

STUDENT LIFE FINANCIAL PROCEDURES 2023-24

Office of Student Life
Campus Center
763-424-0800
studentlife@nhcc.edu

Student Senate
Campus Center
763-493-0526
Ssenate@nhcc.edu

7411 Eighty-fifth Avenue North
Brooklyn Park, MN 55445



TABLE OF CONTENTS

I.	College Vision, Mission, Values, & Strategic Goals.....	Page 3
II.	Student Life Mission, Vision, & Values.....	Page 4
III.	Student Life Budget Development Guidelines & Process.....	Page 5
IV.	2022-23 Student Life Funding Guidelines.....	Page 6
V.	Additional Guiding Principles Used for FY22 Budget Planning.....	Page 7
VI.	Overarching & Mandated Financial Guidelines.....	Page 7
VII.	FY23- Student Life Fees (Student, Theater Tickets, Community Participation)	Page 9
VIII.	Financial Procedures.....	Page 10
	a. Requisition Forms.....	Page 10
	b. Vendor Registration.....	Page 11
	c. Contracts.....	Page 11
	d. Purchase Orders.....	Page 12
	e. Credit Card Purchasing.....	Page 12
	f. Receipts.....	Page 12
	g. Invoices.....	Page 12
	h. Payments.....	Page 12
	i. Vendors	
	ii. Students	
	iii. Advisors	
	iv. Expenses/Reimbursements	
	v. Partial Pre-Payment or Day of Event Payment	
	i. Deposits.....	Page 13
	i. Fund-Raising	
	ii. Revenue Generation	
	j. Unauthorized Expenses Outside Procedures/MS161A Form.....	Page 14
	k. Request for Exemption from Procedures/Special Expense Form....	Page 15
IX.	Travel Policy & Procedures.....	Page 16
	a. Student Club/Org Conference/Workshop Participation.....	Page 16
	b. In State Travel Procedures.....	Page 17
	c. Out of State Travel Procedures.....	Page 17
	d. Meal Allowances.....	Page 18
	e. Overnight Travel & Lodging.....	Page 19
	f. Mileage Reimbursement.....	Page 19
	g. Special Expenses/Conferences.....	Page 20
	h. Receipts Associated with Travel.....	Page 20
X.	Food at Meetings & Events.....	Page 21
	a. Catering Procedure.....	Page 21
XI.	Purchase of Imprinted T-Shirts/Sweatshirts/"Bling"	Page 23
XII.	Purchase & Maintenance of Equipment.....	Page 24
XIII.	Prize Guidelines.....	Page 24
XIV.	Fund-Raising & Revenue Generation Guidelines.....	Page 24
XV.	Internal Audits.....	Page 26
XVI.	Carry Forward.....	Page 27
XVII.	Contingency Fund and Reserve Account.....	page 27

STUDENT LIFE ACTIVITY FUND FINANCIAL PROCEDURES

Prepared by: Student Life Budget Committee (SLBC)

I. College Vision, Mission, Values and Strategic Goals

1. The Vision Statement of North Hennepin Community College: *Opportunity Without Limits, Learning Without End, and Achievement Beyond Expectation.*
2. The College Mission: *Engaging Students, Changing Lives.* North Hennepin Community College creates opportunities for students to reach their academic goals, succeed in their chosen professions, and make a difference in the world.
3. The College Guiding Values: *We believe in the power of education to change lives. Toward that end, we:*
 - Inspire intellectual curiosity
 - Embrace diversity of all kinds
 - Foster trust and respect
 - Expect quality and continuous improvement
 - Encourage creativity and innovation
 - Promote individual responsibility and integrity
 - Invest in professional and personal development
 - Build strong, collaborative partnerships
 - Serve as responsible stewards of college resources
4. The College Strategic Goals:
 - Access, Opportunity, and Success
Maintain academic standards and stable enrollments while increasing retention and completion
 - Innovation and Relevance
Maintain curriculum that is relevant and effective while developing innovative new courses and programs
 - Culture of Commitment
Develop a more rewarding, engaged, and inclusive college environment
 - Workforce and Community
Expand effective partnerships within and beyond our community.

II. **Student Life Mission, Vision, and Values** +

1. The Student Life Mission promotes:
 - Student Growth and Development
 - Student Leadership and Governance Opportunities
 - Activities and services for the social, intellectual, cultural, emotional and physical wellness of students.

2. The Student Life Vision states the program will be:
 - Recognized by the students, faculty, staff and administrators for its excellence
 - Recognized as a valued and integrated co-Curricular Component of the College

3. The following Student Life Core Values are used as guidelines to provide students with:
 - A Sense of Belonging
 - Open Minded Learning
 - Student Centeredness

4. The Student Life Strategic goals are:
 - Increase participation in student leadership and government activities
 - Increase the awareness of student life activities through increased communication
 - Promote and offer a balanced array of social, intellectual, cultural, emotional and physical wellness activities
 - Manage the Student Life resources to be aligned with the strategic plan
 - Evaluate each Student Life Area
 - Student Life Programs will offer a variety of ways for students to feel a sense of College Community – A sense of belonging.

