

E-Tech Financial Code

2021-2022

Associated Student Body FINANCIAL CODE for the Student Technology Fee

Introduction

Chapter 28 and other chapters of the Revised Code of Washington relating to education state that all fees and other income shall be deposited as the Board of Trustees may direct. These funds are also subject to the budgetary and audit provisions of law applicable to state agencies.

The Student Technology Fee and other revenue collected by Everett Community College for the Associated Student Body (ASB) are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing technology enhancements for EvCC students. The Board of Trustees has approved this financial code for the governance of funds of the Student Technology Fee Funds. The authority for administering the code and the budgeting and control of expenditures for these funds has been agreed upon by the Board of Trustees, the President of the College, and the ASB President.

This code supersedes all previous codes and procedures.

FINANCIAL CODE

ARTICLE I - Purpose

The purpose of this financial code is to provide clear guidelines concerning the effective administration of the Student Technology Fee funds.

ARTICLE II - Objective

The generating and expending of funds by the Associated Student Body (ASB) of Everett Community College has the objective of facilitating the most beneficial application of the Student Technology Fee funds to maximize access to technology for students.

ARTICLE III - Definitions

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

1. **Account Directors:** Persons employed by the college who have sub-program account responsibilities for the Student Technology Fee Budget.
2. **Administrative Services:** The office that provides the functions of the college that relates to business and finance, auxiliary services, and plant operations and maintenance.
3. **Advisory Members:** Student Technology Fee Budget Committee members who are non-voting/ex officio members.
4. **ASB:** Associated Student Body of Everett Community College.
5. **ASB Executive Council:** The executive/administrative branch of the Associated Student Body government. The positions on this council are the ASB President, Vice President of Budget, Vice President of Clubs and Organizations, Vice President of Student Engagement and Vice President of Administration.
6. **ASB Student:** Any person who is currently registered for and enrolled in EvCC classes.
7. **ASB Senate:** The representative governing body for students at Everett Community College recognized by the Board of Trustees. This body is the legislative branch of the student government.
8. **ASB Technology Fee Fund Balance:** The account containing the remaining unencumbered cash balance and any unallocated revenues from the Student Technology Fee monies at the end of the fiscal year.
9. **Associate Dean of Student LIFE:** The person whose responsibilities include the management of all student activity accounts and advising student government (ASB Executive Council and Senate).

10. **Board:** The Board of Trustees of Everett Community College, State of Washington.
11. **College:** Refers to Everett Community College and the State of Washington.
12. **College Facilities:** Any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.
13. **Executive Director of Information Technology:** Person responsible for managing Information Technology for the college.
14. **Fiscal year:** The calendar period from July 1 through June 30.
15. **President:** The duly appointed chief executive officer of Everett Community College, State of Washington, or in his/her absence the acting chief executive officer.
16. **State Board/SBCTC:** Refers to the State Board for Community and Technical Colleges, State of Washington.
17. **Student Funded Project, Service or Equipment (herein referred to as Projects):** The Student Technology Fee Budget Committee will determine student funded projects as reoccurring funded projects.
18. **Student Technology Fee Budget Committee:** The Student Technology Fee Budget Committee for the Associated Student Body of Everett Community College.
19. **Student Technology Fee:** Other than general tuition and operating fees, the Student Technology Fee is charged to specific students registering at Everett Community College.
20. **Vice President of Administration:** The chief fiscal officer of the college whose duties includes business and finance functions, auxiliary services, and plant operations and maintenance.
21. **Vice President of Student Services:** The person whose responsibilities involve the providing of administrative leadership for the student services division.

ARTICLE IV - Fund Management

Section 1

Use of Funds

The largest portion of expenditures should fund projects that improve technology accessibility to all students. 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 of Trustees for the express purpose of advancing the use of technology by students.

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. Technology and email accounts available for all EvCC students
- B. Projects that promote hands-on use of technology by students
- C. Improvement of existing student computer facilities
- D. Expanded student access to current technology
- E. Expanded access to world-wide information resources
- F. Regular replacement of student computers in labs
- G. Programs to encourage student-to-student and student-to-staff communication
- H. Increased lab hours
- I. Student worker hours to support open computer labs
- J. Improved 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 open computer labs
- M. Access to EvCC resources from home computers
- N. Programs to encourage all students to develop technology skills
- O. Technology support and resources for students
- P. Staffing and/or contractual support to implement a project or activity funded by Student Technology Fees.

