

## CHAPTER 2: Student Affairs

### Policy 2B.5: Student Life

#### Part 1. Definitions

**Student organization.** Those clubs and organizations that have been formally recognized by the campus student associations described in [MnSCU Policy 2.1](#).

**Student life/activities.** Student life/activities are those activities consistent with M.S. 136F.01, subd. 5. Those programs may include but are not limited to choir, band, theatre, student newspaper and literary publications, intramural, athletics, student clubs and organizations.

**Part 2. Student Life Committee.** *(The following is quoted directly from [MnSCU Board Policy 2.8](#) and [Procedure 2.8.1](#). The acronym ARCC precedes any language added by the college.)*

- A. **Establishment and membership.** Each college or university shall establish a student life/activity committee. The campus student association may serve in this capacity. Not more than one-third of the voting members shall be non-students. The Student Life Committee will consist of students and staff affiliated with Student Life and may be co-chaired by a student.
- B. **Committee responsibility.** The student life/activity fee committee(s) at each college and university shall develop and monitor all budgets and expenditures funded by these student life/activities fee within the guidelines of system and college or university policies and procedures. (See [Policy 5.11](#) and [Procedure 5.11.1](#)) The committee(s) shall annually recommend the amount of the fee for the ensuing year, recommend the allocation of revenues, and propose policies and procedures for administering the student life/activities budget. The committee(s) shall present the student life/activities budget, including the amount and procedure for the collection of fees and allocation of revenues, to the student senate for review and recommendation to the college or university president for approval. Compensation for student leaders shall be recommended by the committee(s) and may include tuition waivers or stipends funded by the student activity fee. The president of that college or university shall approve, reject or modify the fee and budget, and authorize the collection of a student life/activities fee at that campus. The committee(s) shall be consulted on any modification to their recommendations prior to implementation. The committee(s) may agree to provide funds for its support.
- C. **Budget preparation.** A schedule shall be established jointly to ensure that the budget plan for student life/activities will be presented for action in the spring. At the beginning of the annual budget preparation process, the college or university administration shall provide the committee with a copy of the previous year's financial statement, current year-to-date budget and financial statement with pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee. Requests to change a currently approved budget shall be reviewed by the committee. New funding requests occurring during the year shall be reviewed and recommended by the committee to the college or university president. Student life/activity fund balances shall have carry-over authority into the next fiscal year. (ARCC)

## CHAPTER 2: Student Affairs

The Student Life Committee may establish a Student Life contingency budget to consider new funding requests throughout the year.

- D. **Campus student government.** The student/life activities fee shall fund a student government on each campus.

### Part 3. Management of Student Life/Activity Fee Allocations

- A. **Student organization accounts.** Each college or university shall provide the fiscal management of student organization accounts. A student organization that receives allocations of student activity monies shall deposit and expend all allocations through an account within the college or university activity fund. Student organizations that do not receive student activity allocations may establish an agency account at the college or university's discretion. (ARCC) A student organization shall provide for the fiscal management of student organization accounts. Student activity fees will include all direct costs for personnel and non-personnel, and may include mailing, printing and travel.
- B. **Annual report.** Each college and university shall prepare a student life/activity fee annual financial report. The report shall be available to interested parties and provided to the campus student association. Upon request of the local student association, that college or university shall conduct a biennial audit of its student life/activity fund which shall be made available to interested parties. The cost of these audits shall be borne by the college or university student life/activity fund.
- C. **Authority for expenditures.** Expenditures for student activities from these funds shall be available for activities recommended by the campus student association or student life committee. The president of the college or university shall authorize the expenditures. Changes of any expenditure shall be conveyed to the student life committee and the campus student association.
- D. **Reserves.** Reserves may be established and their status shall be annually reported to the student life committee. Expenditures from these reserves shall occur only after receipt of a recommendation from the committee. Interest accrued from the investment of such reserves shall be credited to the particular account(s) for which the reserves are maintained. The committee may review and make recommendations regarding the investment policy for reserves.

### Part 4. Evaluation Criteria

(ARCC) The Student Life Committee will provide students with a comprehensive, balanced student life program to meet the diverse needs of students. The committee will develop a budget process including but not limited to the following criteria:

#### COST FOR ACTIVITY

- Overall cost including personnel and non-personnel expenses
- Cost per student participant

#### NUMBER OF STUDENT PARTICIPANTS

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

## CHAPTER 2: Student Affairs

- Number of student participants involved
- For activities with limited space, number of students who audition will also be given consideration

### OUTREACH TO COMMUNITY

- Number of people from surrounding communities who attend activity and develop affiliation with the college through activity
- Promotion of activity to the college student body (e.g., quality of promotion, vehicles of promotion)
- Number of college students and staff who attend activity
- Service provided to the college

### LINK TO COLLEGE MISSION

- Link to one or more mission statements

### BENEFIT TO STUDENTS

- Support for academic majors—activity required for or supportive of an academic major
- Appeal to wide variety of students
- Provides leadership opportunities for students
- Provides opportunities for students to develop new skills

### DIVERSE NEEDS

- Services made available to assist students with special needs (e.g., child care, special support groups, health services, and commuter services)

### Part 5. (ARCC) Adding/Dropping/Expanding Activities

Consideration for adding/dropping/expanding activities will be considered as per college [Policy 2B.4 Approval to Add or Drop Activities](#).

---

History: