

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2009-10 Distribution of Fees and Allocation of Funds

RECOMMENDED ACTION

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve for the University of Washington Bothell:

- 1) Recommended Services and Activities Fee Budget for 2009-10; and
- 2) Recommendation for Long Term Fund Expenditures.

BACKGROUND

Services and Activities Fees at the UW Bothell and Tacoma campuses are collected separately from the Services and Activities Fees at the Seattle campus, but the process is handled in like manner. As provided under RCW 28B.15.045, a student committee recommends the annual allocations to the Board of Regents for approval. The Board of Regents, at the September 27, 1991 meeting, approved the Guidelines that established the Services and Activities Fees (SAF) Committee for the Bothell campus and its operating procedures.

The Board of Regents is authorized to increase the Services and Activities Fee annually by a percentage not to exceed the annual percentage increase in tuition.

The quarterly rate history of the Services and Activities Fee at UW Bothell is:

1991-92	\$76	2000-01	\$83
1992-93	\$76	2001-02	\$83
1993-94	\$79	2002-03	\$83
1994-95	\$81	2003-04	\$86
1995-96	\$84	2004-05	\$89
1996-97	\$87	2005-06	\$91
1997-98	\$90	2006-07	\$93
1998-99	\$93	2007-08	\$95
1999-00	\$93	2008-09	\$101

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 2)

1) Recommended Services and Activities Fee Budget for the University of Washington Bothell:

A. Services and Activities Fee for 2009-10

The SAF Committee recommends that the quarterly fee payable by full-time students be raised \$7 per student, per quarter (from \$101 to \$108), the maximum allowable amount under Initiative 601, for the 2009-10 academic year. The fee revenue was calculated conservatively by using 96% of the estimated annualized FTE target of 2,045 for three quarters (Autumn, Winter, and Spring), plus an estimated fee collection of \$48,000 for Summer 2009. The total estimated fee collection for all four quarters (2009-10) is \$658,282 which is illustrated in Schedule 1, below.

Schedule 1: Distribution of Fees		
2,045 FTE @ \$108 X 3 Quarters*	\$	662,580
Estimated Summer 2007 Revenue		48,000
Less 4% contingency for under enrollment		(28,423)
Net Revenue	\$	682,157
Less Mandated Loan Fund (3.5%)		(23,875)
Revised Net Revenue	\$	658,282

B. 2009-10 Allocation of Student Activities and Services Funds

ASUWB	\$87,151
Campus Events Board	87,517
Career Center	115,496
Childcare Voucher Program	22,500
CSS Speakers Series	4,860
Delta Epsilon Chi	9,800
Intercultural Club	7,975
<i>Literary Journal</i>	10,050
Newspaper	6,750
<i>Policy Journal</i>	5,200
Quantitative Skills Center	7,033
Recreation and Wellness Program	96,400

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 3)

Restaurants on Campus	4,400
Student Entrepreneurs' Network	2,940
SAF Contingency Fund	32,122
Student Life Operations	152,338
Teacher Education Professional Development	5,750
Total	\$658,282

C. Proposed Operating Expenditures for SAF Funds

If specifically authorized by the Services and Activities Fee Committee at the time of allocation, the following expenditures are acceptable in support of bona fide school-related curricular or extracurricular functions, activities, or programs participated in by UWB students in the furtherance of their education:

1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program. Business cards may not be purchased with Services and Activities Fees.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security. Compensation is established once per year, during the Annual Budget cycle, and cannot be modified during the Contingency cycle.
3. Necessary and reasonable fees, meals, lodging, and transportation expenses for entertainers, lecturers, guest speakers and others who provide personal services on a contractual basis.
4. Trophies, plaques or medals, certificates of award or articles of personal property that are of nominal value (\$50 or less) given to currently enrolled UWB students as recognition for participation, achievement, or excellence as part of the functions of student organizations, activities, or programs. Articles of clothing may not be purchased with Services and Activities Fees unless expressly stated otherwise by the SAF committee at the time of allocation.
5. Promotional Items are designed to promote any student organization, group, or funded project or service are limited to a total value of \$200 per quarter unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation. Food and publicity (for specific events) are not considered a promotional item.

