-to-student and student-to-staff communication.
- H. Increase lab hours.
- I. Student worker salaries to support computer labs.
- J. Increased response time for e-mail and Web access in the labs (greater network bandwidth).
- K. Student computer training opportunities.

- L. Student access to 'high end' technology such as multimedia in the computer labs and throughout academic departments.
- M. Access to Pierce College resources via remote access.
- N. Encourage all students to develop technology skills in all disciplines throughout the district.

Section 3 – Limitations, Impermissible Use of Tech Fees

Monies must be spent for the approved purpose outlined in a memorandum from the respective college Directors of Student Life. The following examples of student tech fee expenditures have been judged impermissible:

- A. Salaries of professional employees in teaching, administrative or clerical positions.
- B. Programs, personnel, facilities, equipment and maintenance that are considered crucial to sustain instructional or institutional operations.
- C. Computers and associated hardware, software, and furniture for individual or department offices.
- D. Programs or activities which discriminate on the basis of race, sex, creed, color, national origin, sexual orientation, marital status, age or the presence of any sensory, mental, or physical disability.

Section 4 – Reallocation Policy

Based on recommendations from the CIO (or designee), the budget committee shall have the right to exercise the first reallocation of any equipment purchased by budget committee. All subsequent reallocations shall revert back to the authority of the district reallocation process, and shall comply with the used equipment standards for computer related hardware.

Section 5 – Recording and Reporting Responsibility

It shall be the responsibility of the CIO to maintain and ensure proper recording of financial transactions of student technology fee funds. This information will be made available through the intranet.

Section 6 – Deposits and Expenditures

The expended authorization should follow the established authorized expenditure policy of the college. Fees collected or revenues produced by or through ASPCFS or ASPCP student technology fees shall be deposited with the College cashier's office and expended through the College business office.

The procedures for the collection of all revenues and the expenditure of all resources shall be in compliance with the policies, regulations, and rules under which the District manages the various District funds.

The CIO and the Directors of Student Life at each college have administrative responsibility for the proper management of the student technology fund accounts. Account managers are responsible to be consistent with the general procedures for purchases and expenditures established by Administrative Services, and this financial code.

Section 7 – Contingency Fund

Once the estimated revenue and allocations to each college have been determined, the budget committee at each college will determine an amount for that college to be budgeted into a contingency fund for both Student Activities and Tech Fee.

Pierce College Fort Steilacoom and Puyallup programs or organizations requesting supplemental funding must complete a supplemental funding request and submit it to the executive student members at their respective college, and the proposed appropriation may be authorized by a majority vote and upon approval of the Director of Student Life. Tech Fee funding must also be approved by the Chief Information Officer or her/his designee.

During the summer and fall period, prior to the forming of the current year's budget committee, the ASPCFS or ASPCP executive student members and standing members of the committee shall serve as the acting budget committee. When funding from the contingency fund is requested for Student Government purposes, the request must be reviewed by the standing S&A committee and must receive approval prior to using the funds.

COMMITTEE PROCESS & STRUCTURE

ARTICLE VIII Fiscal Year Budget Development

Section 1 – Revenue Estimate

Estimates of the amount of revenue shall be made by the Director of Student Life at Pierce College Fort Steilacoom and Pierce College Puyallup in conjunction with applicable guidance from Administrative Services, with final approval by the budget committee. Operating revenue projections for the upcoming fiscal year will be calculated based upon a three year rolling average of collections, the actual collections during the current fiscal year for each college, upon consideration of the percentage increase approved by the district-wide budget committee, and enrollment projections.

Section 2 – Fee Determination

The Technology and S&A fee for the upcoming fiscal year is recommended by the District Budget Committee. The budget committee shall meet to make a fee recommendation to the Board of Trustees for approval at a regularly scheduled meeting.

S&A

The Director of Student Life at Pierce College Fort Steilacoom and Pierce College Puyallup shall be responsible for soliciting fee information from the State Board of Community and Technical Colleges and distributing such information to the committee. The committee shall not recommend an increase beyond the maximum allowable by the Washington State Legislature.

Tech Fee

The Student Technology Fee is set at \$3.50 per credit to a maximum of 10 credits or \$35.00 per quarter.

Section 3 – Distribution of Revenue

Technology fee and S&A fee revenue will be distributed between Pierce College Fort Steilacoom and Pierce College Puyallup according to the following procedures:

A. State Supported Fees Assessed on a Per Credit Basis

S&A

1. Automated Distribution – On an annual basis, the revenue distribution table shall be adjusted to reflect the FTE balance between the two sites on an historical basis.

Tech Fee

2. Using this split, the tech fee revenue accumulated in 148-041-0FT* is distributed monthly to 1FT* (Ft. Steilacoom) and 2FT* (Puyallup) via automated distribution.

B. Fees Attributed to Running Start Enrollments

S&A

1. Each quarter, after final MIS reporting, a per credit amount equal to the per credit S&A fee associated with state-supported classes will be calculated for running start enrollments.
2. Funds will be credited to the S&A revenue accounts for Pierce College Fort Steilacoom and Pierce College Puyallup based on a ratio of reflecting the actual running start enrollments at each college, less an indirect rate of ten percent.

Tech Fee

3. Running Start students that qualify for a waiver based on financial status do not pay the Technology Fee or the Comprehensive and COP (HEC Building) Fee. Those students that do not qualify for a waiver pay the same tech fee rates as regular students.
4. Upon expiration of the continuous registration period for each quarter (excluding Summer), the Finance Office manually distributes the Tech Fee revenue accumulated in 148-041-0FTA to 148-041-1FT* (Ft, Steilacoom) and 148-041-2FT* (Puyallup) using the actual split as determined by the item numbers for the courses taken by each running start student during that quarter.

C. Fees Attributed to International Enrollments

S&A

1. Each quarter, after final MIS reporting, a per credit amount equal to the per credit S&A fee associated with state-supported classes will be calculated for international enrollments.
2. Funds will be credited to the S&A revenue accounts for Pierce College Fort Steilacoom and Pierce College Puyallup based on a ratio of reflecting the actual international enrollments at each college.

Tech Fee

3. International Ed students that take regular courses pay the Tech Fee at the same rate as regular state-funded students.

D. Interest Revenue

S&A & Tech Fee

1. At the end of each fiscal year, the cash balance in the fund balances for both Pierce College Fort Steilacoom and Pierce College Puyallup S&A fees, and in the District Tech Fee fund balance will be calculated. Net interest earned during the fiscal year will be distributed based on the ratio between the cash balances.

2. Net interest earned on Pierce College's pooled cash account is allocated to each fund annually, based on the fund's percentage of ownership at the close of each fiscal year.

Section 4 – Annual Budget Allocation

The annual budget allocation for programs funded through the fee budget shall be the sum of the fee revenue and such other revenue generated by funded programs. Unless this established allocation is officially adjusted, it shall not be exceeded.

Section 5 – Budget Committee

Responsibility for proposing to the Board of Trustees program priorities, evaluating existing and new programs, and budget levels for that portion of program budgets shall reside with the budget committee, on which students shall hold at least a majority of the voting memberships and shall be recommended by the student government association. Students are expected to have a strong voice in recommending budgets for Technology and S&A fee. The chairperson of the budget committee shall be selected by the members of that committee. The committee shall provide an opportunity for all viewpoints to be heard.

- A. At Pierce College Fort Steilacoom and Puyallup, the budget committee shall be comprised of the Directors of Student Life and representatives from Administrative Services as non-voting members. Voting members shall be the student body President at each respective college, four students appointed by the student body President at each respective college, with approval of the executive student members and a faculty/staff member-representative appointed by the respective student body President at each respective college, with approval of the executive student members. The chairs of each respective committee shall be selected by members of the committee and shall be one student from each college.

Four voting members of the committee shall constitute a quorum, three of which shall be students. The student body President at each respective college and committee chair shall represent the committee to the student government, the College administration and the Board of Trustees.

The Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup shall serve as the non-voting executive secretary for the committee and shall assist the chair in coordinating activities of the committee.

The District Committee shall be comprised of merging the two college-based budget committees.

- B. During winter and spring quarters, the committee shall be a standing committee for the aforementioned purpose and for the purpose of fiscal year budget development and revision.
- C. During the summer and fall period, prior to the forming of the current year's budget committee, the ASPCFS or ASPCP executive student members and standing members of the committee shall serve as the acting budget committee. When funding from the contingency fund is requested for Student Government purposes, the request must be reviewed by the standing budget committee and must receive approval prior to using the funds.
- D. During the fiscal year budget process, the budget committee shall meet in regularly called sessions in accordance with a published calendar of meetings and formal motions shall be duly recorded. Notification of meetings shall be circulated to members of the committee by the executive secretary at least one day prior to the meeting.

Section 6 – Calendar

During November/December, the Director of Student Life at Pierce College Fort Steilacoom and Pierce College Puyallup will develop a timeline to be recommended by the budget committee for approval. To facilitate the handling of budget requests in preparation of the budget, the following general process will be followed.

