



Student Life

Grays Harbor College

ASSOCIATED STUDENTS OF
GRAYS HARBOR COLLEGE

**SERVICE & ACTIVITIES AND
STUDENT TECHNOLOGY FEE
FINANCIAL CODE**

Amended June 18th, 2020

Table of Contents

[ARTICLE I](#)Purpose

[ARTICLE II](#)Definitions

[ARTICLE III](#)Service & Activities Fee

[ARTICLE IV](#)Subsidized Programs

[ARTICLE V](#)Admission to Events

[ARTICLE VI](#) Contracts

[ARTICLE VII](#)..... Technology Fee Fund Management

[ARTICLE VIII](#)..... Budget Development & Oversight

[ARTICLE IX](#) Fund Balance

[ARTICLE X](#)..... Expenditure Procedures

[ARTICLE XI](#) Operational Directives

[ARTICLE XII](#)..... Code Limitations

[ARTICLE XIII](#)..... Violations

[ARTICLE XIV](#) Amendment Procedures

ARTICLE I

PURPOSE

Section 1

The purpose of this financial code is to provide clear guidelines concerning the effective administration of student technology fee funds as well as student activities and programs by the Associated Students of Grays Harbor College.

ARTICLE II

DEFINITIONS

Section 1

As used in this financial code, the definitions below represent the meanings understood by members of the Service & Activities and Student Technology Fee Committee:

- A. **Administrative Services** means the office that carries out the functions of the District that relate to business and finance.
- B. **ASGHC** means the Associated Students of Grays Harbor College.
- C. **ASGHC Executive Council** means the executives governing body for students at Grays Harbor College as recognized by the Board of Trustees.
- D. **ASGHC Senate** means the representative body for students at Grays Harbor College as recognized by the Board of Trustees.
- E. **Board** means the Board of Trustees of Grays Harbor College District No. 2, and State of Washington.
- F. **Chartered student clubs or organizations:** Any student club or organization possessing a currently valid charter granted under the provisions of the ASGHC Constitution and Bylaws, 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.
- G. **Chief Executive of Information Technology (CEIT)** means the administrator who provides the primary leadership and supervision of technology services throughout the District.
- H. **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.
- I. **College** means Grays Harbor College located within Community College District No. 2.
- J. **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 Grays Harbor College.
- K. **District** means Community College District No. 2, State of Washington.
- L. **Fiscal Year** means the calendar period from July 1 through June 30.
- M. **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.
- N. **Legal Advisor** means the person who serves as the appointed Assistant Attorney General for Community College District No. 2, State of Washington.

- O. **Legislation** means matters pending or proposed in either house or matters that may be the subject of action.
- P. **Lobbying** means to attempt to influence the passage or defeat of any state legislation.
- Q. **President of Grays Harbor College** means the administrator who provides the primary leadership and supervision of Grays Harbor College.
- R. **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 Grays Harbor College as indicated in RCW 28B.15.041.
- S. **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 Grays Harbor College.
- T. **State Board** means the State Board for Community and Technical Colleges, State of Washington.
- U. **Student** means any person registered for classes at Grays Harbor College.
- V. **Student Activities** means any college co-curricular or extra-curricular activity participated in by students and offers students' opportunities for educational, cultural, health and wellness, recreational, social, or leadership experiences.
- W. **Student Budget Committee** means the Services and Activities/Technology fee budget committee for the Associated Students of Grays Harbor College at Grays Harbor College.
- X. **Student Government** means the governing body of the Associated Students at Grays Harbor College as required by the college's Board of Trustees.
- Y. **Student Life** means all activities, groups, and organizations funded by Services & Activities fees and the department through which such activities and programs are managed.
- Z. **Vice President for Student Services** means the administrator who provides the primary leadership and supervision of student services and programs.

