

# **Pine Technical College Policy and Procedure**

**Policy Number:** 309 REV 2 **Date:** 04/04/00 **Revision Date:** **R1: June 2007 R2: January 2008 R3: October 2009**

**Division/Department:** Student Affairs **Author:** Robert Musgrove R1: Mary Jo Mettler, Carol Abell, Nancy Mach R2: Nancy Mach R3: Nancy Mach, Dean Masters

**Subject:** Student Club Advisors

## **Authorities:**

## **Purpose:**

Pine Technical College wishes to encourage the formation of student clubs and organizations by providing a mechanism for faculty/staff sponsorship. It is the intent of the college to establish a structure for such sponsorship and for the payment of stipends for advisors.

## **Policy:**

Student clubs should always have faculty/staff sponsorship. Such sponsorship will be funded through the use of the student activity fee via the Student Senate. Certain conditions must be met before such advisory stipends can be established.

## **Procedure:**

1. Student organizations must be approved through the Chief Student Affairs Officers (CSAO) office.
2. Student organizations are required to have faculty/staff sponsorship.
3. The student activity fee and the revenue produced from this fee will be reviewed on a regular basis in collaboration with the Student Senate in order to provide for payment of student organization advisor stipends and for an adequate amount of revenue for the Student Senate.
4. Advisor stipends and per diem reimbursement for faculty will be paid pursuant to the MSCF contract Article 11, Section 9, Subd. 2 and MnSCU & PTC policy
5. The stipend schedule will be attached to the appointment notice.

## **Responsibilities:**

1. Student organization advisors must seek approval for the organization from the Campus Roundtable and approved through the CSAO's office.
2. The CSAO will monitor student organizations to comply with college policies and maintain an active advisor. The CSAO will review and recommend to the Campus Roundtable the funding of advisor stipends for new organizations.
3. The CSAO will monitor student organization activity to ensure continued vitality of such organizations and the appropriateness of their continuations and the continuation of the stipend.

4. The CSAO will notify the Chief Academic Officer (CAO) prior to fall semester start date the faculty designated as organization advisors.
5. The CAO is responsible for notifying Human Resources of advisor appointments on the appointment notice form at the beginning of fall semester. The appointment notice will include the stipend to be awarded and paid per the MSCF contract and campus HR policy.

**Dissemination:**

All employees including Student Senate

**Reviewed by Executive Cabinet:** 04/24/00

**Reviewed by Faculty Senate:** 10/11/00

**Reviewed by:** Student Senate 10/18/00

**Approved: Date:** 10/18/00

**Reviewed by Leadership Team:** 01/28/08

**Reviewed by Faculty Senate:** 01/23/08

**Reviewed by Campus Roundtable:** 09/28/09

**Reviewed by Faculty Senate:** 10/07/09

**Approved: Date:** \_\_\_\_\_ **Date:** 11/19/09

Robert L. Musgrove, Ph. D.

**Form**