

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington, Tacoma: Distribution of Fee 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 the following Services and Activities Fee proposals for the University of Washington Tacoma:

- 1) an increase in the Services and Activities Fee for academic year 2010-11,
- 2) the distribution of Services and Activities Fee for 2010-11; and
- 3) the operating budgets and expenditures recommended for 2010-11.

BACKGROUND:

Services and Activities Fees at UW Tacoma and UW Bothell are collected separately from the Services and Activities Fee at the Seattle campus, but the process is handled in like manner for each campus. As provided under RCW 28B.15.045, a student committee proposes the annual program priorities and budget allocation levels to the Board of Regents for approval. The Board of Regents has approved the Services and Activities Fee (SAF) Guidelines that established the Services and Activities Fee (SAF) Committee for UW Tacoma and its operating procedures.

The Board of Regents is authorized to increase the Services and Activities Fee by an amount not to exceed the annual percentage increase in undergraduate tuition authorized by the legislature in the Omnibus Budget Bill.

The history of the level of the Services and Activities Fee at UW Tacoma is:

1992-93	\$ 76	2001-02	\$ 91
1993-94	\$ 76	2002-03	\$ 97
1994-95	\$ 81	2003-04	\$ 97
1995-96	\$ 83	2004-05	\$ 97
1996-97	\$ 83	2005-06	\$103
1997-98	\$ 85	2006-07	\$106
1998-99	\$ 87	2007-08	\$113
1999-00	\$ 89	2008-09	\$120
2000-01	\$ 91	2009-10	\$136
		2010-11	\$149

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington, Tacoma: Distribution of Fee and Allocation of Funds (continued p. 2)

The SAF Committee at UW Tacoma has recommended the following for academic year 2010-2011. Chancellor Patricia Spakes has reviewed and concurs in these recommendations.

1. Level of Fee:

The quarterly fee payable by a full-time student should be increased to \$149 per quarter for a full-time student for the 2010-11 academic year. This is the maximum amount permitted by law as implemented by the Board of Regents.

2. Distribution of Fees:

Based upon estimated revenue of \$1,215,136 for fiscal year 2010-11, the Committee recommends that the fees be distributed as follows:

	2009-10 % Distribution	2009-10 Distribution based on \$136 fee	2010-11 % Distributio n	2010-11 Distributio n Based on \$149 fee
Student Activities and Services	93%	\$964,059	86.3%	\$1,049,056
Long-term student loans:	3.5%	\$36,268	3.5%	\$42,530
Long-term development	3.5%	\$35,905	10.2%	\$123,550
Total		1,036,232		\$1,215,136

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington, Tacoma: Distribution of Fee and Allocation of Funds (continued p. 3)

3. 2010-11 Budget Allocations for Student Activities and Services

The Committee recommends the following distribution for Student Activities and Services for the 2010-11 year.

Childcare assistance program	\$43,000
Health Services	\$260,884
Student Activities Board	\$122,832
Registered Student Organizations	\$18,844
Student Conference & Training	\$60,000
Ledger	\$45,650
Tahoma West	\$27,920
Student Involvement	\$257,972
ASUWT (Student Government) – Stipends and Operations	\$91,165
Recreation and Fitness	\$64,183
Volunteer Services	\$11,606
Campus Event Fund	<u>\$45,000</u>
TOTAL	\$1,049,056

Allocations which are unspent at the end of the fiscal year will revert to the contingency operating budget. Any additional revenue generated as a result of implementation of a fee in the amount of \$149 or due to excess enrollment will remain in the Long Term Development fund.

Attachments

- 1) May 18, 2010 memorandum from Kathleen Burdo, UWT Services and Activities Fee Committee, to Dr. Patricia Spakes, UWT Chancellor
- 2) SAFC Operational Guidelines
- 3) UW Tacoma SAFC Annual and Special Allocation Processes
- 4) May 26, 2010 memorandum from Dr. Patricia Spakes to Kathleen Burdo

May 18, 2010

Ms. Patricia Spakes
Chancellor
University of Washington Tacoma
Box 358
Tacoma, WA 98402

Dear Chancellor Spakes,

On Friday, April 2nd, the Services & Activities Fee Committee (SAFC) met to discuss and approve recommendations regarding the collection and allocation of the Services & Activities Fee for the 2010-2011 academic year. This recommendation is the result of a lengthy process involving committee trainings and orientations, proposal presentations, and discussion of the long-term goals of the campus.