- Opportunities will be provided for all members of the respective campus communities to submit budget proposals through budget request packets. The budget request packet should reflect program plans for the upcoming fiscal year and shall be submitted to the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup according to the timeline established.
- An information meeting will be held to answer questions and offer general assistance to those individuals or organizations completing budget packets.
- The budget committee shall invite the various organizational advisors and program managers that have submitted funding requests and, if appropriate, a student representative from the program or organization to present their budget request to the committee. Presentations to the committee are optional, unless requested specifically by the committee. Requester's option to present to the committee will be scheduled and the scheduled sessions will be advertised and open to members of the respective college community. Presentations shall be limited to thirty minutes in length, including a question and answer period.
- The budget committee shall meet to adjust budget requests to the projected S&A fee budget allocation and develop a preliminary budget for the upcoming fiscal year.

- Open hearings will be held to present the preliminary budget to the campus community and to provide an opportunity for all viewpoints to be heard.
- Organizational advisors and Program Managers who have submitted funding requests will be notified in writing by the committee chair concerning the status of their preliminary budget request and shall be advised of their right to appeal.
- Appeals will be scheduled and the scheduled sessions will be advertised and open to members of the campus community. Once appeals have been held, the budget committee will consider appeals' arguments as well as viewpoints voiced during open hearings and make final adjustments to the proposed budget as deemed appropriate by the committee
- The budget committee will prepare a balanced budget and the committee chair and Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup will propose budget recommendations simultaneous to the Vice President for Learning and Student Success at each college and the Board of Trustees.
- The Vice President for Learning and Student Success shall review the budget committee recommendations with the college president. The college administration shall then publish a written response to the budget committee recommendations. If there are differences between the administrative recommendations and the budget committee recommendations, the college administration will outline the differences in the written response to the respective college budget committee.
- This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the budget committee in a timely manner to allow adequate consideration. In the event of a dispute or disputes involving the budget committee recommendations, the college administration shall meet with the budget committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the governing board.
- If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the budget committee.

The dispute resolution committee shall be selected as follows: The college administration shall appoint two nonvoting advisory members, one of which shall be the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup; the Board of Trustees shall appoint three voting members; and the budget committee chair shall appoint three student members of the budget committee who will have a vote, and one student representing the budget committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board of Trustees may take action on those portions of the budget not in dispute in accordance with the customary budget approval timeline established by the Board. The Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.

Section 7 – Budget Approval

Recommendation for budget approval shall be indicated by the authorizing signatures of the chair and members of the budget committee at each college.

The proposed Tech Fee and S&A budgets for Pierce College Fort Steilacoom and Pierce College Puyallup as recommended by the respective College President, shall be submitted to the Board of Trustees at a regularly scheduled or special meeting for consideration and final action.

The Director of Student Life at Pierce College Fort Steilacoom and Pierce College Puyallup shall send a letter to each Program Manager outlining the amount approved for each budget and how the monies are authorized to be expended.

Section 8 – Budget Amendments/Revisions

Shifts within the established yearly S&A budget allocations are accomplished by the approval of the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

Shifts within the established yearly Tech Fee budget allocations are accomplished by approval of the Director of Student Life at Pierce College Fort Steilacoom, the Director of Student Life at Pierce College Puyallup and the Chief Information Office or her/his designee.

Shifts between the established yearly Tech Fee and S&A budget allocations are accomplished by developing a written rationale for the amendment request and submitting such request to the parties listed above for review and final approval. If a request is approved, the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup shall notify the Budget Manager to make appropriate budget revisions.

Once the budget for expending Tech Fee and S&A fees are approved by the Board of Trustees, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup, the budget fee committee, the Board of Trustees, and the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup, governing board, and the budget committee give their express approval. In the event of a fund transfer dispute among the budget committee, the administration, or the

governing board, said dispute shall be resolved pursuant to the dispute resolution process and timeline of this section above.

All shifts of funds and budget revisions shall be open to review by the ASPCP or ASPCFS upon request.

Section 9 – Responsibility for Accounts

The general responsibility for the administration and proper management of the accounts and the budgetary levels set for each account rests with the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup.

The Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup is responsible for proper fiscal procedures. These procedures must be consistent with the procedures for purchases, inventories and expenditures established by the college and this Financial Code.

Section 10 – Recording and Reporting Responsibility

It shall be the responsibility of the Director of Student Life at Pierce College Fort Steilacoom and the Director of Student Life at Pierce College Puyallup to maintain proper recording of financial transactions of Tech Fee and S&A funds.

