

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
3	28P	USE OF S&A FEES	Adopted 2013	Campus Forum	Reviewed 2025
			Revised 2021		Next review 2028

PROCEDURE

- A. Budget Process: The financial code of the Associated Students of Clover Park Technical College (ASCPTC) details the budget development process, revenue estimates and yearly allocations, budget timeline, and committee membership. The Financial Code can be accessed by visiting www.cptc.edu/budgetcommittee.
- B. Approval Process: The committee will submit the proposed budget to the student government for final consideration and adoption. The proposed budget will be forwarded to the Vice President for Student Success who shall have ten (10) days to review and offer comments or modifications to the proposed budget in preparation for presentation to the college president.

After reviewing the recommendations, The Vice President for Student Success, Director of Student Life, and the S&A Budget Committee shall forward the services and activities fee budget recommendation, along with any additional comments or recommendations, to the college president.

Before adoption of the budget, within ten (10) days, the college president shall address areas of difference, if any, between the S&A Budget Committee recommendations and the administration budget recommendations presented for adoption by the board of trustees. A representative of the S&A Budget Committee shall be given the opportunity to reasonably address the college administration concerning any such differences. Final adoption of the budget will rest with the board of trustees. The college president's signature shall be affixed certifying that the budget is in effect.

- C. Dispute Resolution: In the event of a dispute or disputes involving the Student Budget Committee recommendation, within ten (10) days, the college administration shall meet with the Student Budget Committee in a good faith effort to resolve such dispute prior to submittal of final recommendations to the board as provided by RCW 28B.15.045. If said dispute is not resolved, the chair of the Student Budget Committee shall convene a Dispute Resolution Committee within fourteen (14) days consisting of the following Student Budget Committee members: three voting members appointed by the college; three voting student members appointed by the committee chair; one student member who will chair the Dispute Resolution Committee and be nonvoting.

The committee shall meet in good faith and settle by vote any and all disputes. In the event of a tie vote, the chair of the Dispute Resolution Committee shall vote to settle the dispute.

The board of trustees may take action on those portions of the S&A Fee budget not in dispute in accordance with the customary budget approval timeline established by the board. The board shall consider the results, if any, of the Dispute Resolution Committee and shall take action.

- D. Requirements for posting expenditures for S&A Fees: RCW 28B.15.045 requires that all information pertaining to services and activities fees budgets shall be made available to interested parties. Annually, by September 30th, the Department of Student Life and Office of Budget and Finance shall work together to post services and activities fees expenditure information for the prior academic year on the college website.

APPROVAL:	
By: <u>Deane Kelly</u>	Date: <u>3/18/26</u>
Vice President Name Here	