We believe that should you and the Board of Regents adopt our recommendations, the Fee will optimally fund a diverse array of services and activities which are aligned with our values and which will benefit the students at the University of Washington Tacoma.

SAFC Core Values

Before determining funding for annual allocations in April 2010, the Committee identified and discussed its core values and obligations. It was decided that the core values and obligations of the UW Tacoma SAFC include the Childcare Assistance Program, the Longshoreman's Hall and Fitness Center, Health Services, Tahoma West, Student Life/Student Involvement, the Student Conference and Training Fund, the Student Activities Board (SAB), the Campus Event Fund (CEF), Registered Student Organizations (RSOs), Volunteer Services, the Ledger, and the Associated Students of the University of Washington Tacoma (ASUWT). For the 2010-2011 allocation purposes, these core values were kept the same. This list of core values is neither comprehensive nor static.

2010-2011 UW Tacoma Service and Activities Fee Level

The Board of Regents is authorized to increase the Services & Activities Fee by an amount not to exceed the annual percentage increase in undergraduate tuition authorized by the legislature in the Omnibus Budget Bill. The Committee recommends raising the Services & Activities Fee by 10%, which is the figure from which our budget recommendations are based.

Unspent/Unallocated Funds

The Committee recommends that all unspent funds from the 2009-2010 academic year be placed in the SAFC Long-Term Fund. We further recommend that all unallocated funds for the 2010-2011 academic year be placed in the SAFC Long-Term Fund. The Committee reasoned that the Contingency fund already has a substantial sum of money, and the long-term goals of the Committee and the campus, including the student union building, will receive funding from the Long-Term Fun.

Long Term Fund Annual Allocation Percentage

The Committee recommends the Long Term Fund annual allocation percentage for the 2010-2011 academic year be set at 0%. This conclusion was reached in light of the fact that all of the unallocated funds from last academic year and the coming academic year should be a large amount of funds.

Contingency Fund Annual Allocation Percentage

The Committee recommends the Contingency Fund annual allocation percentage for the 2010-2011 academic year be set at 0%. This determination was based on the fact the current balance on the Contingency Fund exceeds the recommended cap of \$250,000 listed in the guidelines and that access to contingency funds has been made more restrictive. Also, unspent funds from the previous academic year will be placed in the Contingency Fund.

SAFC Operational Budget

The Committee recommends the SAFC Operational budget percentage for 2010-2011 be \$2,500. The SAFC Operational budget pays for administrative, training, and staffing costs necessary for the committee to function in an efficient and effective manner.

Program Allocations

During program allocations the Committee considered requests for funding utilizing a variety of factors, which included but were not limited to: whether the service is a Core Value, the level of benefit to the students, and completing a line-by-line budget review of actual usage, projected expenditures, and staffing costs. This was done in an effort to enhance fiscal efficiency and full use of SAF funds before increasing the amount allocated to any given program.

Childcare Assistance Program - \$43,000

The Committee approved funding for the Childcare Assistance Program. This program is important to the diversity of our campus and benefits a different group of students (parents) than most of the other programs we have recommended to receive funding. The Committee hopes to see more usage of the Childcare Assistance Program next year, but in the meantime, the amount of money per student was increased in the proposed budget. Therefore, the Committee recommends an allocation of \$43,000 for the Childcare Assistance Program for 2010-2011.

Longshoremen's Hall/Fitness Center - \$64,183

The Longshoremen's Hall and the Fitness Center provide recreational, educational, and fitness opportunities to the students of UW Tacoma, all of which are essential to the four-year student experience. However, concerns were raised about the actual usage rates of Longshoreman's Hall and whether supporting it is the best use of student funds. Taking these things into consideration, the Committee, with one abstention, recommends an allocation of \$64,183 for the Longshoremen's Hall and the Fitness Center for 2010-2011.

Health Services - \$260,884

Health Services is a student driven request for funding. Students voiced their opinions about the high demand for Health Services at UW Tacoma using a multitude of means including; informal and formal surveys, student forums, petitions, and in other ways through their student government, ASUWT. The Committee recognized its role and responsibility to see that SAFs are used for services and activities that improve the quality of life for our students and to recommend funding for services that students deem to be in high demand. Last year, the Committee allotted up to \$230,000 for an RFP for Health Services. Since then, a vendor has been found and the doors of the Service are set to open in late summer, 2010. However, in order to provide efficient and accessible services for students, the cost rises above the original \$230,000 allotment. Thus, the Committee recommends an allocation of up to \$260,884 for an RFP for Health Services for 2010-2011.

Tahoma West - \$31,400

Tahoma West provides a venue for students to express their art, culture, and literature through a student-centered publication. This year, Tahoma West reduced their costs in the interests of fiscal responsibility. Thus, the Committee recommends an allocation of \$31,400 for Tahoma West for 2010-2011.

Student Involvement - \$257,972

The Committee decided to keep allocations for salaries and the student recognition event the same as last year due to state mandates. However, the larger budget reflects the addition of the Publication Advisor for the Ledger into the umbrella of Student Involvement. The Committee was concerned about the large increase in the cost for student hourly assistants and the new position of a student marketing assistant, and questioned the need for such a drastic change. Because of these concerns and the Committee's recognition that student jobs are important, the Committee allotted some increased funds for these positions, but not at the rate requested. Thus, the Committee recommends an allocation of \$257,972 for Student Involvement for 2010-2011.

Student Conference and Training Fund - \$60,000

The Student Conference and Training fund provides development opportunities for students at UW Tacoma. The Committee deemed this service to students important, although concerns were raised that the wording of the rules governing this service may be ambiguous in terms of who may participate. The Committee recommends an allocation of \$60,000 for the Student Conference and Training for 2010-2011, with the stipulation that funds may be used to support travel of an advisor only in the even they are traveling with students.

Student Activities Board (SAB) - \$122,832

The Committee recognized the important role the Student Activities Board plays on the campus and in our community, which placed it high on our list of priorities for funding. Diverse programming that promotes student engagement, provides opportunities to build a sense of student community, and offers stress relief activities were deemed essential to student development and success. Therefore, the Committee recommends an allocation of \$122,832 for the Student Activities Board (SAB) for 2010-2011.

Campus Event Fund (CEF) - \$45,000

The Committee supports funding for the Campus Event Fund as it allows opportunities for students who are not directly involved with the SAB to be involved in the event planning process. Through this fund students, faculty, and staff can submit a request for funding to bring a broad spectrum of activities to our campus for the benefit of the students, which enhances campus life. However, since concern was voiced in regards to the large amount of unspent CEF funds for the 2009-2010 budget, the Committee recommends a decrease in funds. The Committee also recognized that the number of events held is not evenly weighted throughout the academic year, and so recommends a lump sum fund rather than a break down by quarter. With these things in mind, the Committee recommends an allocation of \$45,000 for the Campus Event Fund (CEF) for 2010-2011.

Registered Student Organizations (RSOs) - \$18,844

Registered Student Organizations are an integral part of student and campus life. They provide an opportunity for student engagement, camaraderie, and leadership development. RSOs also provide students with an opportunity to come together with people of similar interests, cultures, and viewpoints. RSOs were not funded at their requested amount because the Committee was made to understand that the requested office expenses in the budget were also in Student Involvement's budget request. As such, the Committee recommends an allocation of \$18,844 for Registered Student Organizations (RSOs) for 2010-2011.

Volunteer Services - \$11,606

Volunteer Services is a young service being offered through Student Involvement. The Committee determined this service to be an appropriate and timely program to implement with the recent calls to service from our new administration and the campus community. Therefore, continuing to support a volunteer services program, which enhances opportunities for civic engagement, was deemed important by the Committee. The Committee recommends an allocation of \$11,606 for Volunteer Services for 2010-2011.