III. **Student Life Budget Development Guidelines and Budgeting Process**

1. Student Life enrollment projections coincide with the College's enrollment projection for the next fiscal year.
2. Student Life personnel costs are projected using FY23 actual personnel costs, including a projected inflation factor that coincides with the College's personnel projections for the next fiscal year.
3. The budget will reflect the projected personnel and non-personnel costs.
4. Student Life will have a balanced operating fund budget.
5. Student Life will have an annual contingency fund to cover unexpected costs.
6. Student Life will have a reserve fund, in addition to the annual contingency fund, to cover unexpected losses or changes in funding.
7. Student Life budget process will reflect the student life strategic plan.
8. Student Life areas develop their individual budget process and submit it to the Student Life Budget Committee for review. (In accordance with Minnesota State Policy 2.8 and Procedures 2.8.1)
9. Student Life Committee will develop the Student Life budget and recommendations, and then submit it to the Student Senate for final review.
10. Upon receiving approval from the full Student Senate, the members of the Student Life Budget Committee present the recommended student life budget to the College President and designees for approval.
11. At a later time, before the end of the semester, the College President will notify the Student Senate and Student Life Budget Committee of the agreement or of modifications to the budget. If there are modifications the President will meet with the Student Life Budget Committee members.
12. The final budget will be forwarded to the Accounting and Fees Director.

Student Life Funding Principles Applied to the FY23 Budget Planning +

Does the use of funds:

- benefit the student body?
- foster campus community?
- support speakers, events, or programs?
- support student leadership development?
- meet demonstrated (data-driven) student need(s) or interest(s)?
- impact students positively & significantly?

+ Adopted by the SLBC on 3/7/21

IV. Student Life Funding Guidelines +

FUNDING AVAILABLE FOR ...	FUNDING NOT AVAILABLE FOR...
Lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate athletic contests, forensics, dramatics, and such other activities of any nature that the Student Life Budget Committee/Student Senate determines contributes to the educational, cultural, or physical well-being of the student body <i>(MN Statute 136F.01)</i>	<ul style="list-style-type: none"> • Alcohol • Donations to college or university foundations or other external charitable organizations • Scholarships or grants to individuals <p style="text-align: center;"><i>Minnesota State Procedure 2.8.1 Student Life</i></p>
Campus Student Association (Student Senate) MUST be funded. <i>(Minnesota State Policy 2.8 Student Life)</i>	Political parties or political candidates
Student clubs, organizations, programs and activities that meet the statutory definition (MN Statute 136F.01) and advance the mission of the College	Academic Curriculum including <ul style="list-style-type: none"> • Required component of a course or academic program • Supplies or equipment for a course or academic program
Programs and activities where ALL current students are eligible to meet requirements of membership or able to participate in the event/activity	Programs, activities, trips, or conferences that are only open to students within a specific academic program/course or designed/focused on only students within a specific academic program
Non-Partisan Civic Engagement & Political Activity	Facility/maintenance/renovation projects unrelated to Student Life
Facility/maintenance/renovation projects related to Student Life (campus center, parking lot/structure, recreational facilities, residential facilities)	Items for personal or individual use (supplies, personal campaigns, business or outside of campus items, and any individual related items or services)
Organizational dues or membership fees	Personal/individual dues or membership fees
Conference attendance and travel related to the mission/purpose of a Student Life recognized and funded group/activity	Personal/recreational travel expenses
Club or organization promotional merchandise (clothing, imprinted items, etc.) as determined by the individual campus association & College	Food, supplies, or fees for faculty, staff, non-current students, or community participation in Student Life funded activities
Clubs and Organizations Bake Sales must be catered goods from Tiffinman or catering vendor.	Food Supplies for bake sale.
Advisor travel and other related costs specific to club/organization travel; faculty advisor stipends and other related advising functions/duties as outlined in the Faculty Association contract	Cash prizes as well as the purchase of supplies for charitable fund-raising or revenue generating activities.
Equipment specific to the mission/purpose of a Student Life recognized and funded group/activity	Personal recreation equipment rental or purchase
Student stipends as approved by campus policy and procedure.	Non-student participation in Student Life funded activities & events (except where alternative participation fee is collected)
Student Life personnel including recreational sports and performance arts activity leaders	Other college personnel or academic faculty

v. Additional Guiding Principles Used for FY 23 Budget Planning

- A. The Student Life fee has remained at \$5.90 last increased was in 2016 when Student Senate voted to increase Student Life fee by 90 cents. Clubs and organizations will have the opportunity to request funding for events, prizes, swag, etc. from SS by request. Form located on Student Life forms page on the NHCC website.
- B. Addition of Revenue Generation capacity for student clubs and organizations.
- C. Expanded funding support for Student Stipends as determined by College Policy Committee process

vi. Overarching & Mandated Financial Guidelines

The student life program shall follow the established financial/business practices to ensure the proper use and stewardship of public funds referred to as the student life fee. Student life activities shall be consistent with M.S.136F.01 subdivision 5, which states:

“Student Activities” means lectures, concerts, and other functions contributing to the mental, moral and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics and such other activities of any nature as in the opinion of the board contribute to the educational, cultural or physical well-being of the student body.”

The student life program shall be administered in accordance with M.S. 136F.72 Subd.3, which states:

“Each college and university, independent of other authority and notwithstanding chapters 16A, 16B, and 16C, shall administer its activity funds. The board, independent of other authority and notwithstanding chapters 16A, 16B and 16C, shall administer the administrative fund established in the system office. **All activity fund money collected shall be administered under the policies of the board, subject to audit of the legislative auditor.**”

Student Life funds are exempt from budgetary control as exercised by the commissioner of finance (136F.71, subd.2). Refer to Section X of this document.

The student life program shall be administered in accordance with Minnesota State policies 2.8 and procedure 2.8.1. The 2.8.2 subpart E states the following:

- 1. The student/life activity fee shall fund only activities included under Mn Statute Section 1367.01 Subd. 5, consistent with appropriate use and commonly accepted business practices. (Refer to the first paragraph under the heading of financial guidelines above.)