ARTICLE IX Fund Balance

Section 1 – Definition

The fund balance is comprised of monies remaining unencumbered at the end of each fiscal year. Unless otherwise stipulated in this Article, unencumbered funds from all funded student programs automatically revert to the fund balance account at the end of the fiscal year.

Section 2 – Purpose

Monies in this fund are intended for, but not limited to, capital purchases (items with an anticipated life of more than 12 months) acquisition of real property, and support of extraordinary, unbudgeted and one-time programs.

Section 3 – Appropriation

Monies may be appropriated from this fund at the time of adoption of the annual Tech Fee and S&A fee budget or at any time throughout the fiscal year. The following procedures shall be adhered to when appropriating monies from the fund balance:

- A. Prepare a written rationale providing a detailed explanation of the purpose for which the funds are to be used.
- B. Along with the written rationale, include a detailed budget summary which identifies the total amount requested, a breakdown of anticipated expenditures, and an assessment of how the appropriation will affect remaining fund balance reserves.
- C. Submit the request to the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup who shall forward it to the budget committee for their review and approval.

The request shall be presented to the student government at the respective college by the Chair of the budget committee if approved by the budget committee. The student body president shall make an oral presentation of the request to the President of Pierce College Fort Steilacoom or Pierce College Puyallup.

- D. Final approval will be authorized by the Board of Trustees.

ARTICLE X Expenditure Procedures

Expenditure procedures are set forth by the state of Washington. Refer to the permissible uses for tech fee and S&A when spending monies. Expenditures and encumbrances shall be made from a budget or (budgets) only when officially approved and adopted in a manner consistent with this code.

The following general items pertaining to expenditures should be noted:

- A. Purchase Request: Requests for purchase to be made from funds in Tech Fee and S&A accounts must be initiated and authorized by the Program Manager and processed through the office of the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup prior to purchase.
- B. Reimbursement: Reimbursement of personal funds shall only be made if approval for the expenditure is obtained from the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup *prior* to purchase (or designee).

- C. Advance Payment: It may be necessary to request funds in advance of the purchase to be made or services to be performed. Permission must be obtained from the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup through the appropriate Program Manager. Advance Payments are to be strictly controlled and must be compliant with the Districts policies and procedures.
- D. Report expenses: The Program Manager is accountable for the proper disbursement of funds when advance payment is made. Unexpended funds are to be returned to the Cashier's Office immediately upon return of the group or team. The Program Manager will submit a Travel Expense Voucher form, signed by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup, to Administrative Services at the same time.
- E. Emergency Expenditures: Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency the process may be expedited by contacting the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup at their discretion.

Charges may be made to recognized college organizations and activities for labor and supply expenditures incurred while using College facilities. No payments will be made to any supplier or speaker or entertainer without a complete and correct payment document.

ARTICLE XI Operational Directives

It is recognized that emergency situations arise which are not covered by this Financial Code. The Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup is authorized to issue operational directives to protect the integrity of the Tech Fee and S&A fee budget as related to programs, activities and associated funds.

ARTICLE XII Code Limitations

Any of the articles, sections and parts of this code shall be decreed inoperable and void if the article, section or part is contrary to state statutes or Board rules and regulations. Inoperable and voided articles, sections or parts shall be changed to bring this code into consonance with state statutes or Board regulations.

ARTICLE XIII
Violations

Violations of the provisions of this financial code by a chartered or non-chartered student organization or by a funded program may be cause for revoking the program or organization's charter and/or revoking funding of said program or organization. Violations shall be filed as a grievance with the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup and the Program Manager who violated the code may be relieved of her or his account responsibilities.

ARTICLE XIV
Amendment Procedures

Proposed amendments to this financial code may be submitted by the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup for consideration by the respective Vice President for Learning and Student Success, who shall forward the amendment to the District Chancellor.

Amendments approved by the Chancellor shall be returned to the Director of Student Life at Pierce College Fort Steilacoom or Pierce College Puyallup for insertion into the financial code.

APPROVED:

Pierce College District Chancellor

Updated

- 1) 07/14/16 reviewed by Katherine Adler, Sean Cooke, Cameron Cox, Deanna Frey, and Sylvia James
- 2) 10/04/16 reviewed by Sean Cooke, Cameron Cox and Sylvia James
- 3) 10/18/16 reviewed by the Executive Team
- 4) 10/19/16 reviewed by ASPCFS Student Government
- 5) 10/20/16 reviewed by ASPCP Student Government
- 6) 11/10/16 reviewed by District Policy & Governance Cabinet

References

- 1) RCW28B.15 041 - 045
- 2) Guidelines for Permissible Use of Services and Activities Fees, 2/10, Dave Stolier and Mari Kruger