# NORTH HENNEPIN COMMUNITY COLLEGE

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| **Campus Procedure II.02.01** | | **PROCEDURE ON STUDENT STIPENDS** |
| **MnSCU Policy Section 2.8**<br>**Campus Policy Section** | | **II.02.01** |
| **President's Signature** | **Ann Wynia** | **Date of Adoption: [09-24-02]**<br>**Revised [08-26-08]**<br>**Revised [06-26-09]** |

## PROCEDURE ON STUDENT STIPENDS

In Accordance with MnSCU Policy 2.8, Subpart B, North Hennepin Community College establishes the following for the awarding of stipend credit reimbursement for student leaders.

**Section 1**: **Clubs, Organizations and Student Senate Executive Board Stipend Credits to be awarded each semester:**

**Part A: Distribution of Stipend Credits per Semester:**

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| 2 credits | Student Senate President |
| 1 credit | Student Senate Vice President |
| 1 credit | Student Senate Secretary |
| 1 credit | Student Senate Communications Coordinator |
| 1 credit | Student Senate Legislative Coordinator |
| 1 credit | Student Senate Treasurer |
| 1 credit | Student at Large |
| 15 credits | Student Organization (1 Credit per Club or Organization) |

**Part B: The following criteria apply to all credits awarded**:

I. Recipients must maintain a minimum cumulative GPA of 2.0 after grades are in which the stipend credit(s) is to be issued for.
II. Recipients must maintain a minimum cumulative completion rate of 67%.
III. Reimbursement will be made after the end of the semester.

**Part C: The following criteria apply to Clubs and Organizations stipend credits awarded**:

I. Each club and organization is responsible to choose one recipient to receive their club or organization stipend credit.
II. Each club and organization may make up their own requirements/standards for determining the recipient of the organizations stipend credit along with what is specified in this document.
III. Clubs and organizations must be a recognized member of the student senate at least 60 days before the last full senate meeting of the stipend credit semester to receive their stipend credit.
IV. The stipend credit form, including the recipient's name and a brief paragraph or two summarizing their accomplishments, must be submitted by the 29th of November for the fall semester stipend credit and by the 29th of April for spring semester stipend credit.
V. If a student club or organization at any time during the stipend credit semester has lost their recognition with the student senate they are not eligible for their stipend credit.

**Part D: The following criteria apply to Executive Board Members stipend credits awarded**:

I. Each executive board member must be a recognized member of the student senate executive board at least 60 days before the last full senate meeting of the stipend credit semester to receive a stipend credit.

II. Each executive board member may receive their stipend credit based on a performance review and a vote of the Stipend Credit Ad-hoc committee.
III. Each executive board member must write a performance review on what they have done and/or accomplished during the stipend credit semester.
IV. If there are any Vacant Executive board positions, the Stipend Credit Ad-hoc committee may give the stipend credit for that position to another student who has performed the duties of that position.

**Part E: The following criteria apply to the Student at large stipend credit awarded**:

I. The Student at large nominees must have organized, helped organize, had a major part in executing a campus wide student event or made a major contribution in a way that effected students on campus.
II. One Student at large nominee may receive a stipend credit based on a performance review and a vote of the Stipend Credit Ad-hoc committee.
III. An NHCC faculty or staff member must nominate and submit the nominee's nomination form to the Student Senate Advisor, for review by the stipend credit Ad-hoc committee, by the 30th of November for the fall semester stipend credit and by the 30th of April for spring semester stipend credit.
IV. If on December 1st / May 1st a Club or Organization has not submitted a member to receive a stipend Credit or there are extra Stipend credits available they may be used to award additional Student At Large nominees a Stipend Credit.
V. The Stipend Credit Ad-hoc committee shall award any unclaimed or extra club and organization stipend credits using the criteria listed in "I" through "III" in this section.

**Section 2: Information:**

V. The Ad-Hoc committee is to be made up of one random student senate executive board member, two random organization representatives, and one senator. The Committee shall be chaired by the student senate advisor. The chair will have the deciding vote in the event of a tie. In the event there is not a senator on the Student Senate a second random executive board member shall be chosen.
VI. Nomination form(s) are available from the Student Life desk in the Campus Center.

Student Senate: Stipend Procedure

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**NORTH HENNEPIN COMMUNITY COLLEGE**

# STUDENT STIPEND NOMINATION INFORMATION FOR A STUDENT MEMBER OF A RECOGNIZED STUDENT ORGANIZATION OR STUDENT AT LARGE 2013-2014

**Background Information:**

College policy provides for student leaders within clubs/organizations as well as students at large to be recognized through the awarding of stipends. Nominations may be made by club/org advisors or any NHCC faculty or staff member. Completed nominations need to be turned in to the Student Senate Advisor (B David Galt) by **Wed., Nov. 27, 2013 for fall semester nominations,** and **Wed., April 30, 2014 for spring semester nominations.** The Student Senate Advisor will notify recipients who are awarded a stipend.

Each Senate recognized club and organization is responsible for choosing one club member to be considered for their club or organization stipend credit. Students at large (not part of a College recognized club or organization) are eligible to be nominated by a NHCC faculty or staff member if they have organized a campus-wide learning event. Any questions about the stipend award process should be directed to the Office of Student Life.

**Eligibility Criteria:**

1. Recipients must be registered for a minimum of four credits for the semester in which stipend credit(s) is to be awarded.
2. Recipients must have a minimum cumulative GPA of 2.0 after grades are in at the end of the semester in which the stipend credit(s) is to be awarded.
3. Recipients must have maintained a minimum cumulative completion rate of 67% for the semester in which the stipend credit(s) is to be awarded.
4. Reimbursement will be made after the end of the semester.

**Nomination Procedures:**

Nominations should be submitted by email to B David Galt at bdavid.galt@nhcc.edu. A complete nomination will contain the following information.

1. Student's Name
2. Student Telephone Number (cell phone preferably)
3. Student ID # (Star ID or Tech ID)
4. Student Email Address
5. Name of the student club/organization for which the student is being nominated. With at-large nominations, name of the activity/event for which the student is being nominated.
6. A brief summary/statement of the student's contributions and why s/he deserves to be awarded a stipend(s).
7. Name of individual nominating the student including phone and email contact information.

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