Limitations

The Student Technology Fee Budget Committee will determine how monies are to be spent as long as the expenditure is not an improper use of public funds or contrary to sound financial practice and is within the policies and requirements of the College and Washington State statutes. Student Technology Fee funds and revenue shall not be used to fund:

- A. Salaries of College employees in teaching, administrative or clerical positions.
(Exception: Administrative assistance for direct support of Student Technology Fee project implementation and ongoing management).
- B. Programs, personnel, facilities, equipment and maintenance that are considered crucial to sustain institutional operations and that are normally funded by the college operating budget.

Section 2

Recording and Reporting Responsibility

It shall be the responsibility of the Vice President of Administration, in coordination with directives received from the College President, to maintain proper recording of all financial transactions of ASB monies and to provide monthly status reports to the Vice President of Student Services, Associate Dean of Student LIFE and the Student Technology Fee Budget Committee.

Section 3

Account Management

All funds collected as revenues shall be deposited and/or expended through the Administrative Services. The Vice President of Administration will maintain current records and the official records of all Student Technology Fee funds. The following should be noted and observed by all student programs and activity groups:

Disbursements: No disbursements (except from petty cash) from any account are to be made except by checks prepared in the Administrative Services Office. The Revised Code Of Washington (RCW)28B.50.320 states:

“Disbursement shall be made by check signed by the president of the community college or his/her designee appointed in writing and such other persons as may be designated by the Board of Trustees of the community college district.”

Section 4

Account Responsibility

Accounts shall be established which shall inform the ASEvCC Student Senate of the financial status of all Student Technology accounts. Monthly Statements shall be prepared by Administrative Services. The monthly statements shall be distributed to and made available through the ASB President, the Vice President of Student Services, the Associate Dean of Student LIFE and the Student Technology Fee Budget Committee. The general administrative responsibility for the proper financial management of the Student Technology Fee accounts is with the Vice President of Administration and any sub account director that has been assigned a specific account. Account directors are responsible for proper fiscal procedure within their accounts. These procedures must be consistent with the general procedures for purchases and expenditures established by State regulations and by this code.

Section 5

Petty Cash Fund

Petty cash funds may be requested through the Administrative Services. Disbursement from a petty cash fund may only be for items as described in the Revised Code of Washington (RCW 42.26). A petty cash voucher must be completed at the time of transaction indicating the budget code to be charged and a valid receipt for the goods or services purchased must be attached to each voucher as established by State regulations (\$35 or less, as of 2005).

ARTICLE V - Funded Projects

Section 1

Recognition of Projects Funded by the Student Technology Fee

Projects, services and equipment (projects) funded by the Student Technology Fee are intended to promote and enhance the quality and accessibility of technology to Everett Community College students. To be recognized as a funded project, a proposal that conforms to the Student Technology Fee Use of Funds (refer to Article IV, Section 1) must be presented to the Student Technology Fee Budget Committee. The Student Technology Fee Budget Committee will consider the proposal and vote to recommend or not recommend the proposal. Upon recommendation from the Student Technology Fee Budget Committee, the proposal will be forwarded to the ASB Senate for approval. The ASB Senate will grant funding and recognition of a proposal if approved by a two-thirds affirmative vote.

A recognized project funded by the Student Technology Fee shall be considered an extension of the student government association. The manner and operation of a project are expected to be in accordance with this Financial Code and the ASB Constitution.

ARTICLE VI - Fiscal Year Budget Development

Section 1

Revenue Estimate and Contingency Fund

- A. **Student Technology Fee Revenue:** Estimates of the amount of technology fee revenue for the upcoming fiscal year shall be made by Administrative Services not later than the month of March of each year. Revenue estimates will be projected primarily based upon the actual collections during the prior fiscal year as modified by anticipated changes. Administrative Services will report the revenue estimates to the Student Technology Fee Budget Committee.
- B. **Contingency Fund:** Once the estimated revenue has been determined, an amount not less than four percent of the estimated revenue shall be budgeted into a contingency fund.
- C. **Other Revenue:** Several ASB funded programs have the capability to generate revenue. In order to encourage these projects to produce revenue and augment basic ASB funding the following revenue estimate procedure shall be followed:
- 1) At the time of fiscal budget development, each sub account director or designee shall present the anticipated revenue for the upcoming fiscal year for the project or service.
 - 2) The Student Technology Budget Committee, using the project's revenue history and the account director's estimate, shall determine a basic amount of revenue that is expected to be produced by the project. This anticipated revenue shall be estimated and included in the project's allotment.
 - 3) The Student Technology Fee Budget Committee may review quarterly the anticipated revenue of each producing project. The allotment of a revenue-producing project may then be adjusted.

Section 2

Annual Budget Allocation

The annual budget allocation for the Student Technology Fee projects will not exceed the sum of the technology fee revenue and such other revenue generated by funded programs. Unless this established allocation is officially changed, it shall not be exceeded.

Student Technology fees and revenues generated by projects funded by such fees shall be deposited and expended by Administrative Services.

Student Technology fees and revenues generated by projects funded by such fees shall be subject to the applicable policies, regulations and procedures of the institution and the budget and accounting act, pursuant to the RCW.

All information pertaining to Student Technology Fee Budgets shall be made available to interested parties (refer to Article IV, Section 4).

Section 3

Budget Amendments/Shifts

Budget Amendments/Shifts to the Student Technology Fee Budget shall be made if projected revenues are modified or changed.

Amendments/Shifting shall be supported by:

- A. A written rationale, explaining the purpose or need of the adjustment; and
- B. A detailed budget adjustment summary that identifies the adjustments.
- C. Items A and B shall be sent to the Student Technology Fee Budget Committee, for their review, comments, and recommendations.
- D. If approved by a two-thirds affirmative vote of the ASB Senate, the proposed adjustments shall be made.

Section 4

Contingency Fund

This fund, established pursuant to Section 1, B shall be available to:

- A. **Support Budgeted Expenditures:** Should actual revenues fall short of budgeted expenditures; contingency funds may be reduced as necessary to support budget expenditures.
- B. **Funded New Projects, and Other Items Unforeseen and/or Not Recommended at the Time of Budget Adoption:** Funds residing in the contingency fund may be appropriated for expenditure by adoption of a supplement to the budget. A supplement to the budget may be adopted as follows:
 - 1. A written rationale must explain the purpose or need of the appropriation to budget;
 - 2. A detailed budget summary must identify the appropriation and its effect on total expenditures and remaining reserves; and
 - 3. The proposed expenditure must be reviewed and recommended by the Student Technology Fee Budget Committee and approved by a two-thirds affirmative vote of the ASB Senate.

Section 5

Student Technology Fee Budget Committee

The **Budget Committee** shall be comprised of seven voting members as follows:

- ASB President or his/her designee
- Four (4) students to be nominated by the ASB President and approved by the ASB Executive Council
- One (1) faculty member to be appointed by the College President
- Associate Dean of Student LIFE

The **Budget Committee** shall also include ex-officio members (non-voting) as follows:

- Vice President of Student Services or designee
- Vice President of Administration or designee
- Information Technology Director as determined by the Vice President of College Services
- Staff Support for administration of the Technology Fee Budget Committee
- The budget committee may add other ex-officio members as necessary

The chairperson of the committee shall be the ASB President or their designee. There are seven voting members on the committee. Four voting members (three of which are students) constitute a quorum. Administrative Services shall coordinate the fiscal administration of the committee.

- A. The Budget Committee is a recommending body only. The initial responsibilities for proposing budget priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the yearly budget allocation shall reside with the committee. The committee shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student projects and notify requestors of the right to appeal and subsequently hear their appeals.
- B. The Budget Committee shall have regularly scheduled meetings in accordance with a published calendar of events. Agendas and formal motions shall be recorded. Written notification of unscheduled meetings shall be circulated to members of the committee by the committee chair at least one (1) day prior to the meeting.
- C. The Budget Committee shall be a standing committee for Winter and Spring Quarters for the purpose of fiscal year budget development and current year spending.
- D. During the summer and fall period, prior to the forming of the current year's Student Technology Fee Budget Committee, the ASB Executive Council shall serve as the acting Student Technology Fee Budget Committee.

Section 6

Calendar

To facilitate the handling of budget requests in preparation of the budget, the following dates will be adhered to:

January/February: Opportunities will be provided for EvCC students and all members of the college community to submit budget proposals through budget request forms (see Appendix B). The budget request forms should reflect the planned project for the next fiscal year and shall be submitted to the Student Technology Fee Budget Committee.

The Student Technology Fee Budget Committee will receive all budget request forms and prepare a master budget request. The Student Technology Fee Budget Committee shall also meet for a preliminary information discussion meeting(s) to establish goals and to develop schedules and procedures.

The Student Technology Fee Budget Committee shall invite requestors to present their proposals. Requestors presenting to the committee will be scheduled and the scheduled meetings will be advertised by the committee and be open to all members of the campus community. Presentations will be limited to 15-20 minutes in length including a question and answer period.

March: Administrative Services personnel will estimate the technology fee revenue for the next fiscal year. The Student Technology Fee Budget Committee shall meet to adjust the budget requests to the annual budget allocation.