2. The institution president or designee and the campus student associations shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.
3. Student life funds shall not be used to fund:
 - Purchase of alcohol
 - Donations to college or university foundations or other external charitable organizations or
 - Scholarships or grants to individuals
4. Student leader tuition waivers and/or stipends shall be funded by the student life fund upon the recommendation of the campus student association and approval by the president. The institution determines whether taxes are required to be withheld. NOTE: For FY22, NHCC will not withhold taxes on student leader stipends. Student leaders are responsible for reporting the income and for any applicable taxes.
5. Waivers of tuition and fees will generate a reduction of the Student Life Fee revenue in the Student Life fund.
6. Non-payment or inability to collect student life fees will generate a reduction of the Student Life Fee revenue in the Student Life fund.
7. The student life committee may agree to provide funds for its' own support through the student life budget process i.e. security for a student sponsored event. NOTE: Commencing FY24, NHCC has provided funding support for the Student Life Budget Committee.

VII. Student Life Fees

1. The **Student Life Fee** for FY 24 is **\$5.90 per credit** including on-line courses.
2. **Theater Ticket prices** effective beginning in FY 24:

Current NHCC Students	2 free tickets for all Productions Including Musical Productions
NHCC Faculty & Staff, Non NHCC Students	\$10.00 Non-Musical Productions
Seniors, students & Children	\$10.00 Non-Musical Productions
Non NHCC Adults, Faculty & Staff	\$10.00 Musical Productions
Seniors, students, children	\$10.00 Musical Productions

+ Senior rate applies to those age 62 and above

3. **Community Participation in Student Life fee-funded Fine Arts Activities**
Community members participating in any Student Life fee-funded Fine Arts activity as an active group member (Chamber singers, Choir, Theatre, etc.) must pay the \$5.90 Student Life fee per credit for the number of course credits at which these classes are listed. This revenue is deposited into the Student Life Contingency Account. All community members who participate as an active group member in a Fine Arts activity/group must all sign a participation liability waiver.
4. **4 Year Partnership Student's Participation in Student Life Activities**
Students enrolled in a four year program at another institution which has a relationship with NHCC and who complete their coursework at NHCC as a result are eligible to participate in NHCC Student Life activities as outlined within the articulation agreement with that institution. Such students pay Student Life fees to the other institution who in turn pay NHCC Student Life for their student's NHCC participation (at the rate agreed upon within the articulation rate). Such revenue is deposited into the Student Life Contingency Fund. For the 4 year programs on our campus who are not actually NHCC courses, the fee structure and dollars allocations have not been determined yet.

VIII. Financial Procedures

In light of the above, Student Life has developed the following financial procedures that insure commonly accepted business practices while providing flexibility for the business office to work with student life in cases where variation may be necessary. Variations include: food and meal purchases, pre-payments, clothing, and other purchases that fall within student organization missions.

A. **Requisition Forms/Request for PO (Requesting Expenditures)**

Organizations will be expected to complete a Requisition Form when goods and services are provided to the organization. A Purchase Order is required prior to any financial expenditure i.e. ordering any supplies, equipment, services or activities. Organization representatives are to work with their advisor or the student life staff, in advance, if there are any questions related to any purchases.

The *Requisition Form* must have the following information:

- Organization's account number
- Quantity of the purchase
- Description of the expenditure
- Price per unit/Total price (unit price times the quantity)
- Vendor's state and federal identification number
- Vendor's address and phone number
- Social security number, if a check is to be issued to a person and not a company.
- Total amount
- Name of organization
- Organization's President's signature
- Organization's Advisor's signature and advisors office phone number
- Student Life Director's signature

If you need to fax or place the order by phone, please note this on the Requisition Form and you will be called when the purchase order is complete. **Do not place the order until you have the purchase order number.**

In accordance with Minnesota State policy, Chapter 5.14, System Procedure 5.14.5, "Funds must be encumbered prior to making an obligation through an authorized employee certifying that the accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet it. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of M.S. 16A.15, Subd.3. An employee authorizing or making the payment, or taking part in it, is

liable to the state for the amount paid. A knowing violation of M.S.16A.15 Subd.3 is just cause for the employee's removal. The state cannot agree to indemnify third parties or hold them harmless."

B. Vendor Registration

Individuals, agencies, and businesses with which we seek to do business and who are to receive payment for services or goods must register with the State of Minnesota as an approved vendor. As an approved vendor, they receive a State vendor ID number which is required for payment processing. Individuals, agencies, and businesses that have not previously registered with the State of Minnesota can set up themselves up using the **Vendor Registration Link** on MN Management & Budgets' (MMB) [website](#).

https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST

Vendors completing the registration setup through MMB directly results in:

- The new vendor is not required to complete a W9 or provide their Social Security Number or Federal Tax ID to NHCC.
- Initial setup to receiving completed vendor number is a quicker process and more secure for the vendor.
- New vendors have the option during setup to request direct deposit of payments instead of receiving a check from the State of Minnesota if the vendor is being paid from funds other than Student Life fees. IMPORTANT NOTE: Because Student Life fees are collected and maintained using a different process than how tuition and other College fees are handled, direct deposit is NOT possible as a means of payment for student clubs/organizations, programs, or departments funded by Student Life.
- The vendor must provide a street address (order address) but can enter a PO Box or a different address for the remittance if they choose.
- MMB will notify the new vendor when the process is complete and provide them with their vendor number.
- Vendor Training Guides are available on MMB's website for vendor's needing additional assistance.

