**S & A Program Descriptions and Expenditures**

 **2018-2019**

**Seattle Central College**

**Service and Activities Fees Budget Committee**

**Policies and Procedures**

The Revised Code of Washington 28B.15.041 provides that the “Services and Activities Fees shall be used as otherwise provided by law or by rule or regulation of the Board of Trustees… of each of the state’s community colleges… for the express purpose of funding student activities and programs of their particular institution.” It is, therefore, expressly recognized that RCW 28B.15.041 grants to Seattle College District VI Board of Trustees the final authority to determine the permissible uses of the Services and Activities Fees, consistent with the law.

In compliance with Washington State law, Seattle Central College has created special Fund 522 accounts to be called Associated Student Council Services and Activities Fees accounts into which shall be placed fees and revenues received by the College in connection with student programs, activities, clubs, and organizations. The ASC Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the College. Separate accounts shall be kept for each program and activity.

District policy requires that students participate in the development of the S & A budget for recommendation to the Board of Trustees. Seattle Community College District Policy and Procedures 345.10 states:

“The recognized student government organization shall develop, in cooperation with the student services administration and professional staff, procedures for budget development, composition and operating procedures of the services and activities fees committee, and all other services and activities budget matters. Such provision shall be adopted as part of the approved student government constitution for each campus and prepared for approval by the Board of Trustees.”

Seattle Central Associated Student Council By-laws (Article X, Section I) states:

The ASC shall empower the Executive of Finance to establish the Services and Activities (S & A) Budget Committee to review requests for S & A funding, and submit budget recommendations for approval by the ASC, in accordance with the Revised Code of Washington State and Seattle College District VI Policies and Procedures related to Student Service and Activities Fees.

* 1. The S & A Budget Committee shall consist of the Dean of Student Development, the Executive of Finance, and no less than three (3), but no more than six (6) students who are not current members of the ASC.
	2. All members shall review each application and individually score it.
	3. This committee shall reflect the diversity of the Associated Students of Seattle Central College.

The S & A Budget Committee is organized, convened and chaired by the Associated Student Council Executive of Finance, advised by the Dean of Student Development or the appointed designee, and supported by the Student Leadership administrative assistant. Voting members must attend all meetings of the committee.

The purpose of the S & A Budget Committee is to design and recommend to the Associated Student Council an S & A Budget Proposal that reflects and serves the greatest number of Seattle Central students with a broad spectrum of services and activities that engage and empower the student body and support the mission and core values of Seattle Central College. To facilitate the handling of budget requests in preparation of the budget, every effort was made to adhere to the following 2018-19 timeline:

**Fall Quarter**

* The S&A Budget Committee is trained in preparation for the year. Budget Request Forms are prepared to be available for campus wide proposal requests.

**Winter Quarter**

* Opportunities will be provided to all members of the College community to submit budget proposals through the appropriate advisor, director, etc., to the ASC S&A Budget Committee.
* The yearly budget allocation is established by the Dean of Student Development.
* The ASC S&A Budget Committee shall meet to adjust the following year’s budget requests to the yearly budget allocation.
* Applicants shall be notified in writing of the recommended allocation resulting from deliberations of the ASC Fee Committee. They shall be notified of the status of their request and shall be advised concerning their right of appeal.

**Spring Quarter**

* Appeals hearings take place. Following appeals, the budget as recommended by the Committee shall be forwarded to the ASC, the Vice president of Student Services, and finally to the College President.
* The College President shall review the committee’s recommended budget and then submit a recommended budget to the Board of Trustees as a future action item at the May Board of Trustees meeting.
* The Board of Trustees shall approve the budget. Copies of the final budget are made available to the interested parties.
* The adopted budget shall be in effect for the fiscal year.
* Applicants are notified of final and approved budget.

**ASC Book Fund**:

*The ASC book committee provides expensive and high-usage textbooks for the student body by putting them on reserve in the library. The purpose is to make education more accessible by augmenting the expense of buying books.*

Textbooks 3,928

**Total 3,928**

**Associated Student Council:**

*The ASC is the official student government that represents Seattle Central College students to the administration. It serves students and the Seattle Central College mission of being accessible, diverse, innovative, and responsive. Members of ASC serve as student representatives on many campus-wide committees.*

Student Wages 50,972

Goods & Services 1,143

Travel (Olympia) 1,555

**Total 53,670**

**BE Learning Center:**

*BE Learning Center leads the Learning Support Network in providing tutoring services to all Seattle Central College students across campus and providing students with high quality academic assistance.*

Tutors Wages & Benefits 130,437

Program Assistant 50,608

Good & Services 1,180

Travel (conference) 2,058

**Total 184,283**

**Childcare Assistance Program:**

*This program supports academic success for student parents by providing information, support, contacts with other social service providers, and financial assistance with childcare costs.*

Support Staff Wages & Benefits 30,901

Client Services (vouchers) 57,837

Grants (1,285)

**Total 87,453**

**Co-curricular Fund:**

*This fund provides students with opportunities that are outside of the classroom but complement their area of study such as field trips not covered by tuition. This program encourages students to participate in competitions, workshops, seminars, and many other opportunities that help shape their academic career.*

Conferences, Fees, Lodging 3,365

**Total 3,365**

**Cultural Development and Programming:**

*Provides programming on campus through the College Activities Board, a team of students who develop and organize events and activities on campus that celebrate the diversity of our community and promote student involvement and collaboration among student organizations.*

Coordinator Wages & Benefits 68,370

Student Wages 33,410

Goods & Services/SOCC/ 26,429

Performers/Rentals 10,850

**Total** **139,059**

**Graduate Gowns Subsidy**

*The Associated Student Council provides a $10 subsidy to assist graduating students with the cost of regalia for their commencement ceremony****.***

Gowns 2,789

 **2,789**

**Information Central and START:**

*Information Central, conveniently situated in the Main Hall, is staffed by highly trained Student Ambassadors to answer questions, make referrals, provide directions, and guide students and visitors to appropriate services. Student Ambassadors also facilitate START, New Student Orientations and coordinate Welcome Back Days each quarter to provide new and returning students with vital information.*

Coordinator Wages & Benefits 75,909

Student Wages 74,004

Goods & Services 2,917

**Total 152,830**

**Leadership Activities Set-up:**

*This position is responsible for setting up rooms, tables and any related work for Student Leadership activities. This position is crucial to the success of the events that occur on campus.*

Staff Wages & Benefits 23,459

**Total 23,793**

**Leadership Orientation and Training:**

*This fund, managed by the dean of Student Development, provides leadership-training activities and services that instruct, inspire and encourage student development of leadership skills. These funds provide a weeklong summer orientation for 60+ student leaders and other leadership training opportunities throughout the year.*

Orientation, Conferences, Trainers 30,831

**Total 30,831**

**Library Atmosphere Improvement:**

*This project trains students to assist their peers to maintain appropriate (quiet and studious) conduct in the library to promote a satisfactory library atmosphere for all users.*

Student Wages 135

**Total 135**

**M. Rosetta Hunter Art Gallery:**

*The art gallery, presenting original exhibits throughout the year, serves to bring diverse artistic voices to campus and provides a place for Seattle Central students to present their art, as well as see artistic exhibits that serve to broaden their experience with art in a variety of expressions.*

Coordinator Wages & Benefits 45,148

Student Wages 10,212

Goods & Services 2,521

**Total 57,881**

**Multicultural Services:**

*This program promotes responsiveness and success for students of color and students of diverse cultural backgrounds through projects, services, and collaboration with college departments.*

Student Wages 13,082

Conference/Training 2,174

**Total 15,255**

**Office Management:**

*Office Management is a vital part of the success of Student Leadership. It supports every aspect of the Student Leadership Division from payroll, payment to vendors, ordering of supplies and equipment to assisting student boards and student clubs with their events.*

Support Staff Wages & Benefits 153,584

Goods & Services 12,303

**Total 165,887**

**Phi Theta Kappa:**

*PTK is an international academic honor society for community college students. Any student earning a college level cumulative GPA of 3.3 may join and participate in service and leadership activities.*

Student Wages 27,701

PTK Conferences 7,100

Goods & Services 5,185

**Total 39,986**

**SAM Learning Center:**

*SAM Learning Center, a part of the Learning Support Network, provides science and math tutoring services to Seattle Central College students in a variety of innovative and supportive ways and in numerous locations.*

Tutor Wages 126,886

**Total 126,886**

**Student Support Incentive Program:**

*The purpose of the Student Support Incentive program is to continue the very successful food coupon program that has documented improved academic success for former foster care students enrolled in the Seattle Central College Success Program. The food coupon program provides incentive and motivation and promotes communication between program staff and students*.

Goods & Services 2,800

**Total 2,800**

**Student Involvement (SORC):**

*The student engagement specialist assists students to establish clubs and oversees the Student Organizations Resource Council (SORC), a team of students charged with assisting clubs with their funding and event planning. Student Involvement provides many opportunities for students to get involved and gain practical and transferable leadership skills, individual development and to achieve an overall successful college experience.*

Coordinator Wages & Benefits 43,680

Assistants 12,257

Student Wages 52979

Club Events & Activities 39,890

Revenue (2,735)

**Total 146,072**

**Student Leadership Programs:**

*The Director of Student Leadership advises the Associated Student Council, supervises the student engagement specialists over Student Involvement and Cultural Programming and Development; coordinates and leads Fellas Fridays; recruits students for committees and other involvement opportunities; is responsible for promotion, marketing and branding for Student Leadership.*

Director Wages & Benefits 86,315

Student Wages 5,937

Goods & Services (26)

**Total 92,226**

**Student Publications:**

*The Student Website and Publications (SWAP) team is a board of student editors who write for The Seattle Collegian, a student-run publication, which serves as a platform for student expression both online and in print.*

Advisor Wages 2,178

Student Wages 45,417

Goods & Services 7,620

NZ 2,745

**Total 57,960**

**Tournaments and Games Team (TAG Team):**

*The TAG team organizes and facilitates recreational games and activities that promote active student involvement, fair play and physical activities. The team works under the aegis of Student Leadership in conjunction with the Charles Mitchell Activity Center.*

Student Wages 32,432

Goods & Services, Activities 3,051

**Total 35,483**

**Women’s Programs Emergency Fund:**

*Women’s Programs provides the oversight and**implementation of one-time**emergency funds available for all students.*

Client Services 13,596

**Total 13,596**

**Women’s Programs Student Support Resources:**

*This program serves as a resource center for Seattle Central College students and prospective students providing resources, support, information, referral, and access to services and resources in the community and on campus to reduce barriers to enrolling and succeeding in school. Women’s Programs works in collaboration with other Student Support Programs to address the needs of all Seattle Central students.*

Staff Wages & Benefits 56,683

**Total 56,683**

**Wood Construction Student Association:**

*The Wood Construction Student Association operates on a satellite campus, which makes the role of the student council an important link between the Main Campus and their student body. They strive to be a resource of information for the students of the Wood Construction Center.*

Staff Wages 7,858

Goods, Speakers, Equipment 22,326

**Total 30,184**

**Writing Center:**

*The Writing Center operates as a part of the Learning Support Network to provide individual tutoring in the areas of writing and language arts. Staffed by students and supported by English instructors, students can receive assistance with any type of writing required of them.*

Tutor Wages 47,580

Goods & Services 17

**Total 47,597**

**Total Expenditures 1,553,219**