



POLICY NUMBER: SLCC SA-202

POLICY AND PROCEDURES MEMORANDUM

Title: SGA Executive Officer Compensation Guidelines

Approval Date: 6/5/13

Effective Date: 6/5/13

Date of Last Revision/Review Date: N/A

**SLCC Student Government Association
Executive Officer Compensation Guidelines**

LCTCS SYSTEM POLICY:

LCTCS Policy #2.005- Student Organizations and SGA

Tuition Waivers and Wages for SGA Officers

Tuition Waiver for SGA Officers:

A waiver of tuition, exclusive of student self-assessed fees, shall be granted by the institutions under the jurisdiction of the Board to the SGA officers of those colleges not to exceed the value of four full-time equivalent values (LCTCS Policy # 2.0009 Scholarships) of tuition, exclusive of student self-assessed fees (i.e. Fall, Spring, Summer). The waiver of tuition shall remain in effect for the duration of the respective terms of office. Out-of-state tuition may be waived, if deemed appropriate, for the SGA President only.

Salaries:

A salary may be paid, with SGA derived funds, to the president, vice president, treasurer, and/or secretary (with specified office duties and office hours to be supervised by the SGA advisor and the chief student personnel officer of the college) if adequate resources are available. If resources are available through student activity fees and a salary is to be paid, the salary amount shall be determined by the SGA at each institution, in collaboration with the college leadership. Salary amounts shall be in alignment with the State of Louisiana's scale for student employees. These salaries must be approved by the college's chief student personnel officer and/or his/her official designee.

Elected SGA Officers may be paid for their services at an hourly rate in alignment with the State scale, with hours as follows:

President and Vice President: 80 hours maximum per month

Secretary: 80 hours maximum per month

Treasurer: 80 hours maximum per month

Receipt of tuition waiver and salary by the above listed SGA Officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution. The SGA Advisor is expected to verify the hours worked by the SGA Officers.

SLCC POLICY

Tuition Waiver for SGA Officers:

Beginning Spring 2007, SLCC SGA officers are granted tuition waivers as stated in LCTCS policy. Waivers are granted in consideration of execution of the primary duties of officers as outlined in SLCC SGA Constitution, as follows:

President: Attend all meetings of the SGA; call special meetings when necessary; appoint committees; preside as Chair of the Executive Council; represent the student body at public functions; perform those duties incumbent upon such a post.

Vice President: Coordinate fund-raising activities; act as president pro-tempore in the event the president is unable or unwilling to serve.

Treasurer: Handle all financial matters of the SGA; submit financial report at the beginning and end of each semester; respond to financial audit requests; sign requisitions.

Secretary: Keep all minutes of all meetings; handle all written correspondence that is necessary for the SGA to complete its business; turn over all copies of records to the succeeding Secretary; provide a copy of all records to the College librarian for archival purposes.

Failure to satisfactorily perform Executive Officer duties as specified above will result in the loss of SGA officer tuition waivers. Should an officer resign from SGA or school or fail to perform his/her primary duties for any part of a semester, the tuition waiver will be decreased, prorated according to the percentage of semester completion. Satisfactory performance of duties will be assessed by the SGA Advisor(s) and final determination concerning denial of tuition waivers to individual officers based on performance is to be made by the Vice Chancellor of Student Services and reported to the Director of Business Services.

SGA Officer Salaries:

On February 21, 2010, the SLCC Student Government Association approved the allocation of SGA funds to provide salaries for each Executive Officer. Salaries are granted to provide additional financial compensation to SLCC SGA Executive Officers for carrying out duties beyond those specified above in the SLCC Constitution and Bylaws.

Specific officer duties qualifying for salary compensation are as follows;

- Serving on SGA standing or special committees other than the Executive Committee;
- Serving on college-wide committees as assigned by the Vice Chancellor of Academic and Students Affairs. These committees shall include, but are not limited to:
 - Academic Standards
 - Library
 - Student Financial Aid Appeals
 - Student Organizations
 - Student Discipline
 - Institutional Effectiveness
 - Technology Enhancement

Additional officer activities carried out at the direction of the Dean of Students that qualify for salary compensation are as follows:

- Planning and implementing student activities for the college
- Assisting with the student orientation
- Assisting with registration

- Assisting with college recruiting events
- Assisting with college-wide functions such as Graduation, TCA ceremonies, Honor's ceremony, and Instructor Conference Day
- Other duties as specifically assigned by the SGA Advisor(s) of Dean of Students

Officers must log the date, time, and types of qualifying duties performed in order to be compensated for carrying out these tasks. The log and an accompanying timesheet are completed each bi-weekly pay period and submitted to the SGA Advisor. Approval and salary payment authorization is made by the Dean of Students. Officers can only be compensated for documented hours carrying out the duties specified above. Compensation is limited to the maximum amounts specified in the following section.

Salary Rate & Limitations:

- Performance of qualifying duties is compensated at a rate of \$7.25 per hour per the SLCC student worker pay schedule, consistent with the State student worker guidelines.
- Per LCTCS policy, in no case may an individual officer be compensated for more than 80 hours per month for performance of qualifying duties, even if the actual qualifying duty hours logged in that month is in excess of 80 hours.
- Officer salaries are paid solely from SGA funds as specified in LCTCS Policy #2.005. The total available pool of funds for SGA officer salary is set annually as a component of the SGA budget. Funds allocated for SGA officer salary compensation cannot exceed 25% of the total annual SGA budget.
- All SGA officers must meet minimum credit hour enrollment requirements as specified in LCTCS Policy #2.005, remain in good academic standing in the College, and make satisfactory academic progress (i.e., satisfactory completion of nine (9) credit hours per fall and spring semester) in order to be eligible for salary compensation.
- Any individual resigning from an SGA executive officer position becomes ineligible for salary compensation effective the official or *de facto* date of resignation.

Reference:

Policy Reference:

LCTCS Policy #2.005 - Student Organizations and SGA

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date
x	Cabinet Approval	6/5/13	6/5/13
x	Executive Committee Approval	5/1/13	6/5/13
x	Chancellor Approval	6/5/13	6/5/13

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Natalie J. Harder, Ph.D.
Chancellor