400. COLLEGE-WIDE PROCEDURE

400.1 Student members shall be appointed by the Student Government Association under the supervision of the Directors of Student Life.

400.2 The list of student appointees will be documented and submitted on an excel spreadsheet to the Student Life Directors and the Lead Dean. The spreadsheet will in the appointee’s name, contact information and student identification information.

400.3 The SAFBC will consist of: (maximum voting membership is thirteen)

- SAF Lead Dean for the Fiscal Year (non-voting)
- Two Student Chairs - SGA Presidents (one vote in the case of a tie)
- Two student representatives from each campus (Voting) or at least 51% of the committee
- One Faculty and/or staff member (voting, campus rotation)
- One Dean of Student Services (one rotating voting representative)
- Directors of Student Life (one rotating voting representative)
- Recorder (non-voting)

Timeline Associated with Student Activity Fee (SAF) Budget Hearing Process

400.4 Vote of SAF participation and student fee changes will occur in the fall semester.

400.5 Student Activity Budget Application Request Forms (SABR) are made available to the college community during fall semester.

400.5 The SAFBC fee training, proposal review, presentations, hearing, deliberation, recommendation and Revised 7.31.13 DSL Version 11 award approval will take place during the spring and summer semesters.

400.6 The College-wide and Campus Student Activity Budget Application Requests (SABR) and supporting documents will have a common due date in January.

   - The deadline will be advertised at least fifteen (15) days in advance by use of any of the following media outlets: Office of Student Life website, The Collegian, e-mail, (campus) TV-plasma screens, etc.

400.7 A complete application will be accompanied by an itemized budget request for the upcoming fiscal year. Applicants will be encouraged to give much attention to the itemization requested funds so that expenses are documented as accurately as possible.

400.8 Budget committee personnel reserve the right to deny application packets submitted after the deadline date.
400.9 The approved balanced budget recommendation is forwarded to the Vice President of Student Affairs and Enrollment Services, the Executive Vice President, Financial and Administrative Affairs and other designee, as identified, for approval. The College President reserves the right of a final veto authority over any line item or portion thereof within the budget.

400.10 SAF budget proposal award letters containing notification of budget approval and/or denials will be forwarded to requestors during the summer semester.

400.11 The Final SAF loading budget will be forwarded to Budget Director’s Office during the spring semester.

400.12 Budget approval by the Board of Regents will occur during the summer semester.

401 CAMPUS PROCEDURES

401.1 The members of Campus Student Activity Fee Budget Committee (SAFBC – ALP; CLA; DEC; DUN; NEW) will be appointed by each campus’ SGA, under the supervision of the Director of Student Life.

401.2 The SAFBC will consist of:

- At least four (4) student representatives (voting)
- SGA President or designee (Chair – non-voting)
- Director of Student Life or designee (voting)
- Dean of Student Services (non-voting)
- Two Faculty or Staff members (voting)
- Recorder (non-voting)

401.3 Student Activity Budget Requests (SABR) are distributed during fall semester.

401.4 The SAFBC fee training, proposal review, presentations, and hearing will be held on announced dates during the spring semester.

401.5 The committee recommended budget is forwarded to the Vice President of Student Affairs and Enrollment Services and the Executive Vice President, Financial and Administrative Affairs or their designee for approval during the Spring Semester. The College President has final veto authority over any line item or portion thereof within the budget.

401.6 SAF budget proposal award letters containing notification of budget approval and/or denials will be forwarded to requestors in the Spring Semester.

401.7 The Final recommended budget forwarded to Budget Office in the Spring Semester

401.8 Budget approval by the Board of Regents will occur during the Summer Semester