Requestors shall be notified in writing by the Student Technology Fee Budget Committee concerning the status of their budget request and shall be advised of their right to appeal. Appeals will be formally scheduled, and once heard, the Student Technology Fee Budget Committee will review them for possible adjustment.

Two (2) open hearings will be advertised to EvCC students and to the campus community so that viewpoints regarding committee recommendations can be heard.

April/May: The Student Technology Fee Budget Committee will prepare a balanced budget and present its recommendations to the ASB Senate at a budget hearing during one of the regularly scheduled meetings. The budget is recommended by the Student Technology Fee Budget Committee and approved by a two-thirds affirmative vote of the ASB Senate.

The President will receive the information about the Student Technology Fee Budget as approved by the ASB Senate.

Section 7

Student Technology Fee Budget Approval

The Student Technology Fee Budget Committee will make a recommendation to the ASB Senate regarding the Technology Fee Budget. The ASB Senate has final approval for the Technology Fee Budget.

Appendix A outlines the Student Technology Fee Agreement signed by the ASB President and the College President.

Section 8

Student Technology Fee Budget Document

The Student Technology Fee Budget Committee, Administrative Services, and the ASB President will make the budget document available to all interested parties. The budget document shall include:

- A. A title page with the year and title.
- B. A summary page showing revenue estimates and expenditure allocations by program and service areas.
- C. Fund allocation pages which outline for each account the code, total allocation, subsidy and revenue, if appropriate, and special conditions or contingencies for each funded program.

ARTICLE VII - ASB Technology Fee Fund Balance Fund

Section 1

ASB Technology Fee Fund Balance:

This fund is comprised of monies remaining unencumbered at the end of each fiscal budget year. Funds remaining unencumbered at the end of each budget year will automatically revert to this account.

Section 2

Purposes:

Monies in the fund balance shall be utilized in the same purpose as funds as defined in Article IV, Section 1.

Section 3

Appropriation:

If during the fiscal budget year there is a revenue shortfall, a proposed expenditure and/or an extraordinary need, the procedures established in Article VI, Section 4B will be utilized and require final approval by the ASB Senate.

For Fund Balance proposals exceeding \$50,000, procedures established in Article VI, Section 4B will be utilized and require final approval by the Associate Dean of Student LIFE, Vice President of Student Services, Vice President for Administration, College President and the Board of Trustees.

Section 4

Audits:

The President may from time to time request or have an audit completed of the Student Technology Fee account.

ARTICLE VIII - Expenditure Procedures

Section 1

General

The procedures established in this financial code shall be followed in the expenditure of funds from the accounts under the jurisdiction of the ASB. These procedures are designed to account for funds and to authorize expenditures within the accounts.

- A. **Purchase Request:** Requests for purchases to be made from the Student Technology Fee funds shall be processed through the Administrative Services Office.
- B. **Reimbursement:** Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchases.
- C. **Advance Payment:** It may be necessary to request funds in advance of the services to be provided. Permission must be obtained from Administrative Services. Advance of funds are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies.
- D. **Emergency Procedures:** 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 office of Administrative Services. This procedure must then be followed-up with the normal procedures outlined elsewhere in this section.

No payment will be made to any supplier without a correctly processed payment document. When a staff member or student makes a purchase commitment without prior purchasing approval, the supplier will be directed to contact the individual(s) making the purchase for payment.

ARTICLE IX - Contracts

Section 1

Responsibility

There are three types of contracts that the Student Technology Fee Budget Committee may encounter. These are personal service contracts, agency contractual services and purchased services. Personal service contracts and agency contractual services shall be submitted in accordance with the Revised Code of Washington (RCW 39.29). Purchased services shall be requested by a purchase requisition through Administrative Services and finalized through the Purchasing Office.

Final negotiating and contracting authority shall be the sole responsibility of the Vice President of Administration.

Section 2

Invalid Contracts

Written contracts pertaining to the Student Technology Fee made without prior approval and not finalized by Administrative Services are invalid. Responsibility for payment of invalid contracts rests with the individual(s) and members of the contracting group and may not be paid from Student Technology Fee funds.

ARTICLE X - Operational Directives

It is recognized that situations may arise which are not covered by this financial code; therefore, the ASB Senate authorize the ASB President and Vice President for Administration to meet and determine operational directives in their name in order to protect the integrity of the ASB. At the next regularly scheduled meeting, the ASB Senate shall develop an amendment to cover the areas in question and do so in consonance with the amendment procedures established in Article XII.

ARTICLE XI - Code Limitations

Any of the articles, sections or parts of this code shall be decreed inoperable and void if the article, section or part is contrary to state statutes or board rules or regulations. Inoperable and voided articles, sections or parts may be changed without vote of the ASB Senate to bring this code into consonance with state statutes or board regulations.