Once a vendor is established with the State of Minnesota, it is not necessary to complete the vendor registration process again.

C. Contracts- (Guest Lecturer/Presenter Agreement)

Student Life fee-funded groups shall utilize the appropriate Minnesota State and College contract when guest speaker(s), entertainers(s), or other professional/vendor services are engaged and payment will be requested. The appropriate contract must be completed in conjunction with submitting the Requisition Form and Purchase Order. The Guest Lecturer/Presenter Agreement is the State contract used with most (but not all) Student Life fee-funded contracting. Consult with the Office of Student Life with questions about when a contract is necessary, which one should be used, and how to complete the contracting process.

D. Purchase Orders

The Accounting and Fees Office will issue a Purchase Order number after they have processed the Requisition Form. Allow 5-7 days to Purchase Orders to be issued. All Purchase Orders will be mailed directly to the vendor when completed, unless you request it to be returned to you. If you need to fax or call the order in, please note this on the Requisition Form and you will be called when the Purchase Order is complete. Once the organization has received the purchase order number, the items can be purchased.

E. Credit Card

The Director of Student Life and Student Life Coordinator have a College credit card for use with purchases when a vendor does not accept a Purchase Order. Advance arrangement (one week preferably) when seeking to purchase using the credit card is requested. Clubs and organizations should work directly with the Student Life Coordinator for credit card purchases.

F. Receipts

All students with prior authorization for travel, lodging, special expenses and advances must keep all receipts of the expenditures incurred by the individual. These receipts will be submitted to the business office for the purpose of record keeping and balancing of all accounts. Failure to submit receipts may result in the student(s) repayment to NHCC (out of pocket) for advances that were received.

G. Invoice forms

Vendors are to submit invoice forms directly to the accounting and fees based upon the purchase order. If the expenditure is more than the original request, the purchase order can be modestly increased. If the expenditure is less than the expenditure, a request needs to be made to unencumber the remaining funds.

The College invoice forms may also be used when a service or activity is going to be provided and the vendor does not accept a Purchase Order. The Accounting and Fees office will make payment from the College invoice after services have been rendered. If a check is required the same day of the event the invoice form must be submitted to Accounting and Fees in advance, preferably 7-10 days in advance.

H. Payments

- 1. Vendor payments:** Vendors will receive payment information on the Purchase Order. Accounting and Fees office will forward the invoice to the student life division for authorization of payment.

2. Student Payments: Students being paid from the Student Life fund for purchases made must submit an invoice for expenses incurred. Students being paid from the Student Life fund for services rendered, must be set up as a state vendor. Allow 7-10 days for this process.

3. Advisor Payments

Advisors receiving expense reimbursements from the Student Life organization account, an employee must request advance authorization. Employees must complete the employee expense form and all payments will be added to the payroll of the advisor after expenditure forms are submitted with the Student Life Director's signature. Student clubs and organizations may have more than one non-faculty advisors but are limited to only one advisor. (Student clubs with more than one faculty member during FY09 will be "grandfathered-in" until there is a change in advisors.)

4. Payment of Expenses/Reimbursements

Request for reimbursements must be authorized by the student organization advisor and the Student Life director prior to departure. Students must save all receipts for all authorized expenditures. All receipts will be submitted to the business office for the purpose of record keeping and balancing of all accounts. Reimbursement requests must be made within 30 days of the event. Contact the student life office for the appropriate forms for completion.

Reimbursement requests without prior approval are only approved in special circumstances. Contact the student life director for more information regarding reimbursements.

5. Partial Pre-Payment or Day of Event Payment

No partial pre-payment or day of event payment is possible for contracted speakers, performers, entertainers, etc. and/or receipt of goods/services. Payment occurs based on receipt of an itemized invoice and approval that services/goods have been received. Payment is after-the-fact (generally within 30 days) through a College issued check.

I. Deposits

Student Life fee-funded groups have the ability to engage in two types of activity which results in money being collected.

1. External Fund-Raising. Fund-raising is defined as any activity which seeks to raise money for an external charitable cause or program/activity/scholarship established through the NHCC Foundation. Fund-raising activities must receive prior approval from the Director of Student Life and follow established Fund-Raising Procedures contained in Section XIV of this Student Life Financial Procedures document. It is important to note that money collected through fund-raising may only be used for the purpose for which it

was raised. Fund-raising income is deposited into an account established within the NHCC Foundation and is separate from the group's Student Life fund account maintained by the Accounting & Fees Office. Fundraising deposits need to be made directly to the Foundation Office in Educational Services.

- 2. Internal Fundraising/Revenue Generation.** All recognized Student Life fee-funded groups may also engage in approved activities to generate additional funds to support the activities and function of their group. Examples of such revenue generation may include but not be limited to event concessions, t-shirt or sweatshirt fees collected from members, or member contribution to conference travel, etc. All Student Life fee-funded groups are required to keep all organizational revenue income and funds in an on-campus account with the Accounting and Fees office. Deposits must be made the same day collected. They are not to be stored in an office or taken home. To deposit funds into your account you need to separate checks and cash and bundle them separately with a total deposit amount noted. The deposit needs to be made with the Accounting and Fees office located in the Educational Services building. The total amount deposited and the group's name and account number (cost center) should be included on the deposit slip. The Accounting & Fees Office deposit the funds into the group's account and provides the person making the deposit with a receipt. The group then needs to provide the Director of Student Life with a copy of the receipt. It is **IMPORTANT** for the Director of Student Life to receive a copy of the receipt so deposited revenue can be transferred to the group's expenditure line item within the group's account/cost center as well as increase the group's budget by the amount deposited. Until this transfer occurs, the group is unable to access the deposited revenue. (Think of the revenue as having been deposited initially into a savings account that needs to be transferred to your checking account before you can spend it!)