Ledger - \$45,650

A student newspaper is clearly a key part of an active and engaged student life. The position of Publication Advisor is now under the Student Involvement budget, which drastically reduces the budget of the Ledger. The committee reduced the stipend amount from the requested 4 quarters to 3.5 quarters, which further reduced their budget. The Committee recommends an allocation of \$45,650 for The Ledger for 2010-2011.

Associated Students of the University of Washington Tacoma (ASUWT) - \$91,165

The ASUWT request this year sought increased funding primarily because of the new positions created by their new Constitution and By-laws. The Committee felt that the ASUWT has made great strides this academic year. Therefore, the Committee recommends an allocation of \$91,165 for the Associated Students of the University of Washington Tacoma (ASUWT) for 2010-2011.

Long-Term Allocation

Throughout the year, the Committee discussed the importance of having a student union building on campus, and looked at the options for achieving this goal. During this process, we also discussed the importance of heavy student involvement in obtaining and/or building a student union building. To this end, the Committee requests the release of up to 2 million dollars out of the Long-Term Fund for the purposes of the Student Union Project, with the stipulation that the funds be used for the planning, purchase, building, and other related costs associated with the beginning stages of development of a student union. Further, the SAFC stipulates that the student union working group be led by the Associate Director of Student Involvement and a student as co-chairs; that the co-chairs develop the charge and composition of the working group as well as the program scope of the student union; that the working group consist of at least one voting member of the SAFC; and that the co-chairs present the aforementioned proposals to the Committee for approval by the end of Autumn quarter 2010.

Closing Comments

The Committee believes that if you and the Board of Regents approve these recommendations, these services and activities will positively enhance the lives of the students at UW Tacoma. We thank you for your time and consideration.

Respectfully,

A handwritten signature in cursive script that reads "Kathleen Burdo".

Kathleen Burdo
2010-2011 Chair
Services and Activities Fee Committee

I. Services & Activities Fees

- A. The Services and Activities Fee (the "S&A" Fee) is authorized by state statute for the express purpose of funding student activities and programs. This may include, but is not limited to, the operation of student related services, acquisition, construction, equipping, and betterment of lands, buildings, and facilities. (RCW 28B.10.300)
- B. S&A Fees are defined as "fees, other than tuition and fees, charged to all students registering at the...state universities." (RCW 28B.15.041) For the purpose of these Guidelines, the S&A Fee is defined as a compilation of such fees charged to all students registering at the University of Washington Tacoma campus."
- C. S&A Fees and revenues generated by programs and activities funded by such fees are deposited and expended through the offices of the University's budget and financial accounting systems, the responsibility for which resides with the University's chief fiscal officer. The S&A Fee and associated revenues are subject to University policies, regulations, and procedures, and to the Budget and Accounting Act of the State of Washington. (RCW 43.88)
- D. The allowable level of the S&A Fee is authorized by the State Legislature.
- F. In addition to the laws, rules and regulations governing the use of S&A Fees, two provisions of the State Constitution impact the use of public funds (S&A Fee funds are considered to be public funds). The first is Article VIII, Section 5 that prohibits the making gifts or loans of money or property from public funds. A gift exists when there is a "transfer of property without consideration and with donative intent". The second is Article I, Section 11 that prohibits public money or property being appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment.
- G. The S&A Fee Long-term Fund (also known as the reserve fund) shall consist of all unallocated revenue derived from the collection of Services and Activities Fees from students and accrued interest.
- H. The S&A Fee Contingency Fund (also known as the special allocation fund) shall consist of funds which are derived through annual allocations and reversion of previous year unspent funds.

- I. Members of the Board of Regents shall adhere to the principle that desires of the Service and Activities Fee Committee (SAFC) be given priority consideration on funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students.
- J. With the exception of any funds needed for bond covenant obligations, once the annual budget for expending S&A Fees is approved by the Board of Regents, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the SAFC and the Board of Regents give their express approval.