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 4)

6. Cost of childcare for children of currently enrolled UWB students who are participating in UWB programs held on the UWB campus.
7. Travel Awards can only be granted to currently enrolled UWB students to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, registration fees, and incidental expenses such as costs associated with renting a state vehicle (may not exceed \$10 per day). Approved travel awards are reimbursements and are reimbursed only when receipts are presented. All travel must comport with established UW travel policies and procedures (e.g., travel must be approved in advance using the Travel Authorization Form and a Travel Expense Voucher must be completed and approved before any reimbursements are made). Travel must benefit the broader student community through participation upon return from the trip. Maximum reimbursement will be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee.
8. Food and refreshments may be purchased for on-campus UWB-student functions (including award receptions, training programs), activities, or programs. Such funds are intended to support activities and programs open to the general student body. Funds are not intended to support routine meetings associated with student organizations (student government, campus events board, SAF, etc.). Services and Activities Fees may not be used to purchase or serve alcoholic beverages. In regards to off-campus activities, only 25% of the specific event funds can be used to purchase meals and/or refreshments.
9. Consistent with state law, any expenditure of Services and Activities Fees, including loans, is considered a prohibited gift when made for the direct benefit of private individuals or groups. State law also prohibits contributions of Services and Activities Fees or property to a political candidate or cause in connection with any local, state, or federal election.
10. Services and Activities Fees shall not be used as fundraising contributions; matching funds for fundraising purposes; or for any expenses related to a meetings, events, or activities of which the principal purpose is fundraising.

D. 2009-10 Budget Notes and Funding Stipulations

Associated Students of the University of Washington Bothell (\$87,151)

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 5)

ASUWB's budget request was funded as follows:

Compensation

President and Vice President

(1005 hours x \$12/hour x 2 positions) \$24,120

Executive Representatives

(555 hours x \$12/hr x 3 positions) \$19,980

Benefits (11% of the above)

\$ 4,851

Total

\$48,951

Officer Training and Development

\$ 9,850

Up to \$1,500 per officer x 5 officers + 1 advisor plus money to for transition programming between outgoing and incoming officers

ASUWB Programs

\$11,400

- \$2500 spring elections party
- \$2500 signature event
- \$2000 Husky Huddles and Student Town Halls
- \$100 distinguished professor/staff award
- \$300 5 umbrellas and 2 umbrella stands
- \$2500 student planner bookmarks
- \$1500 cram nights

Transportation

\$750

Mileage

reimbursement for ASUWB officers to attend local meetings

Supply Stations

\$200

Office supplies to restock supply stations around campus

Student Academic Enhancement Funds (SAEF)

\$16,000

Administered by ASUWB, grants of up to \$1,500 are available to help fund students' educational travel in accordance with the following priorities:

1. The first priority for funding will be given to those students who have been offered the opportunity to present a research paper or project at a professional conference and who have the endorsement of a UWB faculty member in his or her discipline.

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 6)

2. The second priority for funding will be given to those students who wish to enhance their current leadership role on campus by attending a skills-building conference or workshop. The student's application must be endorsed by the Director of Student Life.
3. The third priority for funding will be given to those students who wish to attend a conference or workshop in order to create or enhance a project or service that will directly benefit UWB students. The student's application must be endorsed by a UWB faculty or staff member intimately familiar with the project.

The stipend for the president and vice president was reduced by the \$2,010 each. The committee also did not fund parking passes for each of the officers as requested.

Campus Events Board (\$87,517)

A total of \$550 is reduced from CEB's original request: phone lines and office supplies. Those will be funded through the Student Life request. The programmers' stipends were adjusted to \$12/hour so as to be equitable with ASUWB stipends.

Compensation

5 Programmers

(37 weeks x 10 hours per week x \$12 per hour) \$22, 200

Benefits (11%) \$ 2,442

Total \$24,642

Training and Development \$ 8,250

Up to \$1,500 per programmer (n=5) to attend the NACA regional conference plus one advisor (@ \$750)

CEB-Sponsored Events \$54,625

Career Center (\$115,496)

The committee recommended two changes to the Career Centers original request: reducing the average hourly rate of the Career Peer Advisors from \$15 to \$14/hour, and reducing printing costs by \$1,000.

Compensation

Hourly peer advisors (60 hours per week x 40 weeks @\$14/hr.)\$33,600

Benefits for peer advisors (11%) \$ 3,696

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 7)

0.75 FTE professional Employer Relations Coordinator	\$37,500
Benefits for Coordinator (32%)	<u>\$ 12,000</u>
Total	\$86,796

Honoraria

10 seminars @ \$250 each	\$ 2,500
MBA career coach	<u>\$ 4,200</u>
Total	\$ 6,700

Facilities

20 events @ \$300 each	\$ 6,000
------------------------	----------

<u>Printing/Publicity</u>	\$ 2,000
---------------------------	----------

<u>Refreshments and Decorations</u>	\$ 5,000
-------------------------------------	----------

<u>Software and Licenses</u>	\$ 7,000
------------------------------	----------

<u>Equipment Rentals and Purchases</u>	\$ 2,000
--	----------

Childcare Assistance Program (\$22,500)

The recommended funding for Childcare is at the same level as in 2008-09 (\$25,000). The committee then applied a 10% penalty because the request was submitted 2 days late. The committee understands that more students desire assistance than what funds permit. (\$35,000 was requested.)

CSS Speakers Series (\$4,860)

The committee recommended full funding for the series (\$5,400). The committee then applied a 10% penalty because the request was submitted 1 day late.