J. Unauthorized Expenses outside Established Financial Procedures and Applicable Form (MS16A)

The Unauthorized Expenditure Form (MS16A) is used when purchases occur outside established Financial Procedures and/or when an exemption is requested relating to how Student Life fees can be spent within established Financial Procedures. As noted in sub-section A of this Section on Financial Procedures, in accordance with Minnesota State policy, Chapter 5.14, System Procedure 5.14.5, "Funds must be encumbered prior to making an obligation through an authorized employee certifying that the accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet it. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of M.S. 16A.15, Subd.3." This means that individuals or groups are NOT to order services or products without previously having gone through established

requisition or other purchase procedures. For payment to potentially occur when procedures are not followed, a Special Expense Form (MS16A) must be completed explaining the reason(s) why the expense occurred outside established procedures as well as explaining how the individual/group will prevent the mistake from happening in the future.

K. Request for Exemption from Established Financial Procedures and Special Expense Approval Request Form

The Special Expense Approval Request Form used when an exemption is requested relating to how Student Life fees can be spent within established Financial Procedures. If a Student Life fee-funded group wishes to potentially spend student life fees on a program or activity that is not within established Financial Procedures a Special Expense Approval Request form must be completed PRIOR to the expenditure. The form should state the proposed expense and why the exemption is being sought/justified. Examples of things not funded by Student Life fees and/or against Minnesota State and College policy are included in the right column of the Funding Guidelines Chart on Page 6 of this document. A major example of instances where the Special Expense Approval Request form is completed requesting an exemption is when food is being served at an event at which more than students will be present (faculty, staff, alumni, community members).

IX. Travel Policy & Procedures

All travel requests relating to student travel must be reviewed and approved by the Director of Student Life. Travel requests must be submitted to Student Life no later than 3 weeks prior to departure date. This is especially important when out of state travel is being pursued.

Student travel is inclusive of all College travel which involves student participation. This includes but is not limited to Student Senate, Senate recognized clubs and organizations, performance & visual arts activities, recreational & intramural sports teams, any other institutional in-state/out-state travel. With the exception of the participant limitations (both in-state and out-state) that may be funded for Senate recognized clubs and organizations, all other Student Travel policies and procedures apply to all other types of student travel. Regarding participation limitations, Student Senate, performance & visual arts activities, recreational & intramural sports teams, any other institutional in-state/out-state travel funded through Student Life shall be based on the number of individuals/selected/ honored comprising a delegation/team in conjunction with available funding on a case-by-case basis.

Student organization advisors/faculty or staff activity leaders/Student Life fee-funded activity heads and the Student Life Director must authorize any travel for students who go off-campus to conduct NHCC student organization business and/or engage in off-campus activity representing the College. Students are not to make any arrangements for travel, lodging, or meeting/conferences. The advisors or the Office of Student Life make all travel arrangements.

Students will be held liable for all costs if students make their own travel arrangements and/or fail to attend the event. Any exemption to this procedure will be jointly determined by the club/org advisor and Director of Student Life. Students held liable for costs related to travel policy violation will either not be reimbursed personal costs associated with the travel and/or have the amount of the travel that was covered by Student Life applied to their student account.

COVID-19 UPDATE: Due to the coronavirus pandemic, travel plans and procedures may be subject to change based on the Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC). The Department of Student Life has the right to adjust all travel plans to meet the safety needs of the students for their and the College's best interests.

1. Student Club/Organization Conference/Workshop Participation - In-State and Out-State

- a. Student Life will fund conferences in accordance with State Statutes, Minnesota State and NHCC policies and Student Life Financial procedures and guidelines.
- b. Following conferences, student participants must share the information gained from the conference on campus through an avenue of their choice (e.g., hosting a workshop, hosting an information session, presenting information to the full senate).
- c. Funding student attendance at off campus events/conferences/conventions that are open to the general public can be requested from the Full Senate, provided the event is relevant to the club/organization's mission.

2. In State Travel Procedures

- a. The Student Life Budget Committee or the Full Senate will limit the number of participants for whom it approves funding to a maximum of four (4) students and one (1) advisor.
- b. Student clubs and organizations will need to fundraise to cover any additional participants approved to travel beyond the limitations.
- c. The Full Student Senate may approve 50-50 matching funds of any revenue-generating effort to help offset costs for additional participants. (This means if the club raises \$100.00 they may request \$100.00 from the Full senate.). Student Senate limits the funds that can be awarded or matched to a club or organization for any single event at \$1,000 maximum.
- d. Exceptions to the above may be requested to the Full Senate on a case by case basis.
- e. The College vehicle is to be used in lieu of private vehicle when available. Arrangements for the College vehicle are to be made by the advisor or Student Life office.

IMPORTANT NOTE: The Student Senate Executive Board is exempt from a-d above, as Minnesota State, policy identifies the College's Student Senate as the official voice of the student body.

Members are to make sure requisitions forms are completed in advance for:

- a. Lodging
- b. Conference fees
- c. Any other applicable financial commitments specific to the student travel

Prior approval must be received by the student organization advisor and Student Life Director for student's meal and mileage amounts.