ARTICLE III

SERVICE & ACTIVITIES FEE

Section 1

OBJECTIVE

- A. The ASGHC's objective in raising and expending funds is to promote 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 SERVICES & ACTIVITIES FEES

- A. 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 Services & Activities RCW and guidelines regarding use for the express purpose of funding student activities and programs of the College.
- B. When authorized and approved in a manner consistent with the Financial Code, Services & Activities fees may be used for, but shall not be limited to:
 1. 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, and debates, art, awards, forensic presentations of an extra-curricular nature; monetary awards as prizes, student publications, and other mass media activities, and sports programs.
 2. The expenses associated with these student activities and programs including meals, transportation, and lodging during group travel for participating students and professional staff. Money provided for meals is considered compensation and recipients would not be considered volunteer. Such a volunteer needs to submit an I-9 form to Human Resources in addition to their volunteer form.
 3. 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 personalized for that individual, and are of nominal value and when approved by the Director of Student Life of Grays Harbor College.
 4. Equipment, supplies, and materials, as well as student and part-time staff salaries, as required for the operation of student activities and programs.
 5. Meals for reception or award ceremony attendees who are part of the program.
 6. 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.).
 7. 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.

8. 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.
9. Furniture and equipment for student use as approved by the ASGHC.
10. Partial subsidization of a student food bank operation provided that any items purchased with students fees benefits only students.
11. Costs associated with child care centers for the children of students.
12. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such activities and programs.
13. Special tutorial or co-curriculum programs provided it is not to sustain a critical operation of the college.
14. Dues for institutional memberships in officially recognized student governmental or activities organizations.
15. Salaries and compensation to students if the expenses are attendant to a student activity or program.
16. Support for college employees in student programs operations. Services & Activities 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 SERVICES & ACTIVITIES FEES ON STUDENT POLITICAL CLUBS AND ACTIVITIES.

- A. **Recognition and Allocation.** Services & Activities 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.** Services & Activities fees may be used to support political speakers and other relevant club activities as deemed reasonable by the institution. The Director of Student Life will review any requests to use funds to support political speakers and any relevant club activities.
- C. **Lobbying Activity by Student Government.** Use of Services & Activities 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. **Lobbying Activity by Students.** Use of Services & Activities fees for lobbying activities by students other than by or through the ASGHC, 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 SERVICES & ACTIVITIES FEES

- A. Monies must be spent for the approved purpose outlined in a memorandum from the Director of Student Life. The following are examples of Services & Activities fee expenditures that have been judged impermissible because they involve “gifting” or because they are not “student activities”.
1. Salaries of professional employees in teaching, administrative, or clerical positions not directly related to the student life’s department operations.
 2. Free meals and/or lodging for anyone without consideration and with a donative intent.
 3. Tips or gratuities for services rendered by anyone unless authorized by OFM.
 4. 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.
 5. Complimentary tickets or admissions as a fit or for public relations purposes.
 6. 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 offering relate to various careers, and which involves service of refreshments to the high school students and their counselors.
 7. Activities for prospective students under the same theory as above.
 8. Programs or activities that advance or endorse sectarian beliefs.
 9. Gifts of public money or property. A gift is defined as a transfer of property without consideration and with a donative intent.
 10. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer or any others unless required by the contract made for their services.
 11. 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.

12. 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

- A. Any authorization of expenditures 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 procedures for deposits, expenditures, and cash handling.
- B. 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.
- C. Off-campus accounts of student clubs or organizations are strictly prohibited.
- D. The Director of Student Life bears administrative responsibility for the proper management of the student programs and activities accounts. The Director of Student Life is responsible for ensuring compliance with the general procedures for purchases and expenditures established by Administrative Services, the Student Programs procedures manual and this financial code.
- E. The following points should be noted and closely observed by advisors and student groups:
 1. 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 Club Handbook. Forms and procedures are located in the Office of Student Life or online.
 2. Gate Receipt Revenue from activities sponsored with Service and Activities fees shall be receipted and deposited in accordance with established college policies.
 3. 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

- A. Once the estimated revenue and allocations have been determined, the student budget committee may determine an amount to be budgeted into a student government contingency fund.
- B. Monies will be released from the Contingency Fund to a designated account following expenditure procedures outlined in the Club Handbook and upon approval of the ASGHC Senate, or the ASGHC Executive Council or the Director of Student Life.

