



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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TO: Dr. Monty Sullivan
LCTCS President

FROM: Dr. Emily Campbell GC
Chief Enrollment Management Officer

Dr. Amber Blair
Director of Student Engagement and Grant Initiatives

SUBJECT: For Board Review and Advise-ment: Revisions to LCTCS Policy #2.012,
Student Referenda

DATE: January 27, 2020

FOR BOARD APPROVAL:

Recommendation: Staff recommends that the Board approve the attached revisions to
Policy #2.012, "Student Referenda."

Background: In August of 2019, Board staff received a request from a college to
review and revise existing policy 2.012 to add more clarity and formalization. Board
staff made revisions to the policy, created a standard request form for referenda
requests, and presented these proposed changes to both the CSAO group and the
President's Advisory Council of Chancellors.

History of Prior Actions: Policy #2.012 was originally adopted on 10/13/2010. The
Policy was has not been revised since its original adoption.

Fiscal Impact: N/A

Benefits to the System: The revisions to Policy #2.012 will add structure, clarity, and
standardization for student referenda requests.

Approved for Recommendation to the Board
Dr. Monty Sullivan

2-12-20
Date

APPROVED
SLP 2/12/20
LCTCS BOARD OF SUPERVISORS

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 2.012

Title: STUDENT REFERENDA

Authority: Board Action
Effective Date: October 13, 2010

Original Adoption: 10/13/10
Last Revision: N/A

The Louisiana Community and Technical College System Board of Supervisors may authorize colleges to collect fees for various purposes. Once such fees are approved and collected, those funds become property of the State of Louisiana, subject to all the rules that govern funds in the State, and the responsibility of the Board to oversee. Therefore, prior to a referendum vote of the student body or a vote of the Student Government Association that may have financial implications, the college must obtain approval from the Board to hold the formal vote. To gain approval of the Board, the following process shall be followed:

- (1) The student organization wishing to seek the referendum must complete the Request for Student Referenda form (attached)
- (2) The Request for Student Referenda must be reviewed and acknowledged by the Vice Chancellor of Student Affairs/Chief Students Affairs Officer of the college
- (3) The Request for Student Referenda must then be reviewed and acknowledged by the Chancellor
- (4) The Chancellor must submit the form to the System Office with a request to be placed on the next LCTCS Board agenda
- (5) If placed on the LCTCS Board agenda, the college should ensure that representatives of the student organization seeking the referenda are present to address the Board

The request for approval should include at a minimum the following elements:

- 1) Explanation of the reason for the referendum;
- 2) Exact language of the referendum as it will appear on a ballot;
- 3) Explanation of efforts to educate students on the referendum issue;
- 4) Anticipated voter turnout;
- 5) Fiscal impact of the referendum;
- 6) Explanation of the appeal process for appealing the referendum result;
- 7) Certification by the Vice Chancellor of Student Affairs/Chief Student Affairs Officer indicating support of the item; and
- 8) Certification by the Chancellor/Technical College Director indicating support of the item.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 2.012

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Effective Date: October 13, 2010

Original Adoption: 10/13/10
Last Revision: N/A

The Louisiana Community and Technical College System Board of Supervisors may authorize colleges to collect fees for various purposes. ~~Once non-student organization~~ Once such fees are approved and collected, those funds become property of the State of Louisiana, subject to all the rules that govern funds in the State, and the responsibility of the Board to oversee. ~~Given that these funds are often obligated for specific purposes, the Board should be made aware in advance of steps that may jeopardize the funding source.~~ Therefore, prior to a referendum vote of the student body or a vote of the Student Government Association ~~body~~ that may have financial implications, the college must obtain approval from the Board to hold the formal vote. To gain approval of the Board, the following process shall be followed:

- (1) The student organization wishing to seek the referendum must complete the Request for Student Referenda form (attached)
- (2) The Request for Student Referenda must be reviewed and ~~approved~~acknowledged by the Vice Chancellor of Student Affairs/Chief Students Affairs Officer of the college
- (3) The Request for Student Referenda must then be reviewed and ~~approved~~acknowledged by the Chancellor
- (4) The Chancellor must submit the form to the System Office with a request to be placed on the next LCTCS Board agenda
- (5) If placed on the LCTCS Board agenda, the college should ensure that representatives of the student organization seeking the referenda are present to address the Board

The request for approval should include at a minimum the following elements:

- 1) Explanation of the reason for the referendum;
- 2) Exact language of the referendum as it will appear on a ballot;
- 3) Explanation of efforts to educate students on the referendum issue;
- 4) Anticipated voter turnout;
- 5) Fiscal impact of the referendum;
- 6) Explanation of the appeal process for appealing the referendum result;
- 6)7) Certification by the Vice Chancellor of Student Affairs/Chief Student Affairs Officer indicating support of the item; and
- 7)8) Certification by the Chancellor/Technical College Director indicating support of the item.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Request for Student Referendum

FORM

Attach additional pages if necessary

Name of Student Organization Seeking Referendum: _____

Student Organization Faculty Advisor: _____

Explanation of the reason for the referendum:

Exact language of the referendum as it will appear on a ballot:

The logo for the Louisiana Community & Technical College System (LCTCS) is centered on the page. It features a stylized graphic of three overlapping, upward-pointing triangles in shades of gray and white, set against a dark gray background. Below the graphic, the letters "LCTCS" are printed in a large, bold, white, sans-serif font.

Explanation of efforts to educate students on the referendum issue:

Anticipated voter turnout:

Fiscal impact of the referendum:

Explanation of the appeal process for appealing the referendum result:

Certification by the Vice Chancellor of Student Affairs/Chief Student Affairs Officer and Chancellor/Technical College Director indicating acknowledgement of the item:

Vice Chancellor of Student Affairs/CSAO

Date

LCTCS

Chancellor/Director

Date