3. **Out of State Travel Procedures (Traveling outside of MN)**

- a. Funding for Out of State Travel and/or Conferences, must be requested, approved and funded by the Full Student Senate.
- b. All student clubs must have Out of State travel requests approved by the College President, prior to making any travel arrangements.
- c. The Student Life Budget Committee or the Full Student Senate will limit the number of participants for whom it approves funds to four (4) students and one (1) advisor.
- d. A Student club/Organization advisors must travel with students when out of state travel is pursued. The advisor in the case that he/she is unable to attend can appoint a proxy (staff or faculty).
- e. Student clubs/organizations need to fundraise to cover additional participants beyond the stated participant limitations within this policy.
- f. The Full Student Senate may approve 50-50 matching funds of any fundraising efforts to help offset costs for additional participants. (This means if the club raises \$100.00 they may request \$100.00 from the full senate.)
 - a. Student Senate limits the funds that can be awarded or matched to a club or organization for any single event at \$1,000 maximum.
- g. Exceptions to the above may be requested to the Full Senate on a case-by-case basis.

IMPORTANT NOTE: The Student Senate Executive Board will be exempt from a-f above, as Minnesota State, policy identifies the College's Student Senate as the official voice of the student body.

The Minnesota State Colleges and Universities Out-of-State Travel request form must be completed and approved in advance by the College President (no later than three weeks in advance) for any NHCC student who plans to travel outside the State of Minnesota while representing the College. Authorization must be obtained by the student organization advisor, Student Life Director and the College president prior to making any travel arrangements.

Members are to make sure requisitions forms are completed in advance for:

- a. Lodging
- b. Conference fees
- c. Airline
- d. Rental vehicles
- e. Any other applicable financial commitments specific to the student travel

Prior approval must be received by the student organization advisor and Director of Student Life for any student's meal and mileage amounts.

Students may request advance meal per diem for out of state travel. An agenda of the conference must be submitted along with the completed travel request forms for each student.

4. Meal Allowances

Students authorized to be in travel status shall not receive meal allowances for meals provided by conferences or banquets. For meals not provided, students may request per diem meal allowances. Prior approval must be granted for all allowances incurred for travel.

The policy by which whether meals will be authorized for students who are in travel status will be in accordance with the policy followed within the State's Commissioners Plan. Students authorized to be in travel status shall be reimbursed for the actual cost of meals up to the maximum allowed in the current Commissioners Plan under the current year's contract:

- a. Breakfast: Breakfast reimbursement may be claimed only if the student is in travel status overnight or departs from home in an assigned travel status before 6:00a.m.
- b. Noon Meal: Lunch reimbursement may be claimed only if the student is in travel status and is performing work more than 35 miles from the college and the assignment extends over the normal noon meal period.
- c. Dinner: Dinner reimbursement may be claimed only if the student is away from his/her home station in a travel status overnight or is required to remain in a travel status until after 7pm.
- d. Reimbursement Amount: The maximum reimbursement for meals including tax and gratuity is based upon the Minnesota State Employees Union AFSCME, Council 5 AFL-CIO Contract. The rates in effect through June 30, 2021 are as follow:

STANDARD MAXIMUM RATE

Breakfast:	\$9.00
Lunch:	\$11.00
Dinner:	\$16.00

With travel to certain designated metropolitan areas there is a higher rate of \$11, \$13, and \$20 respectively for breakfast, lunch, and dinner. Consult with Student Life whether your travel is to one of these designated areas.

IMPORTANT NOTE: Meal reimbursement amounts change annually on January 1st.

Overnight Travel & Lodging

Students who incur expenses for lodging shall be allowed reasonable costs of lodging, in addition to the per diem meal rate while away from NHCC. Request for travel forms must be completed, and authorized by the student organization advisor and Director of Student Life. A requisition for lodging will need to be completed in advance and forwarded to the

Accounting and Fees office. A check will be rendered for payment to the commercial agency for lodging.

4. Mileage Reimbursement

Students are to secure and use the College vehicle. When the College vehicle is not available students may receive mileage reimbursement based on the annual mileage rate set by the State of Minnesota and IRS. The mileage rate is also based on whether use of a state vehicle was requested in conjunction with the travel and whether it was available or not.

The mileage rate for 2023 is 65.5 cents per mile if you requested a state vehicle and one was not available; the rate is 58.5 cents per mile if a state vehicle was available but not used.

IMPORTANT NOTE: Mileage reimbursement amounts change annually on January 1st. The 2023 rates have been provided.

All expense reimbursements for mileage will require documentation to support the mileage claimed. A MapQuest printout is acceptable documentation or use of reliable internet mapping tools. This documentation must be submitted with your expense report.

5. Special Expenses/Conferences

Special expenses such as conference fees and banquet meal tickets incurred as a result of authorized business, students shall submit a pay order for the actual cost of the conference or special expense at least three weeks prior to the departure to the student life office and forwarded to the Accounting and Fees office. A check will be rendered for payment to the commercial agency.

6. Receipts Associated with Travel

All students with prior authorization for travel, lodging, special expenses and advances must keep all receipts of the expenditures incurred by the individual. These receipts will be submitted to the business office for the purpose of record keeping and balancing of all accounts. Failure to submit receipts may result in the student(s) repayment to NHCC (out of pocket) for advances that were received.

X. Food at Meetings & Events

Student Life fee funded groups are permitted to use for food for on campus meetings and for campus-wide events.