- C. Grays Harbor College programs or organizations requesting supplemental funding must complete a Contingency funding request through the online form. The proposed appropriation must be authorized by a majority vote of the ASGHC and approved by the Director of Student Life.
- D. During the summer and fall period, prior to the forming of the current year's student budget committee, the ASGHC executive council student members and standing members of the committee shall serve as the acting student budget committee. When funding from the contingency fund is requested for Student Government purposes, the request must be reviewed by the standing student budget committee and must receive approval prior to using the funds.
- E. If no student government is formed the CEIT, the Director of Student Life, and the Vice President for Administrative Services or their designee will have the authority to have make funding decisions with a majority vote. This procedure will also be followed in the event that there is a state of emergency declared by the campus, state, or country and there are expenditures that are in the interest of supporting students related to the impact of the emergency on the campus or student. When possible, the President will be consulted prior to any decision being made.

ARTICLE IV

SUBSIDIZED PROGRAMS

Section 1

RECOGNITION AS A SUBSIDIZED PROGRAM

- A. 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 which have extracurricular or co-curricular aspects that may be of benefit to the student body may automatically qualify for consideration of subsidy by the Student 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.
- B. Programs that are not recognized by the ASGHC Executive Council, but which promote the objective of this Financial Code, may apply for funding as a subsidized activity.
- C. All student clubs or organizations must be officially recognized and be granted a charter by the ASGHC in order to qualify for funding or to conduct fund-raisers, to utilize facilities or college materials, or to seek donations or sponsors. Requests for Services & Activities funds must be for a specific purpose. Each request must be accompanied by a budget plan for use of the funds; must be consistent with the requesting club's or organization's constitution and/or bylaws and the missions of Student Life, the ASGHC, and Grays Harbor College and must comply with the Financial Code, the Club Handbook and all college procedures and policies, and state laws. Granting of the funds is subject to budget review and approval and there is no guarantee that sufficient funds are available for any particular request by any club or organization.

- D. Membership of a subsidized program or activity must be composed of only students currently enrolled for classes at Grays Harbor College who are registered by the tenth day of the quarter.
- E. 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 and the Vice President of Student Services.
- F. Student clubs or organizations recognized by the ASGHC shall be considered an extension of the ASGHC has after the club or organization has been granted recognition. They will be expected to conduct their programs or activities in accordance with this code, the Club Handbook, 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

- A. Any student wishing to be recognized by the ASGHC and to be eligible for subsidy shall complete an Application for Recognition (available in the Student Life Office) and submit it to ASGHC Executive Council and Senate who will submit it to the Director of Student Life for review and recommendation. The Director of Student Life 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.
- B. If recommended by the Director of Student Life, the application shall then be processed for approval or denial by a majority through the ASGHC Executive Council and Senate. Only officially chartered clubs or organizations that follow all prescribed responsibilities outlined in the Club Handbook, 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 until such time a hearing is held to assess the club or organization’s future status.
- C. Unchartered clubs are not entitled to any college benefits, including use of S&A fees and facility use, and are treated as “off-campus” organizations.

Section 3 SUBSIDIZED OPTION

- A. 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

- A. 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 may be expended prior to using Services & Activities

funds, if applicable. Unspent Services & Activities fees will automatically revert to the fund balance account at the end of the fiscal year.

- B. 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 within thirty days before the close of the current fiscal year.

Section 5

GENERAL FISCAL PROCEDURES

- A. 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 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 shall forfeit all funds in their accounts. Monies will revert to the general fund balance account.
- B. Fundraising Projects:
 - 1. Fundraising 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 the missions of Student Life, the ASGHC, and Grays Harbor College 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. Additionally, the club must:
 - a. Complete a Fundraising Request Form and obtain appropriate signatures prior to holding fundraisers or seeking donations.
 - b. Follow the accounting procedures for fund management outlined in Article III.
 - c. Follow all college facilities use and scheduling procedures and policies. Requests for use of college facilities is subject to prior approval by the Director of Student Life.
 - d. Use of fund raised revenues are restricted to the stated purpose of use of funds written on the Approval of Fundraising Request Form, which requires prior approval by the Director of Student Life, 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 Club Handbook, college procedures and policies, and state laws. Funds generated in any manner by subsidized or non-subsidized organizations shall be deposited into a college account.
 - f. If chartered clubs use any Services & Activities fees or state funds for the fundraising event or when seeking donations (seed money, etc.) the funds collected from the event are commingled with state funds, and must comply

with this code, college policies and procedures, 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 Services & Activities 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.
- C. Funds may only be used for the purpose stated in the fundraiser or donation request as approved.
- D. The Director of Student Life shall have the right to fix reasonable time, place, and manner restrictions on all fundraising activities and all revenues generated from such fundraising activities.