II. Committee on Services and Activities Fees

The Services and Activities Fee Committee (hereafter called the Committee) is appointed by the Chancellor of the University of Washington, Tacoma pursuant to RCW 28B.15.045 to review all requests for funding from Services and Activities Fees, to recommend program priorities and budget levels, and to serve in an advisory capacity to the Chancellor.

A. Membership

1. The Committee shall consist of up to seven voting members, and four non-voting exofficio members.
2. The voting members shall be regularly enrolled students at UW Tacoma, recommended by the Associated Students of the University of Washington, Tacoma (ASUWT) Student Government and appointed by the Chancellor.
3. When making its recommendations for Committee appointments, the ASUWT student government should strive to recommend a Committee that represents diverse student interests, and wherever possible, provide for a continuity of membership through individual willingness to commit to serve more than one term.
4. All of the voting members shall be recommended by the third Friday in May.
5. The ex-officio members shall be:
 - a. A staff employee from Student Affairs, to be recommended by the Associate Vice Chancellor for Student Affairs;
 - b. A faculty member, to be recommended by the Faculty Assembly;

- c. A staff employee from the Office of the Vice Chancellor for Administrative Services (AS), to be recommended by the Vice Chancellor for Administrative Services; and
- d. A Compliance Officer, appointed at the discretion of the Chancellor.

B. Term of Membership

1. The voting members recommended by the second Monday in May shall be appointed for one-year terms running from July 1 to June 15.
2. The ex-officio members from Student Affairs, AS and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member shall be appointed to a renewable one-year term running from October 1 to September 30.
3. Any vacancies in membership will be replaced in the same manner provide for new appointments and for the unexpired term of the original appointment.

C. Responsibilities of Voting Members

1. The committee shall elect a chair from its membership at the first regular or special meeting.
2. Attend all meetings unless excused by the chair.
3. Develop and maintain effective communication within the Committee and the campus community.
4. Demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee and actively participate in the deliberations of the Committee.
5. Adhere to all rules and regulations governing the Committee.
6. A member whose conduct is deemed unethical or whose performance clearly demonstrates a lack of commitment to the discharge of their responsibilities may be recommended for removal from the Committee by either a unanimous vote of the remaining voting members of the Committee or at the sole discretion of the Chancellor.
7. Respond to all campus queries within five (5) business days.
8. Abstain from discussing, deliberating, or voting on any proposal submitted by a group, department, or organization of which they are

affiliated with the exception of annual SAFC request(s).

9. Recommend funding for the employment of Committee staff using funds generated by the S&A Fee, if deemed necessary, under the following conditions.
 - a. Each staff position must have a written job description detailing qualifications and expectations of the position.
 - b. The Committee Chair will act as a liaison between the Committee and the Committee Staff.
 - c. University employees filling Committee Staff positions may also work for other University entities with costs of employment shared proportionate to the hours rendered between the Committee and such other entity.

D. Responsibilities of Ex-Officio Members and the Compliance Officer

1. Advise the Committee on the laws and regulations of the state and the policies and procedures of the university pertaining to Services and Activities Fees.
2. Advise the Committee on procedural questions pertaining to the conduct of meetings.
3. Provide the Committee with summaries of fund balances in accounts funded by S&A Fees and projections of revenue and expenditures.
4. Advise the Committee on the status of registered student organizations at UW Tacoma.
5. Assist the Committee with matters of continuity and historical perspective as required for the Committee to effectively and efficiently act on requests to fund programs and budgets.
6. Provide the Committee with perspectives of the campus climate and the university community.

E. Committee Meetings

1. Meetings shall be held on a regularly scheduled basis, not less than two per academic year.
2. The Compliance Officer shall serve as interim chair of the Committee until a chair is elected by its membership.
 - a. The Compliance Officer will be a neutral, non-voting member who maintains compliance with the relevant laws of the state of Washington, University policies, parliamentary

procedures, as well as the guidelines laid out in this document.