Student Senate and Senate recognized clubs/orgs are permitted to use Student Life funds for food at meetings and sponsored campus events. Arrangement for and/or approval for food at such activities shall be coordinated through the Student Life

Coordinator. While no specific parameters/limitations are being established at this time as to the budget amount a club/org may spend on food, the leadership, advisor, and Director for Student Life are charged with responsible decision-making in this regard. Clubs/orgs found to have excessively abused the privilege to have food (particularly at club meetings) may be audited by the Full Senate and lose the privilege to have food at meetings and/or events.

Performance & visual arts activities, recreational sports, all-campus programming through the Office of Student Life, and any other institutional departmental programming funded through Student Life may also have food at events. It is expected professional staff with these programs will exercise sound judgment relative to food amount and budgetary decisions.

CATERING PROCEDURE:

For the 2023-24 academic year, NHCC will continue to work with local vendors for catering to service the campus needs. All NHCC offices, and departments wishing to offer food at on-campus events/functions may use their preferred vendor(s).

It is important to note that neither the college or the Office of Student Life provide serviceware, paper/linen products, kitchen use, refrigeration access, or any other assistance with non-food service catering events. Such aspects are the sole responsibility of the event planner. Use of the kitchen and its services by non-food service personnel is a health code violation.

SPECIAL EXPENSE FORM:

The Special Expense Approval Request Form is used when an exemption is requested relating to how Student Life fees can be spent within established Financial Procedures. If a Student Life fee-funded group wishes to potentially spend student life fees on a program or activity that is not within established Financial Procedures a Special Expense Approval Request form must be completed PRIOR to the expenditure. The form should state the proposed expense and why the exemption is being sought/justified.

A Special Expense Approval Request form is necessary when food is being served at an event at which more than students will be present (faculty, staff, alumni, community members).

For clubs and organizations where the food is catered by Tiffinman, the Office of Student Life annually obtains a Special Expense Approval Request for all of the club/org meetings and events during that academic year. If the club/org wishes to use an outside caterer for a specific meeting/event, then a Special Expense Approval Request form must be completed PRIOR to the event before the food arrangements can be made.

Performance & visual arts activities, recreational sports, all-campus programming through the Office of Student Life, and any other institutional departmental programming funded through Student Life must also submit a Special Expense Approval Request form PRIOR to an event where food will be served. These programs may

submit a blanket Special Expense form for the entire academic year if Tiffinman will be used and the expenses will be covered by the same PO.

XI. Purchase of Imprinted T-Shirts/Sweatshirts/"Bling"

Student Senate recognized clubs/orgs may request and receive funding within the annual budgeting process for imprinted t-shirts/sweatshirts/"bling". Such funded requests should be focused on the marketing and promotion of the club/org versus providing club members with "club wear". Funded requests should include in the design reference to "North Hennepin Community College" or "NHCC" as well as reference the specific club/org. If funded during the prior spring budget process, the club/org DOES NOT need to resubmit their request for approval to the Full Senate before proceeding with purchase. New or additional requests not covered in the prior spring budget process, must be presented to and approved by the Full Senate.

Clubs/orgs may collect and deposit the full amount of revenue to purchase imprinted t-shirts/sweatshirts/"bling" without approval or review by the Full Senate. This activity should be included in the annual proposed budget request as both an expenditure along with the corresponding revenue generation. In the instance a club/org wishes to obtain imprinted items in this matter once the school year has begun, the Student Life Coordinator and Senate Treasurer only need to be advised of the group's intent.

Performance & visual arts activities, recreational sports, all-campus programming through the Office of Student Life, and any other institutional departmental programming funded through Student Life may also purchase imprinted t-shirts/sweatshirts/"bling" using Student Life fees. It is expected professional staff with these programs will exercise sound judgment relative to the amount purchased as well as how it impacts overall budget.

XII. Purchase & Maintenance of Equipment

All equipment purchased with Student Life fees becomes the property of Student Life and North Hennepin Community College. Equipment includes items such as computers, printers, sports equipment, office furniture or other items with a useful life of 5 or more years. Student clubs/organizations/groups are responsible for all College equipment in its possession and should keep their equipment in a reasonable state of repair.

Equipment purchases should be for official organizational use only. Property of the College may not be sold or transferred to other parties without prior consent of the College Administration and the student organization advisor and Student Life Director.

XIII. Prize Guidelines

Prizes for Student Life events will be reasonable based on the type and size of the event and determined by the Student Life group or organization sponsoring the event---with the advice and consent of the Director of Student Life/designee. Prizes may only be distributed to currently enrolled students at NHCC, may not be cash awards, and should not exceed the following guidelines (unless a specific exception is approved by the Student Senate).

For the purpose of this procedure, Student Life events are defined as those all-campus events sponsored directly by the Office of Student Life or a professionally staffed program funded by Student Life. Club/org sponsored activities/events are Senate recognized clubs and organizations.

1. Prizes for campus-wide Student Life events should be kept to a maximum of \$1,000.00 per activity/event; and,
2. Prizes for club/org sponsored activities/events should be kept to a maximum of \$300.00 per activity/event and be appropriate to the nature of the event.
3. All organizations have the option of utilizing donations as prizes (if appropriate) and these donations' values are not included in the above funding maximums (i.e. the total value of prizes could exceed the above financial restrictions as long as the actual amount spent on prizes does not).

XIV. Fundraising & Revenue Generation Guidelines

Student Life makes the following distinction between monetary activities engaged in by ANY Student Life funded group:

FUNDRAISING/External refers to activities or events where the group seeks to raise funds/supplies for an outside charitable organization. This includes any efforts to solicit externally for donations/prizes to be used as part of a group event or activity. All FUNDRAISING activity must be coordinated through the NHCC Foundation and comply with applicable Minnesota State policy.