ARTICLE V

ADMISSION TO EVENTS

Section 1

ISSUANCE OF GRAYS HARBOR COLLEGE ID CARD

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

Section 2

USE OF GRAYS HARBOR COLLEGE ID CARD

- A. Grays Harbor College student ID cards entitle the authorized holder admission to Grays Harbor College athletic and activity events, in most cases without charge or at specified reduced rates. Some events may require additional identification for admission.

Section 3

ADMISSION PRICES

- A. 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.

Section 4

TICKET SALES

- A. Tickets for ASGHC events may be placed on sale in appropriate campus locations designated by the Director of Student Life. The sale of tickets is the responsibility of the sponsoring organization or program under the direction of the Director of Student Life

or designee and shall be conducted in a manner consistent with established ticket/gate control and accounting procedures described in this Code and college procedures.

ARTICLE VI CONTRACTS

Section 1 RESPONSIBILITY

- A. Prior approval for contractual agreements pertaining to Services & Activities funded activities and programs must be obtained from the Director of Student Life.

Section 2 INVALID CONTRACTS

- A. Written contracts pertaining to ASGHC sponsored activities made without prior approval and not finalized by the Director of Student Life 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 ASGHC funds.

Section 3 CONTRACTS PROCESS

- A. All contracts must be completed and signed a minimum of three weeks before services are provided, unless authorized by the Director of Student Life to complete a late contract. Written contracts pertaining to ASGHC sponsored activities must follow the below outlined process:
 - 1. Negotiations with vender/performers will be done in collaboration with student life staff. The Director of Student Life has final approval on all negotiations for cost or services, as well as all contracts. Confirmation of final contract terms require approval from the Director of Student Life.
 - 2. After final approval for the contract terms has been completed, the student life contract template must be filled out, along with an A-19 form from the business office. Vender must also provide a completed copy of the W-9 form.
 - 3. A-19, draft contract, and W-9 will be turned into the Director of Student Life for final review, confirmation of available funds, and approval.
 - 4. Once approved, the director will complete the contract process by turning the W-9 form and contract into the purchasing office. A copy of the final contract and A-19 will be submitted to the Business Office. *Vendor invoice needs to be submitted to the Business Office to generate payment.
 - 5. If a contract is \$10,000 or more, the Purchasing Office must be contacted to ensure State of Washington compliance. This should be completed before contract is drafted for Director of Student Life review.

ARTICLE VII TECHNOLOGY FEE FUND MANAGEMENT

Section 1 OBJECTIVE

- A. The raising and expending of funds by the associated students of Grays Harbor 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 TECHNOLOGY FEE FUNDS

- A. 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.
- B. 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:
 - 1. Projects that promote hands-on use of technology to the largest number of students possible (labs, libraries, etc.).
 - 2. Strengthening existing student computing facilities.
 - 3. Expanding student access to current technology.
 - 4. Supporting technology that supports student self-service, communication, and collaboration.
 - 5. Expanding student access to information resources.
 - 6. Replacement of student computers in labs on a minimum of a 4-5-year cycle.
 - 7. Encouraging student-to-student and student-to-staff communication.
 - 8. Increasing lab hours.
 - 9. Student worker salaries to support computer labs.
 - 10. Salaries to support student labs in the deployment and assistance of those labs.
 - 11. Student computer training opportunities.
 - 12. Student access to ‘high end’ technology such as multimedia in the computer labs and throughout academic departments.
 - 13. Access to Grays Harbor College resources via remote access.
 - 14. Encouraging all students to develop technology skills in all disciplines throughout the district.

Section 3 LIMITATIONS, IMPERMISSIBLE USE OF TECHNOLOGY FEES

- A. Limitations of Use:
 - 1. The technology fee funds are to be used towards enhancing the access and availability of technology for fee paying students. The use of technology for non-

fee paying or non-students is limited, unless otherwise approved by the Budget Committee:

2. Physical equipment is prioritized for fee-paying students first.
 3. There are no additional costs incurred to the tech fee budget.
- B. Monies must be spent for the approved purpose outlined in a memorandum from the Director of Student Life. The following examples of student technology fee expenditures have been judged impermissible:
1. Salaries of professional employees in teaching, administrative or clerical positions.
 2. Programs, personnel, facilities, equipment and maintenance that are considered crucial to sustain instructional or institutional operations.
 3. Computers and associated hardware, software, and furniture for individual or department offices.
 4. 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

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

Section 5 RECORDING AND REPORTING RESPONSIBILITY

- A. It shall be the responsibility of the CEIT to maintain and ensure proper recording of financial transactions of student technology fee funds.

