

LARAMIE COUNTY COMMUNITY COLLEGE PROCEDURE

<u>SUBJECT</u>	<u>REFERENCE</u>	<u>DATE</u>	<u>NUMBER</u>
Wellness Fee		10/96	5958

1. Introduction

This procedure explains those processes used to collect and disburse wellness fee monies and to identify those subject to the Laramie County Community College wellness fee. The purpose of the wellness fee is to support and enhance the health, wellness, and physical fitness services provided by Laramie County Community College. All wellness fees collected from students attending the main campus will be allocated for use on the campus. All wellness fees collected from the Albany County Campus will be allocated for use on that campus.

2. Wellness Fee Patrons

A. Laramie County Community College Students

- 1) All students enrolled in LCCC credit classes must pay a wellness fee each semester they are enrolled. The fee is assessed at the time of registration at a rate of \$.34 per credit hour not to exceed \$4.08 for full-time students.
- 2) Students who register only in distance learning classes via telecourse, compressed video, and internet or take classes exclusively in Eastern Laramie County are exempt from the wellness fee. The Student Type drives the wellness fee structure. Student Types are determined at the time of enrollment and must remain with the student throughout the semester. The Student Type may be reevaluated by the Registrar.
- 3) Students registered in non-credit classes or Continuing Education credit courses will be assessed a \$1.00 wellness fee only if the class in which they are enrolled requires use of the physical education facility. This entitles the students to use the facility only during their class time and does not give them access to the facility at any other time during the semester.
- 4) Senior citizens who are LCCC credit students pay the \$4.00 wellness fee only if they use the physical education facility.
- 5) LCCC Jobs Skills and Education Center students and the Albany County Campus Adult Studies Resource Center students pay the \$4.00 wellness fee only if they use the physical education facility.

6) Credit students using a University of Wyoming fee waiver indicating that they are University of Wyoming faculty or staff are exempt from this fee.

B. **Laramie County Community College Employees** - Any LCCC employee who uses the physical education facility on campus in Cheyenne or Laramie must pay a \$4.00 wellness fee each semester he/she uses the facility. Prior to initial use of the physical education facility, employees pay the \$4.00 fee at the Accounting Services Office, and then present the receipt to a physical education facility staff person who records the name and clears the person to use the facility.

3. Collection and Use of Funds Generated

A. All funds generated by the wellness fee will be deposited in a specific wellness budget account to be used for the purposes of supporting health, wellness, and physical fitness services at Laramie County Community College.

B. **Wellness Fee Advisory Committee** - By the second week in April, the Wellness Fee Advisory Committee reviews the Cheyenne annual budget prepared by the Physical Education Program's professional staff. The budget projects expenditures for the upcoming fiscal year. This budget must be approved by the Director of Student Life and the Coordinator of Physical Education, who also approve all expenditures. The wellness budget is then presented to the President's Staff.

1) The advisory committee consists of the Coordinator of Physical Education, the Director of Student Life, two currently enrolled students, one LCCC faculty, and one LCCC staff person---all who must be using the physical education facility.

2) The advisory committee reviews the annual budget which contains recommendations on how funds collected via the wellness fee should be spent---equipment acquisition/replacement, facilities remodeling, service hours modifications, financial support of old/new services, and purchase of supplies.

C. Albany County Campus wellness fees will be budgeted by the Albany County Campus Wellness Fee Advisory Committee using a similar structure and process as stated in section 3B.

Initiated: Fall 1996

Revised: Fall 1997, Spring 1998

MARY BLEDSOE		<i>Mary Bledsoe</i>	3/15/98
PERSON RESPONSIBLE FOR PROCEDURE	DATE	DIRECTOR'S APPROVAL	DATE
<i>Walter Chamberlain</i>	3/15/98	<i>Charles Bohne</i>	4/1/98
DEAN'S APPROVAL	DATE	PRESIDENT'S APPROVAL	DATE