

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 2100P STUDENT LIFE PROCEDURE

#### Part 1. Definitions

**Student organization:** Those clubs and organizations that have been formally recognized by the campus Student Senate as described in Minnesota State Policy 2.1.

**Student life/activities:** Student life/activities are those activities consistent with M.S. 136F.01, Subd. 5.

#### Part 2. Management of student life/activity fee allocations.

**Subpart A. Budget process.** The campus Student Senate and the president or designee shall jointly determine a schedule to ensure that the budget plan for student life/activity will be completed for action in the spring. At the beginning of the annual budget preparation process, the college administration shall provide the student life committee with a copy of the previous year's student life/activity financial statement, current year-to-date budget and financial statement, and pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee(s). The committee(s) shall present the student life/activity budget, including the fee amount and allocation of revenues, to the campus Student Senate for review. The Senate(s) will make recommendations to the college president for approval. New funding requests or modifications occurring during the year shall be reviewed and recommended at the discretion of the campus Student Senate and submitted to the institution president for action.

**Subpart B. Student organization accounts.** Northland Community and Technical College (NCTC) shall provide for the fiscal management of student organization accounts. A student organization which receives allocations of student activity monies shall deposit and expend all allocations through an account within the institution activity fund. Student organizations may also establish an agency account at the discretion of NCTC.

**Subpart C. Annual report.** NCTC shall prepare a student life/activity fee annual financial report including all reserves and accrued interest. The report shall be available to interested parties and provided to the student life/activity committee and the campus student senate. The campus student senate may request that NCTC provide a detailed accounting or obtain an audit of its student life/activity fund which shall be made available to interested parties. The cost of these audits shall be borne by NCTC's student life/activity fund.

**Subpart D. Carry forward and reserves.** Expenditures from carry forward, including reserves, shall occur only after receipt of a recommendation from the campus student senate. The amount of these carry forward funds shall be reported to the campus student life committee(s). Interest earned from the student life/activity fund shall be credited back to that fund. The committee(s) may review and make recommendations regarding the investment policy for student life/activities reserves.

#### Subpart E. Use of Funds.

1. The student life/activity fee shall only fund activities that are consistent with M.S. 136F.01, Subd. 5.
2. The student life committee(s) shall follow commonly accepted business practices in the operation and funding of student life/activity programs.
3. This policy and procedure seeks to ensure the proper use and stewardship of public funds in the operation of the student life/activity programs.
4. NCTC's president or designee and the campus student senate shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.

5. Student life/activity funds shall not be used for the purchase of alcohol.
6. All revenue collected through the student health services fee, and maintained in an account of the activity fund, shall be used in compliance with the finance policies and procedures of Minnesota State.
7. Student life/activity fees shall not be used as donations to college foundations or to other external charitable organizations.
8. Student life/activity fees shall not be used to provide individual scholarships or grants.
9. The student life committee(s) shall recommend student leader tuition waivers and/or stipends funded by the student life/activity fund. NCTC shall determine whether these expenditures are considered taxable.
10. The student life committee(s) may agree to provide funds for its own support through the student life/activity budget process.

**Related Documents:** Minnesota State Policy 2.8, Procedure 2.8.1, Minnesota Statute 136F.01, Subd. 5.

Date of Implementation: 5/27/04  
Date of Adoption: 6/2/04  
Date & Subject of Revisions: Student Services Committee Review 3-3-08  
12/16/08 Reviewed  
3/09/10 Reviewed  
02/22/11 Reviewed  
02/29/12 Reviewed  
02/12/13 Reviewed  
03/04/14 Reviewed  
02/03/15 Reviewed  
02/16/16 Reviewed  
02/16/17 Reviewed