



ALAMO  
COLLEGES  
DISTRICT

---

## St. Philip's College

Department of Student Life  
Student Services Activity Fee Process

**2021-2022**



**Department of Student Life  
Student Activity Fee Process**

At SPC, the Student Activity Fee funds experiential activities with academic departments through the Alamo Institutes, athletics, Homecoming, CultureFest, the Cesar Chavez March, Juneteenth Parade, student organizations, tournaments, health, fitness and wellness, and other on/off campus activities.

The following is the Student Activity Fee process for the expenditure of Student Services Activity Fee Funds, as approved by the **Student Services Fee Advisory Committee (SSFAC)**.

**Step 1: Student Services Fees Advisory Committee (SSFAC) Formation:** Each academic year, the SSFAC Chair will submit to the College President a recommendation for the appointment of 5 student delegates (and up to 4 student alternates) selected by Student Government Association (SGA). These students shall represent the elected officers of SPC Chartered or Registered Student Organizations. The President will recommend the appointment of 9 to 10 faculty/staff members to serve on the committee. Selected committee members may serve multiple terms at the discretion of the President.

**Step 2: Submission of Proposed Budget to the SSFAC:** Each academic year, the Department of Student Life will submit an operational budget proposal to the SSFAC no later than June 15. The vetted proposal will be supported with documentation prior to submission to Administration for review and approval. The SSFAC members will meet monthly to consider funding requests and budget updates.

**Step 3: SSFAC recommendations:** The SSFAC will review and approve budgets and funding requests as needed. The SSFAC committee may make recommendations, however they shall not exceed a 10% allocation change from the current year to the next year for each operational funding area. If the committee strongly advises (with data to support) that a change of more than 10% (increase or decrease) is needed, the committee shall process the recommendation through the Director of Student Life, Dean for Student Success and Vice President for Student Success. (ACCD 015501 FN Regulation)

**Step 4: Submission of proposed budget to President and CLT:** The Director of Student Life and the Vice President for Student Success will present the final requested budget to the College President, who has approval authority. SPC Administration will then submit the approved budget to District. **Actual budgets are not finalized until September due to the fiscal year start date and registration.**

## Appeals

**Any person/organization seeking an appeal to a SSFAC decision should proceed as follows:**

- If appealing a funding decision from the SSFAC, an email with an explanation for the appeal (with supporting documentation) will need to be sent to the Dean for Student Success. Please CC the Director of Student Success.
- If appealing the decision of the Dean for Student Success, an email with an explanation for the appeal (with supporting documentation) will need to be sent to the Vice President for Student Success. Please CC the Dean for Student Success and the Director of Student Success.

## Student Services Activity Fee Categories

**The following areas are funded categories of the Student Services Activity Fee:**

- AlamoINSTITUTE Experiential Programming
  - Student Leadership and Diversity Programs/ Conferences
  - National Observances and Cultural Events
  - Career and Transfer Exploration
  - Online Student Engagement
  - CultureFest
  - General Student Life Programming
  - Registered and Chartered Student Organization
  - Student Travel
  - Intramural/Extramural Sports
  - SAF Funded Personnel
  - Student Refreshments and Catering
  - Tools, Furniture and Equipment
- (Any Operating Fund Category that exceeds \$20,000 will have an itemized breakout provided to the SSFAC and College President)

## **Texas Education Code**

As defined by Texas Education Code, Title 3, Subtitle A, Chapter 54, Subchapter E, Section 54.503, "student services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.

All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services.

No other department may use student services fee funds without the approval or execution of the Department of Student Life.

## **Approved Uses for Student Activity Fee Funding**

- Advertising and publicity for events, programs and activities
- Consultation expenses
  - Must focus on enhancing the student experience: engagement, retention, or completion
- Experiential and cultural and/or entertainment, programs, and activities
  - Appropriate event costs to execute events (i.e., decorating event area, printing programs, supplies).
- Fees and reasonable expenses for speakers, lecturers, bands, and other performing artists
  - To include hiring and paying for travel
  - Meals and travel subject to per-diem and non-employee travel regulations
  - If all costs of performing group, including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.
- Food and refreshments for student sponsored or focused events
  - Appropriate if event is open to all students within specific identifiable group
- Furniture, fixtures, equipment

- Fundraising events to benefit a Registered Student Organization
- Employee travel (to include student employees)
  - Must be in compliance with State and Alamo Colleges District travel regulations.
  - For student employees, SPC must define if student employee is traveling as a student or an employee to determine which section of travel regulations apply.
- Intramural sports and recreational events, programs and activities
  - Equipment and uniforms are also included
- Other operating costs
  - Normal supply, maintenance and utility costs as deemed appropriate by the Department of Student Life
- Performance or service based recognition
  - Considered acceptable if student has provided some service and/or performed some function to receive award (i.e., writing contests, dance contests, and various student skills competitions).
  - Documentation and rubrics must be provided to justify successful completion of task
  - All students must have awareness of opportunity and eligibility considerations
  - Award amounts may vary based on value of service/performance, not to exceed \$500
- Promotional items used for student engagement
  - Must only be used for events executed to enhance student recruitment, recognition, participation
  - Acceptable items would be T-shirts, mugs, plaques, flash drives, etc. (individual value should not exceed \$30)
- Rental equipment and facilities required for events, programs and activities
- Staff salaries and benefits
  - Must be included in budget as reviewed by SSFAC

- The personnel services supported by these fees must be directly related to support and administration of the activities funded by the fee
- Use of SSAF funds for this function will be reduced when general operating funds are available
- Student travel/transportation for professional development
  - If individual is a student and staff member, they must meet qualification for student participation to travel as a student
- Student awards and recognition programs and events
- Student prizes/awards from raffles
  - Participation in the raffle must be available to all students.
  - Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost
  - For these events, individual prizes must be minimal in value (not to exceed \$100)
  - If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in the raffle
- Student government/student organizations' sponsored event/activities
- Student publications and communications
- Student stipends
- Student travel

### **Unapproved Uses for Student Activity Fee Funding**

- Events, programs and activities which do not directly involve or benefit students
- Events, programs and activities which are part of the regularly scheduled academic functions of SPC
- Events, programs and activities which include or otherwise promote the use of alcohol, tobacco, or illegal substance
- Events, programs and activities which violate the student code of conduct and/or SPC policies and procedures
- Student travel that is a requirement for attaining college credit
- Any commitments made (i.e. contracts signed or out-of-pocket expenditures), prior to requested/approved funding

- Donations to support philanthropic or charitable organizations
  - Proceeds from a student group fundraiser for charitable purpose should be accounted for in an agency account
- Community service projects which should be financed by fundraising efforts
- Events, programs and activities planned for the personal benefit of individual students or groups
- Donations to support, oppose, or sponsor political activities or candidates for public office
- Any event, program or activity that may bring discredit to the Alamo Community College District and/or St. Philip's College
- Scholarships
  - Not allowed unless based on some performance measure or service requirement
  - Performance measures must require some academic or student activity skill to be displayed (i.e. athletics, music, literary, math, presentation, publication etc.)
  - Being enrolled in a course does not qualify as a performance measure
- Purchases made with the intent of reimbursement
  - Pre-approval is always required by the Department of Student Life
  - DSL leads must always purchase needed items
- Food without pre-approved Refreshment Requests
  - Requests must be created and approved 6 weeks in advance
- Deposits for services or goods
  - SAF funding can only be used for items or goods after they have been received
- Gift cards or vouchers
- Tips
  - Unless covered by State travel guidelines or service contract
- Faculty salaries and benefits
  - Student Services Activity Fees should never be used to directly fund instructional costs of credit hour courses

- Student employee recognition luncheons/meals
  - Not allowable if provided for an individual or a specific group.
  - Student employees may receive food if partaking in an event open to all students and student employees are at function as a “student”
- Prospective student travel
- Alcoholic beverages or any illegal substances.
- Individual or club memberships in civic organizations
- Political campaigns or events

### **SPC Requirements for the Expenditure of Student Activity Fee Funds:**

1. Anyone who is not a classified SPC employee cannot obligate the college financially. This means that students are not authorized to purchase equipment or services. Students may purchase petty cash items if authorized by the organization’s advisor, who must be a classified staff employee of SPC. (Work Study student assistants are not classified staff).
  1. Likewise, students are not authorized to negotiate contracts, bid for services, hire student employees or conduct any financial transactions involving fee funds or other College funds beyond petty cash transactions.
2. All transactions, including the purchase of goods, student travel, consultants, and contracts, must follow regular ACD procedures and policies applicable to fee funds.
3. Student organizations must follow all rules and regulations related to Student Services Activity Fee usage defined in the Student Organization Handbook.
  1. Any organization collecting monies through dues, sale of goods, donations, etc., other than through the Student Services Activity Fee Allocation Process, must open and maintain an agency account in the name of the student organization and run all of the non-fee money through the account.
  2. Only current officers of the organization are allowed to perform transactions on the account.
4. No Student Activity Fees may be used for the purchase of alcohol, tobacco, or illegal substance.
5. Any student organization wishing to receive funds from the SSFAC must be a registered or chartered student organization.



6. Fee funds are not to be used for academic departmental costs, such as office supplies, equipment, staff, or faculty.
7. Each student organization must have a staff or faculty advisor. This is, in effect, required for expenditures, as a student is not authorized to obligate financially or approve purchases without the approval of an SPC employee.
  1. This advisor must approve all expenditures and is responsible for adhering to these policies and other applicable policies. They must also complete the appropriate trainings prior to having an account created for their club/organization.
  2. After the completion of SAF funded activities, a Student Services Fee Close Out Report must be submitted within 48 hours of the event/activity by the President or Advisor.
    1. Failure to complete this may result in future fund requests not being approved
8. Pay of personnel (student assistants, temporary employees) must be approved by the SSFAC and college president in advance.
9. Transfers of funds that exceed 10% of **any previously approved operating fund categories** may not take place unless approved by the Student Services Fees Advisory Committee. For example: Experiential Learning Programs have \$15,000. Student Organizations have \$5,000. You want to move \$800 to Student Organizations. You would need to have SSFAC approval since 10% of \$5,000 is \$500, so this amount exceeds the 10%.
10. Reimbursement for meal expenses for travel can only occur under an approved travel requisition that follows the Alamo College Fiscal Affairs travel guidelines.
11. The SSFAC must be provided quarterly budget reports by the SSFAC chair.
  - Budget might be impacted depending on actual revenues generated by enrollment.
  - Year-to-date expenses should never exceed year-to-date revenues and should be monitored closely through the quarterly reports.
  - The District Budget Office monitors fund balances and will determine if there are any unspent funds that will carry-forward to next fiscal year.

### SPC Requirements for Student Travel:

1. All transactions must follow regular Alamo Colleges District procedures and policies applicable to Student Activity Fees.
2. Student travel is an approved use of Student Activity Fees.
3. Reimbursement for meal expenses for travel can only occur under an approved travel requisition that follows the Alamo College Fiscal Affairs travel guidelines.
4. Departments must pay for faculty members accompanying students on trips.
5. Prospective student travel is an unauthorized use of Student Activity Fees.
6. Student travel that is a requirement for attaining college credit is an unauthorized use of Student Activity Fees.