Section 6 DEPOSITS AND EXPENDITURES

- A. The expended authorization should follow the established authorized expenditure policy of the college. Fees collected or revenues produced by or through ASGHC student technology fees shall be deposited with the College cashier's office and expended through the College business office.
- B. 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 College manages the various College funds.
- C. The CEIT and the Directors of Student Life have administrative responsibility for the proper management of the student technology fund accounts. They are responsible for compliance with the general procedures for purchases and expenditures established by Administrative Services and this financial code.

Section 7

CONTINGENCY FUND

- A. Once the estimated revenue and allocations have been determined, the student budget committee will determine an amount to be budgeted into a contingency fund for both Services & Activities and Technology Fees. The CEIT has approval to expense up to \$ for unexpected expenses without the need for approval from the student budget committee. Use of these funds must be reported to the ASGHC.
- B. Grays Harbor College programs or organizations requesting supplemental funding must complete a supplemental funding request through the online form. The proposed appropriation must be authorized by a majority vote of the ASGHC and approved by the Director of Student Life. Technology Fee funding must also be approved by the Chief Executive of Information Technology or their designee.
- C. During the summer and fall period, prior to the forming of the current year's student budget committee, the ASGHC executive student members and standing members of the committee shall serve as the acting student budget committee. When funding from the contingency fund is requested for Student Government purposes, the request must be reviewed by the standing student budget committee and must receive approval prior to using the funds.
- D. If no student government is formed the CEIT, the Director of Student Life, and the Vice President for Administrative Services or their designee will have the authority to have make funding decisions with a majority vote. This procedure will also be followed in the event that there is a state of emergency declared by the campus, state, or country and there are expenditures that are in the interest of supporting students related to the impact of the emergency on the campus or student. When possible, the President will be consulted prior to any decision being made.

ARTICLE VIII BUDGET DEVELOPMENT & OVERSIGHT

Section 1

REVENUE ESTIMATE

- A. Estimates of the amount of revenue shall be made by the Director of Student Life in conjunction with applicable guidance from Administrative Services, with final approval by the student 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, upon consideration of the percentage increase approved by the student budget committee, and enrollment projections.

Section 2

FEE DETERMINATION

- A. The Technology and Services & Activities fees for the upcoming fiscal year is recommended by the student budget committee. The budget committee shall meet to make a fee recommendation to the Board of Trustees for approval at a regularly scheduled meeting.

- B. Services & Activities Fee - The Director of Student Life 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.
- C. Technology Fee - The Student Technology Fee is set at \$3.50 per credit to a maximum of 10 credits or \$35.00 per quarter. The rate of the fee is reviewed annually by the Student Budget Committee and Chief Executive of Information Technology and Director of Student Life.

Section 3

ANNUAL BUDGET ALLOCATION

- A. 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.
- B. Running Start revenue applied to S & A fees. Each term three and a half percent (3.5%) of each Running Start dollar collected will be distributed to the S & A revenue account. This is a process will be done by the Business Office as part of their normal allocation of funds.

Section 4

STUDENT BUDGET COMMITTEE

- A. Responsible for proposing program priorities to the Board of Trustees, evaluating existing and new programs, and budget levels for that portion of program budgets shall reside with the student budget committee, on which students recommended by the ASGHC shall hold at least a majority of the voting memberships. Students are expected to have a strong voice in recommending budgets for Technology and Services & Activities fees. The chairperson of the budget committee shall be selected by the members of the student budget committee. The student budget committee shall provide an opportunity for all viewpoints to be heard.
- B. The student budget committee shall be comprised of the following:
 - 1. Executive Vice President (chair)
 - 2. President
 - 3. One (1) Vice President of Activities
 - 4. One (1) club member
 - 5. One (1) senator
 - 6. Two (2) student at-large
 - i. Recommended that the at-large students are from different academic programs (ie Tech programs, Bachelor degrees, Associates Degrees, etc.)
 - 7. Faculty member (Non-voting Advisor)
 - 8. Administrative Services Representative (Non-voting Advisor)
 - 9. Director of Student Life (Non-voting Advisor)
 - 10. Vice President for Student Services (Non-voting Advisor)
 - 11. Chief Executive of Information Technology (Non-voting Advisor)

- C. Four voting members of the committee shall constitute a quorum. The student body President and committee chair (if not the same student) shall represent the committee to the student government, the College administration, and the Board of Trustees.
- D. The Director of Student Life shall serve as the non-voting executive secretary for the committee and shall assist the chair in coordinating activities of the committee.
- E. 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.
- F. During the summer and fall period, prior to the forming of the current year's student budget committee, the ASGHC executive student members and standing members of the committee shall serve as the acting student budget committee. When funding from the contingency fund is requested for Student Government purposes, the request must be reviewed by the standing student budget committee and must receive approval prior to using the funds.
- G. If no student government is formed, the CEIT, the Director of Student Life, and the Vice President for Administrative Services or their designee will have the authority to have make funding decisions with a majority vote. This procedure will also be followed in the event that there is a state of emergency declared by the campus, state, or country and there are expenditures that are in the interest of supporting students related to the impact of the emergency on the campus or student. When possible, the President will be consulted prior to any decision being made.
- H. During the fiscal year budget process, the student 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 5

CALENDAR

- A. During November/December, the Executive Vice President and/or the Director of Student Life will develop a timeline to be recommended by the student budget committee for approval. To facilitate the handling of budget requests in preparation of the budget, the following general process will be followed.
 - 1. Opportunities will be provided for all members of the campus community 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 according to the timeline established.
 - 2. Three informational meetings will be held to answer questions and offer general assistance to those individuals or organizations completing budget packets.
 - 3. The student budget committee shall invite the various organizational advisors who 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. Requesters' option to present to the committee will be scheduled, and the scheduled sessions will be advertised and open to members of the college community. Presentations shall be limited to fifteen (15) minutes in length, including a question and answer period.

4. The student budget committee shall meet to adjust budget requests to the projected Services & Activities fee budget allocation and develop a preliminary budget for the upcoming fiscal year.
 5. 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.
 6. Organizational advisors 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.
 7. 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 student 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.
 8. The budget committee will prepare a balanced budget, and the committee chair and Director of Student Life will propose budget recommendations to the Vice President for Student Services. The budget will be submitted to be seen at the next possible Board of Trustees meeting for final approval. The budget will be presented by the Chair of the budget committee.
 9. The Vice President for Student Services shall review the student budget committee recommendations with the CEIT and Director of Student Life. The college administration shall then publish a written response to the budget committee recommendations. If there are differences between the administrative recommendations and the student budget committee recommendations, the college administration will outline the differences in the written response to the college budget committee. If there are no concerns with the Budget Committee recommendations then the Committee Chair will propose Budget Committee recommendations to the Board of Trustees.
 10. This response shall outline potential areas of difference between the committee recommendations and the administrations proposed budget recommendations. This response, with supporting documentation, shall be submitted to the student budget committee in a timely manner to allow adequate consideration. In the event of disputes involving the student budget committee recommendations, the college administration shall meet with the student budget committee in a good faith effort to resolve such disputes prior to submittal of final recommendations to the Board of Trustees.
 11. If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the budget committee.
- B. The dispute resolution committee shall be selected as follows. The college administration shall appoint two nonvoting advisory members, one of who shall be the

Director of Student Life; the Board of Trustees shall appoint three voting members; and the student budget committee chair shall appoint three student members of the student budget committee who will have a vote, and one student representing the student 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.

- C. 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 6

BUDGET APPROVAL

- A. Recommendation for budget approval shall be indicated by the authorizing signatures of the chair and members of the budget committee.
- B. The proposed Technology Fee and Services & Activities Fee budgets for Grays Harbor College, as recommended by the College President, shall be submitted to the Board of Trustees
- C. Trustees at a regularly scheduled or special meeting for consideration and final action.
- D. The Director of Student Life or Executive Vice President shall send a letter to each club, organization, or program outlining the amount approved for each budget and how the monies are authorized to be expended.

