

PROCEDURE

Number: 9.2.3.1
Related Policy: 9.2.3
Title: Student Engagement Fees
Responsibility: Vice President for Student Affairs

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President

I. General Information

Funding through the collection of student engagement fees is intended to provide support to qualifying programs' fiscal year-round budgets. The Student Engagement Fee Allocation Committee (SEFAC) should take special care in assuring that Student Engagement Funds are distributed equitably among all campuses. Within the stated philosophy and policies, the SEFAC will consider requests from student organizations, clubs, special programs or initiatives, intramural sports program, student publications, cultural arts committee and any other legitimate student activities. Consideration of requests does not mean that funding is guaranteed to be approved.

II. Amount and Collection Process

- A. Charges for student engagement fees per semester are \$2.00 per credit hour or \$24.00 for a full-time student:
- B. Responsibility
 1. The Vice President for Finance and Administration, on behalf of the students, is responsible for:
 - a) Setting up a separate account within the College's bookkeeping system for the student engagement fees that, for convenience, are included in the tuition fee schedule;
 - b) Keeping the student engagement fees/funds intact, separate, and safeguarded;
 - c) Notifying the SEFAC and appropriate College officials of the amounts collected.

2. The Vice President for Student Affairs is responsible for notifying the concerned party named above whenever there is evidence that the enrollment for a period will differ significantly from the anticipated enrollment used in the student engagement fee budgeting and allocation cycle.

III. Purpose of Student Engagement Fee

The philosophy and/or intent of charging a student engagement fee is to provide the students with opportunities for participating in enriching co-curriculum or extracurricular activities and to provide the students with opportunities for enhancing their lives. In all instances, the student engagement fee is to first, foremost and directly, benefit the student.

The term "student engagement" means activities and educational programs that are separate and apart from the regularly scheduled academic functions of the institution and directly involve and benefit students, including cultural and educational travel opportunities, college-wide events, recreational activities, intramural and intercollegiate athletics clubs, artist and lecture series, cultural entertainment series, debating and oratorical activities, multicultural activities, student publications, special events and any other student activities and services specifically authorized and approved by the Student Engagement Fee Allocation Committee (SEFAC).

IV. Overall Philosophy

The students of Horry-Georgetown Technical College constitute a group of individuals with diverse needs and interests. Since all students are required to pay the student engagement fee, the Student Engagement Fee Allocation Committee (SEFAC) is responsible to all students to make wise, honorable decisions that serve the best interests of the entire student body and within the guidelines recommended by the College Cabinet.

Student engagement fees may not provide sufficient funds to support all the student engagement needs and interests of every student. Accordingly, the allocation of such funds is necessarily a process of reconciliation and judgment, undertaken within the framework of the overall philosophy that is to be directly beneficial to the students.

An overall philosophy for the allocation of student engagement fees must account for diverse and even competitive interests, but should also embrace the concept that all students have one goal in common - the pursuit of higher education. Therefore, while student engagement fees may be used to facilitate any purpose defined in this document, it is particularly appropriate that special emphasis be given to activities that:

- A. facilitate the pursuit of academic programs;
- B. create a social environment that encourages a sense of community;
- C. enhance intellectual development; and

- D. promote the development of personal and interpersonal skills.

Furthermore, while it is desirable that student engagement fees be a continuing source of funds for many ongoing activities, it is also important that the allocation process be flexible in meeting the changing needs of students: thus, the establishment of the Student Engagement Fees Allocation Committee (SEFAC).

V. Purposes and responsibilities of SEFAC

The purposes of the Committee are to:

- A. allocate student engagement fees within the framework of the purpose statement (Section I) and the overall philosophy statement (Section II);
- B. promote broad and diverse representation in the allocation process;
- C. evaluate activities in terms of program and fiscal performance and direct value to students;
- D. plan for future funding needs of student engagement activities;
- E. publicize the use of the student engagement fee and the allocation process;
- F. provide educational experiences for those involved in the allocation process;
- G. recommend to the Vice President for Student Affairs any necessary revisions to related policies and procedures;
- H. function as a direct link between the students and the administration;
- I. offer students the opportunity to provide input to the direction and emphasis of College affairs.

The responsibilities of the Committee are to:

- A. attend SEFAC Committee meetings;
- B. be an active member of the SEFAC Committee and participate in discussions related to student engagement fee allocation;
- C. provide timely responses and votes via email to SEFAC Committee requests.

VI. Composition of SEFAC

SEFAC is a college committee that meets and conducts business. The membership of this committee is determined by the process outlined below.

The composition of the Student Engagement Fee Allocation Committee is as follows:

A. Voting Members

1. Six (6) student members will be appointed for a one-year term.
 - a) To ensure representation from the Academic Affairs Division, a student will be recommended to serve on the committee by each Dean of the five Academic Schools and the Executive Director of the International Culinary Institute. Each Academic School and the International Culinary Institute will have a student representative for a total of six student members.
 - b) Student members must be in good academic standing and good standing with the Student Code for the South Carolina Technical College System.
 - c) The Vice President for Student Affairs must approve all recommended student members.
2. Two (2) faculty members and one (1) staff member will be appointed for a two-year term.
 - a) Two faculty members shall be appointed to serve on the committee by the Executive Vice President for Academic and Workforce Development.
 - b) One staff member shall be appointed to serve on the committee by the Vice President for Student Affairs.

B. Non-Voting Members

1. Vice President for Student Affairs
2. Assistant Vice President for Recruitment and Engagement
3. Student Engagement Coordinators

C. The Chair

The Chair of SEFAC shall be the Assistant Vice President for Recruitment and Engagement.

D. Vacancies

Vacancies shall be filled as follows and will adhere to the guidelines previously described in Section VI. Composition of SEFAC:

1. Student member vacancies shall be filled by seeking a nomination from the appropriate Dean of the five Academic Colleges and/or the Executive Director of the International Culinary Institute. Students selected to fill a vacancy will be notified by the Student Engagement Coordinators and the Assistant Vice President for Recruitment and Engagement. Student members who are appointed to fill a vacancy will fulfill the obligations of the existing one-year term.

2. Faculty member vacancies shall be filled by appointment from the Executive Vice President for Academic and Workforce Development. Faculty members who are appointed to fill a vacancy will fulfill the obligations of the existing two-year term.

3. Staff member vacancy shall be filled by appointment from the Vice President for Student Affairs. Staff members who are appointed to fill a vacancy will fulfill the obligations of the existing two-year term.

- E. The Student Engagement Coordinators shall be responsible for planning, orientation and other duties needed to manage the work of the committee.
- F. The Student Engagement Coordinators shall be responsible for record-keeping.
- G. Should any SEFAC member have a direct connection to any club/group/organization requesting SEFAC funding, that member must abstain from the vote concerning decisions about his/her group's funding.