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STUDENT FEE REVIEW BOARD POLICY

1. General

There are five (5) components of the mandatory tuition and fee rate paid by all students: tuition, student service fee, student activity fee, instructional technology fee, and on---line access fee. Taking into consideration the recommendations of the College President, the Board of Regents annually approves both the total tuition and fee rates paid by the various categories of students and the individual amounts for each component.

Revenue generated by the student activity fee is used to support a variety of student activities that enhance the academic and intellectual environment at Northern by encouraging, contributing to, or providing appropriate services which create a more complete environment for students at Northern. Northern New Mexico College encourages student participation in the decisions about which student activities and organizations should receive support from student activity fee revenue.

The role of the Student Fee Review Board (SFRB) is to recommend to the College President student activity fee amounts and allocations. The SFRB acts as a joint committee of the Associated Students of Northern New Mexico College (ASNNMC) and functions through student action and with the advice of both faculty and administration representatives.

2. Definitions

2.1. Student Activity Fee

The student activity fee is the per---student portion of the mandated general fees used to support a variety of student activities.

2.2. Student Activity Fee Revenue

Student activity fee revenue is the total amount available or projected to be available from the student activity fee, based on enrollment.

2.3. Unit Allocation

The unit allocation is the amount (dollars and/or cents) of the per---student activity fee designated for a specific purpose.

2.4. Term of Office (Term)

The term of office of an appointed member or alternate of the SFRB, except for a person filling an unexpired term, is the period of time that begins with the appointment of the member, as provided in this policy, and ends with the end of the term of the ASNNMC official making the appointment or the official's successor in the case of two---year appointments.

2.5. Organization

An organization is a College department, division, other organization unit or program funded by student activity fees or seeking funding from student activity fees. Chartered student organizations are not eligible to receive funding from the student activity fee. A chartered student "organization" is not an organization for the purposes of this policy.

2.6. 21-day Statistics

The 21-day statistics are the official enrollment figures that will be used to estimate student activity fee revenue, on a semester---by---semester basis. Actual revenue (which includes adjustments to 21--- day statistics) will be posted to individual revenue accounts at the end of each semester.

3. Student Activity Fee Recommendation and Approval Authority

3.1. Board of Regents

The Board of Regents shall approve any change in the total amount of the student activity fee.

3.2. College President

Taking into consideration recommendations of the SFRB, the President shall:

- recommend to the Board of Regents any change in the total amount of the student activity fee;
- approve recurring funding status for organizations; and
- approve annual unit allocations of the student activity fee.

The President may designate this authority to one (1) or more individuals. References in this policy to the College President are intended to include any designee.

3.3. Student Fee Review Board

The SFRB shall make annual recommendations to the President regarding:

- any change in the total amount of the student activity fee;
- recurring funding status for organizations; and
- annual unit allocations of the student activity fee.

4. Membership of the Student Fee Review Board

There will be seven (7) voting members of the SFRB (one (1) ex---officio and five [5] appointed), two (2) alternates and four (4) non-voting members. Of the seven (7) voting members, four (4) will represent ASNPMC. One (1) of the alternates will represent ASNPMC. The officials making appointments to the SFRB should use their best efforts to ensure that SFRB's overall membership reflects the diverse makeup of the College.

4.1. Ex-officio Members

The one (1) ex---officio, voting member of the SFRB shall be:

The ASNPMC President serves on the SFRB as the elected representative of the undergraduate student population and as a recognized student advisor to the Board of Regents. The ASNPMC President shall serve as Chair of the SFRB in academic years beginning in even-numbered years and shall serve as Vice-Chair in academic years beginning in odd-numbered years.

4.2. Appointed Members

The three (3) appointed members of the SFRB shall be:

- One (1) ASNPMC Senator is appointed by the ASNPMC Vice President to serve a one--- year term coinciding with the term of office of the ASNPMC Vice President making the appointment.

- One (1) student is appointed by the ASNMC President to serve a two---year term commencing in academic years beginning in odd---numbered years.
- Two (2) students are appointed by the ASNMC President to serve a two---year term commencing in academic years beginning in even---numbered years.

4.3. Alternate Members

4.3.1. Selection of Alternate Members

1.1.1. The one (1) alternate member of the SFRB shall be:

One (1) student appointed by the ASNMC president to serve a one---year term.

4.3.2. Responsibilities of Alternate Members

The alternates are non---voting members of the SFRB. An alternate becomes a voting member only to fill an unexpired term, as provided in this policy. The alternates are subject to the same meeting attendance requirements as voting members. The alternates may participate during all hearings and deliberations with all rights and privileges of voting members with the exception of the right to vote.

5. Organization and Meetings of the Student Fee Review Board

5.1. Regular Meetings

The SFRB shall meet as needed throughout the year. By October 31, the Chair of the SFRB shall communicate meeting dates to all members of the SFRB and to the Northern Eagle for publication and shall provide at least three (3) days notice of any change in regular meeting dates. The Chair shall be responsible to ensure that all departments, divisions and organizations applying to the SFRB have adequate notice of any meeting or hearing in which funding for the organization is to be discussed.

5.2. Special Meetings

Special meetings may be called by a majority vote of the members at a duly called meeting or by the Chair or Vice Chair of the SFRB. Sufficient notice must be given to all voting and non---voting members and alternates for a special meeting to be valid, but in no case may notice be fewer than three (3) days.

5.3. Quorum

A quorum at SFRB meetings shall consist of a majority of the voting members of the SFRB.

6. Deadline for Submission of Recommendations

The SFRB shall submit its recommendations for the following fiscal year to the College President by March 1 of each year.

6.1. Content of Recommendations

The annual recommendations shall consist of the following:

- the proposed change, if any, in the total amount of the student activity fee;
- the proposed unit allocation for each organization on recurring funding status; and

6.2. General Guidelines for Funding Organizations

The student activity fee shall be used to supplement College organizations which benefit students directly.

6.2.1. Organizations on Recurring Funding Status

In order to foster stability and the ability to engage in long-range planning, the SFRB will recommend organizations to be placed on recurring funding status. The total unit allocations for all organizations on recurring funding status will not exceed 95 percent (%) of the student activity fee. Once an organization has been placed on recurring funding status and the unit allocation for the organization has been determined, that amount shall not be eliminated or reduced from year to year, except through the probation process described in Section 7. herein or voluntarily by the organization.

6.2.2. Organizations on Non-Recurring Funding Status

In order to assist with start-up needs or special needs of organizations of the type described in Section 1. (General) herein, the SFRB will recommend organizations to be placed on non-recurring funding status. These organizations will be funded through unit allocations from the Student Activity Fee Special Fund (Section 8. herein).

Each year a decision will be made about the unit allocation for each of these organizations. There should be no expectation that the funding for any of these organizations will continue from year to year.

7. Student Activity Fee Special Fund

7.1. Funding

The Student Activity Fee Special Fund shall be funded by a unit allocation.

7.2. Expenditure Approval

Expenditures from this fund shall be recommended by the SFRB and approved by the President or designee.

8. Amendments

Amendments to this policy can only be adopted by the College President. Approval by three-quarters (3/4) of the voting members of the SFRB is required to submit a proposed amendment to the President.