ARTICLE XII - Amendment Procedures

Proposed amendments to this code may be submitted to the ASB Senate at any regularly scheduled meeting at which time the proposed amendment shall be reviewed. The proposed amendment must be approved by a two-thirds affirmative vote of the ASB Senate, Vice President of Student Services, Vice President of Administrative Services, President and Board of Trustees. Approved amendments shall then be returned to the ASB Senate and ASB Executive Council for insertion into the copy of the ASB Technology Fee Financial Code.

The ASB President and members of the committee will annually update this code for nomenclature, currency and accuracy. They will ensure that this review has taken place by Summer Quarter of the current year so that the summer printing of the code will reflect the changes. These changes will be reported to the Student Technology Fee Budget Committee, ASB Executive Council and ASB Senate.

APPENDIX

Appendix A - Student Technology Fee Agreement

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.

The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271.

**Everett Community College
Student Technology Enhancement Fee Agreement**

Pursuant to the Student Technology Enhancement Fee Election conducted in February 2004, the Associated Student Body (hereafter referred to as the **ASB**), acting through its President, Baydaa Alshatee, and Everett Community College (hereafter referred to as the **College**), acting through its President, Dr. Daria Willis, agree that the Student Technology Enhancement Fee (hereafter referred to as the **Fee**) shall be administered as follows:

1. Fee Amount

The **Fee** shall be set at \$3.50 per credit for the first ten (10) credits, not to exceed \$35.00 per quarter per student. The **Fee** was assessed beginning Fall Quarter 2004. It shall be the responsibility of the College Administration to determine what programs, courses and/or students are assessed the **Fee** and to inform the ASB President regarding changes.

The **Fee** shall only be adjusted pursuant to the Revised Code of Washington, the Washington Administrative Code, ASB policy and procedure and College policy and procedure. The College shall coordinate the collection of the fee and disbursement of the collected fee.

2. Use of the Fee

The purpose of the **Fee** is to maintain and enhance student technology use and maximize access to technology for students. The **Fee** shall be utilized only for:

- Technology equipment, software, support, supplies and resources used by or that directly benefit students
- The elimination of open computer lab fees
- The reduction of current computer class lab fees by \$17.50 per class
- The elimination or reduction of other fees related to student technology

All expenditures of the funding generated by the **Fee** shall be approved by a two-thirds affirmative vote of the **ASB Senate**.

3. Student Technology Budget Committee

A Student Technology Budget Committee (hereafter referred to as the **Budget Committee**) shall be established. The **Budget Committee** shall be comprised of eight voting members as follows:

- ASB President or designee
- Five (5) students to be nominated by the **ASB** President and approved by the ASB Executive Council
- One (1) faculty member to be appointed by the College President
- Dean of Student Development or designee

The **Budget Committee** shall also include ex-officio members (non-voting) as follows:

- Vice President for Instruction or designee
- Vice President of Administrative Services or designee
- Executive Director of IT or designee
- The budget committee may add other ex-officio members as necessary

The **ASB** President, or their designee, shall be chairperson of the **Budget Committee**. Four (4) voting members (three (3) of which must be students) shall constitute a quorum. The role of the Budget Committee shall include, but not be limited to, providing a recommendation to the **ASB Senate** on all requests for use of the funding generated by the **Fee**.

4. Student Technology Enhancement Fee Financial Code

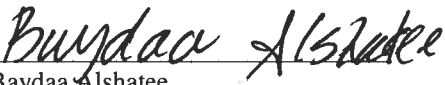
The **ASB** and **College** shall maintain a Financial Code that outlines the policies and procedures to manage the Student Technology Enhancement Fee. The Financial Code shall include, at a minimum, specific policies and/or procedures that outline the collection and use of the fee, financial and accounting responsibilities, the process to request funding, annual budget development, role of the Budget Committee and use of any fund balances. The **ASB**, **College** and **Budget Committee** shall adhere to the policies and procedures to be outlined in the Financial Code.

5. Primary Contacts for Information

Requests for information regarding Student Technology Enhancement Fee policies and procedures should be directed to either of the following contacts:

- The **ASB** designates the ASB President and Dean of Student Development as the primary contacts.
- The **College** designates the Executive Director of IT as the primary contact.

The terms of this agreement are accepted by Everett Community College and the Associated Student Body and were reviewed during Summer Quarter 2021, for functionality, procedures and consistency.

 9/17/21
Baydaa Alshatee Date
President, Associated Student Body

 9-17-2021
Dr. Daria Willis Date
President, Everett Community College