3. Special meetings may be called by the Committee chair; at the request of three (3) or more members of the Committee; at the request of three (3) or more members of the campus community; at the request of the Compliance Officer; or at the request of the Chancellor.
4. The Committee chair shall post notifications of all meetings in compliance with these guidelines and the Open Public Meetings Act (OPMA) and shall be responsible for presiding over such meetings. An acting chair will be designated, by the chair, should it be necessary for him/her to be absent from any meeting.
5. An agenda and a copy of all funding requests to be considered by the Committee will be sent to members of the committee and be publicly posted in compliance with the OPMA by the chair or the chair's designee.
6. A quorum required for the conduct of business at any meeting shall consist of two-thirds of the current voting members and one ex-officio member of the Committee.
7. Proxies will not be permitted for voting.
8. All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Parliamentary Procedures, Newly Revised. Deviations from such procedures will be at the discretion of the chair.
9. Program and budget decisions of the Committee shall be made in open public meetings of the Committee, and the reasons for the decisions shall be discussed at those meetings. Minutes will be taken at all meetings and the unofficial minutes shall be publicly posted within five (5) business days after a meeting. The minutes shall include the results of all program and budget decisions made by the Committee.
10. The Committee shall provide full disclosure to the University community concerning programs or budgets funded from S&A Fees.

III. Budgeting

A. General

1. RCW 28B.15 defines the authority to collect S&A Fees, the general purposes for which the fees may be used, and the budgeting process for administering their expenditure. The law specifically states: "It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that

such budget recommendations are intended to be funded by services and activities fees" and "The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education." It is clear that the legislature deemed that the mechanism for student input in the S&A Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the S&A Fees budget.

2. Any member of the campus community may submit a request for funding through either the annual budgeting or special allocation process, with the exception of:
 - a. Event Funding
 - i. Event funding requests shall be at the sole discretion of the SAB, who derive their funds through the annual budgeting process
 - b. Academic Funding
 - i. Academic funding requests shall only be considered if the request is for services and/or activities that are not directly related to an academic program.
3. The Committee shall establish both the annual budget and special allocation processes. Procedures and criteria adopted by the Committee for the submission of budget requests shall apply to every proposer and shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, political orientation, or physical or mental ability.
4. The Committee has the responsibility to review all proposals submitted for funding from S&A Fees, whether for capital expenditures or operating programs and budgets.
5. All funding proposals must contain adequate information which will include, at a minimum, the following:
 - a. Detailed line-item breakdown of proposed expenditures (e.g., salaries, travel, supplies, services, etc.);
 - b. Verification of strategic plan alignment
 - c. Additional funding sources being sought or available to fund the program or event; and
 - d. Revenues expected to be derived from the program or event.
 - e. An accountability of funds expended if previously funded
6. Budget allocation decisions of the Committee shall be posted on the SAFC website and sent to the requester within ten (10) business days of its respective action.
7. Allocations of S&A Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. All unspent and unencumbered funds, at the end of each fiscal year, shall revert to the

Contingency Fund and shall be carried forward for future reallocation.

8. Each fiscal year shall begin on July 1 and end on June 30.

B. Annual Budgeting Process

1. The annual budget process will be the primary process for recommending the distribution of S&A Fees for the ensuing fiscal year. As a part of the annual budget process, the Committee shall:
 - a. Formulate a recommendation for the level of the S&A Fees to be assessed during the ensuing fiscal year.
 - b. Place in the Long Term Fund up to five (5) % of the projected incoming S&A Fees, not to exceed \$2,000,000 dollars, unless a designated purpose has been defined and approved.
 - c. Place in the Contingency Fund up to five (5) % of the projected incoming S&A Fees, not to exceed \$250,000.00, unless a designated purpose has been defined and approved.
2. Program and budget proposals considered during the annual budget process will be to fund general annual operating costs necessary to run an organization, department, or service. Annual budgets will not include capital expenditures or planned expenditures for specific events or activities, with the exception of the SAB.
3. Not later than the second Monday in February of each year, the Committee will announce the annual budget request submission process
4. Annual budget request forms and all supporting documentation must be returned to the Committee not later than 12:00pm (noon) the second Monday in March. Late submissions will be accepted and/or reviewed at the sole discretion of the SAFC.
5. When considering annual allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions of the Committee.
6. The Chancellor may meet with the Committee at appropriate intervals during its annual budget formulation process to respond to emergent ideas and issues and to apprise the Committee of the general position of the administration. The Chancellor may respond in writing to specific written proposals submitted by the Committee and take other actions as needed to assure that the lines of communication to the Committee remain open.
7. The Committee will release preliminary program and budget allocation recommendations no later than the first Friday in April. An appeal of the Committee's decision on any specific budget request may be made as described in Section III C 1) by the end of business on the second Friday in

April, at which time no further appeals will be accepted.