- Fundraising (activity, event, or a sale to collect money for your recognized student organization.
 - Ways that you can do that....
- Donations for an external organization (for a charitable cause)

REVENUE GENERATION/Internal Fundraising refers to activities or events where the group collects money from its membership and/or event participants for concessions, to cover participation in or attendance at an event, supplies (t-shirts, etc), or travel. All generated REVENUE must be deposited with Accounting & Fees into the appropriate Student Life cost center associated with the group

Whether it be fundraising or revenue generation, NO Student Life monies may be used to purchase initial or on-going supplies to conduct the activity. For example, Student Life funds CANNOT be used to purchase items for re-sale; an individual must use and donate personal funds to do so.

Consistent with Minnesota State Student Life Procedure 2.8.1, NO Student Life funds can directly or indirectly be used for scholarship purposes.

With generated revenue that remains unspent in a club/org account at the end of a given fiscal year (June 30th), there may be the possibility for the group to carryover that balance to the next fiscal year. Such a request for carryover is to be made by the club/org to the Student Life Budget Committee who will make the determination whether to allow carryover.

Revenue generated through ticket sales for theatre productions is a unique but acceptable Student Life revenue-generating activity even though the realized revenue is achieved 100% from Student Life funding.

ADDITIONAL GUIDELINES SPECIFIC TO FUNDRAISING:

Prior to engaging in fund-raising, the club/org should review Minnesota State policies 5.15 and 7.7 on the Minnesota State website regarding fund raising and gifts and donations.

1. All student club fundraising initiatives must be approved by the club's advisor and then by the Student Life Director.
2. Student Life funds cannot be used to purchase items for re-sale in order to fundraise.
Example: student life funds cannot be used to purchase candy and then be resold for a fundraiser. This is the case even if the proceeds are first returned to Student Life and then the difference is targeted for the fundraising initiative.
3. Students must use outside funding to conduct a fundraising initiative, i.e. donations, personal dollars.
4. All student clubs planning to conduct a fundraiser must first complete the Student Life fundraising request form. Fundraising initiatives must be specific: state the purpose, dates, and times.
5. Income collected must be counted and deposited daily with the NHCC Foundation Office for external fundraising and Internal donations. A copy of the receipt must be given to the student life director.

If funds are collected after the Foundation Office has closed for the day, those funds must be secured overnight and brought to the Foundation Office the next day

for deposit into their Foundation account. A copy of the receipt must be given to the Student Life Director.

6. At the completion of the fundraiser, the Student Life fundraising report form must be completed and submitted to the Student Life Director. Information including participation, where it took place, dates, times, did it go as planned, what worked well, what didn't work well, and the total amount of money collected must be summarized in the report.
7. The Foundation office must be notified when a student club plans to contact any community agencies for fundraising or donation solicitation purposes.
8. The money collected from the fundraiser goes into a fund that is separate from the club fund maintained in Accounting & Fees. This fund can be used to set up future fundraisers and accomplish fundraising related club initiatives.
9. Multiple student organizations can collaborate on fundraising initiatives.
10. Regarding donations, if an organization (outside agency) requires a letter to document their donation such a letter will be provided by the NHCC Foundation or in rare instances possibly by the Minnesota State College Student Association (MSCSA).
11. Requests for checks to be sent to charitable outside agencies based on fundraising efforts should be made to the NHCC Foundation. The Foundation will process the check and mail it to the agency.

xv. Internal Audits

The campus Student senate or Student Life Budget Committee may request the institution provide a detailed accounting or audit of the student life fund which shall be made available to interested parties. The cost of these audits shall be borne by the institution's student life fund.

xvi. Carry Forward

In compliance with Minnesota State policy 2.8 all Student Life fund balances within individual Student Life cost centers shall carry forward collectively into the next fiscal year. The Student Life Budget Committee shall during the following fall semester review the amount of carry forward and determine whether the carry forward shall be maintained in the current year budget or be transferred to the Student Life Reserve Account. While the Student Life Budget Committee is responsible for addressing a carryover (or conversely budget imbalance caused by an unanticipated enrollment decline), the Committee empowers the Director of Student Life to make emergency or

necessary fall budget adjustments prior to the Committee meeting in fall semester when needed. The Senate Treasurer (who serves as Co-Chair of the Committee) should be consulted in such an instance.

This policy will be reviewed and ensure that following compliance in FY24.

xvii. Contingency Fund and Reserve Account

As part of the annual budgeting process, Student Life will maintain an annual contingency fund to cover unexpected and/or new costs.

Additionally Student Life will maintain a reserve account to cover unexpected revenue loss due to reduction in enrollment and/or other unanticipated decrease in annual revenue. In compliance with Minnesota State policy 2.8, the status of the student life budget reserves shall be annually reported to the Student Life Budget Committee and Student Senate. Interest earned from the student life fund shall be credited back to the reserve account.

The College maintains its own reserve in the amount of an approximately six months operating expense. Such an approach to the Student Life reserve account was discussed (previous policy had been one year's worth of operating costs). The Student Life Budget Committee was charged in FY15 to conduct greater research into the reserve account addressing such questions as at what balance it should be maintained, other possible uses for any additional revenue beyond the maintenance level, and the overall investment strategy utilized with the reserve.

These Financial Procedures are based on the recommendations of the 2023-2024 Student Life Budget Committee as presented to the Student Senate and College President and approved.

*Final SLBC Recommendation: April, 2023
Student Senate Review & Approval: April, 2023
Approved by College President: May, 2023*