

SELF SUPPORT PROCEDURE

Related Board of Trustees Policy: BP 4.6

Approval: December 7, 2011(by Cabinet)

Revision:

Self Support Procedure

The following guidelines are for the management of Self Support classes and the allocation of funds generated from Curriculum and Continuing Education Self Support offerings which are in alignment with college policy. Craven Community College will offer Self Support classes when the administration has determined there is a need and where such classes are appropriate and consistent with the mission and strategic plan of the college. In accordance with NC State Board Policy the college will determine direct and indirect costs as follows:

- Direct Costs
 - Instructor(s) salary including FICA, travel, and course development costs
 - Instructional supplies and materials
 - Rental of buildings and other directly assignable costs
 - Advertising (printing, postage, mailing, etc.)
 - Equipment associated with the instruction for a Self Support class
 - Refreshments
 - Administrative and/or clerical costs
- Indirect Costs
 - Charges for activities and services that support Self Support classes which cannot be directly or exclusively assigned to a Self Support class. Examples of indirect costs shall include: utilities, custodial services, security services, coordination, administration or clerical, salary and fringe benefits.

General Operating Procedures/Guidelines

- Proposals for Self Support classes shall define direct and indirect costs using the above rules and shall be approved by the appropriate dean or vice president.
- The Business Office will determine the amount of surplus funds generated by Self Support classes in curriculum, continuing education or adult/community enrichment. The use of these surplus funds shall be determined by the Executive Leadership Team (ELT) and/or through the annual planning and budgeting process.
- Use of surplus funds as determined by ELT shall be applied by appropriate administrators utilizing the following provisions:
 - Surplus funds shall be expended for student financial aid, scholarships or program improvement and all expenditures shall directly benefit students. Examples include but are not limited to: program development and improvement, curriculum development and

improvement, professional development, advising, materials, supplies, equipment, learning environment enhancements, etc.

- Surplus funds may NOT be used for: supplemental salaries of any personnel, administrative support (other than those designated as allowable direct or indirect costs) or college entertainment (Educational activities for non-college personnel or college personnel to enhance student success would NOT be considered entertainment. Functions with the primary purpose of fundraising would be considered entertainment.)
- At the end of the fiscal year, any unexpended balance can be carried forward. The college will maintain a reserve balance as determined by the ELT; surplus funds will not be exhausted within a fiscal year unless budgetary challenges dictate otherwise.
- Self Support receipts should NOT be deposited into the State Treasurer's account; the System Office does not track or verify receipts of these funds.
- The Business Office should set up special fund accounts to receipt monies collected for Self Support classes and expenses should be paid out of these accounts.

[Return to Table of Contents](#)