Delta Epsilon Chi (\$9,800)

The committee agreed to fund state conference fees for 36 students (\$4,680) and national fees for 20 students (\$2,600), as well as hotel costs associated with the state conference (\$2,520). Due to the size of this award, DEC is not eligible for additional club funding in 2009-10.

Intercultural Club (\$7,975)

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 8)

The committee reduced printing costs to \$500 and reduced food and utensils for Intercultural Night by half, as only about half of the participants at the event are currently enrolled UW Bothell students. The committee recommends that UW Bothell students not be charged to attend Intercultural Night. Due to the size of this award, the Intercultural Club is not eligible for additional club funding in 2009-10.

Literary Journal (\$10,050)

The Journal's request of \$10,300 is reduced by \$250 for supplies. General office supplies will be made available to the Journal through the Office of Student Life. The committee strongly recommends that the printing of the journal be done in as sustainable a manner as possible, and that the journal explore online or other forms of distribution in the future.

Newspaper (\$6,750)

The committee approved full funding for an online newspaper, however, they are only releasing stipends for autumn quarter. Stipends for winter and spring quarters will be released if the newspaper submits the following documents to the SAF committee by the end of autumn quarter: a business plan for the future of the paper, including a plan for how to staff the paper from year to year, and usage statistics for autumn quarter issues.

Literary Journal (\$10,050)

The Journal's request of \$10,300 is reduced by \$250 for supplies. General office supplies will be made available to the Journal through the Office of Student Life. The committee strongly recommends that the printing of the journal be done in as sustainable a manner as possible, and that the journal explore online or other forms of distribution in the future.

Quantitative Skills Center (\$7,033)

The committee funded two tutors for 11 hours:

Tutors (30 weeks x 11 hours/week x \$12/hour x 2 positions): \$7,920

Benefits (11%) \$871

Total

\$8,791

The committee then applied a 20% penalty as the request was submitted 16 days late.

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 9)

Recreation and Wellness Program (\$96,400)

The committee recommended full funding for the recreation and wellness program:

Program Coordinator (.1.0 FTE)	\$45,000
Benefits (32%)	\$14,400
Recreation league fees	\$11,000
Fitness classes (on campus)	\$ 6,500
Recreational outings and sporting events	\$ 2,000
Wellness programs and seminars	\$ 7,500
Fitness and wellness equipment and supplies	\$ 2,000
Maintenance of fitness room equipment	\$ 3,000
Contingency for unanticipated operations of fitness center	\$ 5,000

Restaurants on Campus (\$4,400)

The committee recommended full funding for the Restaurants on Campus program (\$5,500). The committee then applied a 20% penalty because the request was submitted 23 days late.

Student Entrepreneur's Network (\$2,940)

The committee funded registrations for the entrepreneurs' retreat and constant contact membership. Funding for spring dinner and other events were not funded because it was unclear how many UW Bothell students participate in these events (vs. alumni and other outside attendees) and if the programs would be held on campus. Due to the size of this award, the Student Entrepreneur's Network is not eligible for additional club funding in 2009-10.

Student Life Operations (\$152,524)

Printing and photocopying was reduced by \$1,232. Otherwise, full funding is recommended for Student Life Operations.

Compensation

Program Coordinator salary	\$45,000
Coordinator's benefits (32%)	\$14,400
Hourly marketing assistant (15 hrs/wk x 44 wks x \$13/hr)	\$ 8,580
Student Assistants (40 hrs/wk x 40 weeks x \$10/hr)	\$15,600

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;
2009-10 Distribution of Fees and Allocation of Funds (continued, p. 10)

Graduate student stipends	\$ 3,000
Hourly positions' benefits (11%)	<u>\$ 2,990</u>
Total	\$89,570
<u>Honoraria</u>	\$ 6,000
<u>Facilities</u>	\$4,000
<u>Telecommunications</u>	
7 handsets, data ports, and long distance charges for ASUWB, CEB, Student Life, and student organization offices	\$ 4,000
<u>Printing and Publicity</u>	\$ 2,768
<u>Transportation</u>	
For alternative spring break and leadership retreats	\$ 2,000
<u>Club Funding</u>	\$30,000
<u>Food/Refreshments</u>	\$ 6,000
<u>Office supplies and misc. expenses for student offices</u>	\$ 8,000

Teacher Certification Professional Development and Mentoring (\$5,750)

The committee recommends full funding for the T-cert Programs. The committee strongly recommends that portions of the development days be open to all students on campus where appropriate.

2) Recommended Long-Term Fund Expenditures

In addition to the annual operating budget for 2009-10, the committee is recommending funding for one long-term project: design costs for a joint student center with Cascadia Community College (\$50,000). The Cascadia SAF Committee has also recommended funding for \$50,000. This project will be financed through the long-term fund, with a balance of approximately \$1.9 million.