Section 7

BUDGET AMENDMENTS/REVISIONS

- A. Shifts within the established yearly Services & Activities Fee budget allocations are accomplished by the approval of the Director of Student Life.
- B. Shifts within the established yearly Technology Fee budget allocations are accomplished by approval of the Director of Student Life and the Chief Executive of Information Technology or their designee.
- C. Shifts between the established yearly Technology Fee and Services & Activities Fee budget allocations are accomplished by developing a written rationale for the amendment request to be submitted to the parties listed above for review and final approval. If a request is approved, the Director of Student Life shall notify the Business Office to make appropriate budget revisions.
- D. Once the budget for Technology Fee and Services & Activities Fee is approved by the Board of Trustees, funds shall not be moved or reallocated without prior approval of the Director of Student Life. Written justification shall be submitted to the Director of Student Life, who will review and accept or reject the request. In the event of a fund transfer dispute among the budget committee, the College Administration, or the Board of Trustees, the dispute shall be resolved pursuant to the dispute resolution process and timeline outline in Article VIII section 5.

- E. All shifts of funds and budget revisions shall be open to review by the ASGHC upon request.

Section 8 RESPONSIBILITY FOR ACCOUNTS

- A. 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.
- B. The Director of Student Life 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 9 RECORDING AND REPORTING RESPONSIBILITY

- A. It shall be the responsibility of the Director of Student Life and the CEIT to maintain proper recording of financial transactions of Technology Fee and Services & Activities Fee funds.

ARTICLE IX FUND BALANCE

Section 1 DEFINITION

- A. A 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 of their respective accounts, the Services & Activity fee and Technology fee, at the end of the fiscal year.

Section 2 PURPOSE

- A. 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

- A. Monies may be appropriated from this fund as part of the annual Technology fee and Services & Activities fee budgeting process or at any time throughout the fiscal year. The following procedures shall be adhered to when appropriating monies from the fund balance:

1. Prepare a written rationale providing a detailed explanation of the purpose for which the funds are to be used.
2. 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.
3. Submit the request to the Director of Student Life who shall forward it to the Student Budget Committee for their review and approval. If approved by the Student Budget Committee, the request shall be presented to the ASGHC by the Chair of the Student Budget Committee.
4. If the amount approved exceeds \$50,000 the ASGHC President will present the approved proposal to the Board of Trustees to seek final budget approval.

ARTICLE X

EXPENDITURE PROCEDURES

Section 1

Expenditure procedures are set forth by the state of Washington. When spending monies, refer to the permissible uses for Technology fee and Services & Activities fee, Article III Section 2. Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with this code.

A. The following general items pertaining to expenditures should be noted:

1. Purchase Request: Requests for purchases to be made from funds in Technology fee and Services & Activities accounts must be initiated and authorized by and processed through the Director of Student Life prior to purchase.
2. Reimbursement: Reimbursement of personal funds shall only be made if approval for the expenditure is obtained from the Director of Student Life prior to purchase (or designee).
3. 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, or through the appropriate designee. Advance Payments are to be strictly controlled and must be compliant with GHC policies and procedures.
4. Report expenses: The Advisor or Director over the program 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 Advisor or Director will submit a Travel Expense Voucher form, signed by the Director of Student and Administrative Services, at the same time.
5. 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 the Director's discretion.

B. Recognized club and organizations who utilize college facilities for meetings and activities may be charged for labor and supply expenditures incurred while using the

facilities. No payments will be made to any supplier or speaker or entertainer without a complete and correct payment document.

ARTICLE XI **OPERATIONAL DIRECTIVES**

Section 1 It is recognized that emergency situations arise which are not covered by this Financial Code. The Director of Student Life is authorized to issue operational directives to protect the integrity of the Technology fee and Services & Activities fee budget as related to programs, activities and associated funds.

ARTICLE XII **CODE LIMITATIONS**

Section 1 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 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**

Section 1 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.

Section 2 Violations shall be filed as a grievance with the Director of Student Life and the individual who violated the code may be relieved of their account responsibilities.

ARTICLE XIV **AMENDMENT PROCEDURES**

Section 1 Proposed amendments to this financial code will follow the amendment process outlined in the ASGHC constitution and bylaws and may be submitted by the Director of Student Life and the CEIT for consideration.

APPROVED

Grays Harbor College President

Grays Harbor College Student Body President