8. The Committee will respond to all allocation appeals as described in Section III C 1) not later than the end of business on the fourth Friday in April.
9. In addition to allocations to fund specific requests that have been approved by the Committee, the annual budget will contain an allocation to a budget line item entitled "Contingency". The purpose of the "Contingency" budget is to provide the necessary flexibility during the budget execution year to authorize special allocations for capital project expenditures or for emergency expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget. Allocations or authorization of expenditures from the "Contingency" budget will be accomplished through the special allocation process.
10. The chair shall transmit the final annual budget recommendations of Committee with supporting documentation (including mandatory dissenting opinions on any decision of the Committee that was not unanimous) to the Chancellor not later than the first Friday in May.
11. Within fourteen (14) business days after receipt of the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating the response to the Committee and/or recommendations to the Board of Regents, the Chancellor may seek the views of other affected university groups. In the event that the Chancellor disagrees with any of the Committee budget distribution recommendations, the UWT dispute resolution process described in Section III C 2) a. will be invoked.
12. At the time that the Chancellor submits his/her proposed budget recommendations for the expenditure of S&A Fees to the Board of Regents, he/she shall also submit a copy of the Committee recommendations, along with any supporting documentation provided by the Committee, and a copy of the administration's response to the Committee recommendations. If a dispute exists between the Chancellor and Committee which has not been resolved by the UWT dispute resolution process, the UW dispute resolution process described Section III C 2) b. will be invoked.
13. The Board of Regents may take action on those portions of the S&A Fee budget not in dispute and shall consider the results, if any, of the dispute resolution committee appointed in accordance with the dispute resolution process described in Section III C 2) b.
14. At the point in the review process at which recommendations on the distribution of S&A Fee budget and dispute resolutions are presented to the Board of Regents, the Board shall provide opportunity for the Committee to

present its view.

15. Upon approval of the Board of Regents, the annual budget will be provided to the UWT Finance Office for establishment of budget numbers and recording of the necessary revenue transfers in the university accounting system to implement the approved distribution of funds.
16. The Committee may appeal to the Board of Regents if they feel that these guidelines have not been followed, that their participation has been unduly curtailed, or that S&A Fee funds have been used for purposes outside of these guidelines. The decision of the Board of Regents shall be final.

C. Annual Budget Allocation Appeals and Disputes

1. Budget Allocation Appeal

- a. If a proposer or any other student objects to a budget allocation of Services and Activities Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee chair by 12:00 noon on the second Friday in April. An extension of the deadline shall not be granted.
- b. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
- c. A special meeting of the Committee will be called by the chair to address the appeal within 5 business days of the receipt of the appeal. The Committee must have responded to all appeals not later than the fourth Friday in April. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
- d. If the appeal is denied, the chair shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor will be final.

2. Budget Allocation Disputes

a. UWT Allocation Dispute Resolution Process

- i. If, during the review of the final annual budget recommendations submitted by the Committee, the

administration should dispute any of the recommended allocations, the Chancellor shall provide the Committee chair with written notification of the disputed allocation that includes the administration's rationale or justification.

- ii. Within 5 business days after receipt of written notification of a disputed allocation recommendation, the chair shall schedule a special meeting of the Committee with the Chancellor for the purpose of making a good faith effort to resolve the dispute.
- iii. In the event that the dispute is not resolved within fourteen (14) business days from the date of the initial special meeting called to consider the dispute, the Chancellor will provide the Committee with the administration's written response to the Committee's final annual budget recommendations, which will include any unresolved dispute. A copy of the response, together with a copy of the Committee's recommendations and any supporting documentation, will be submitted to the Board of Regents with the Chancellor's proposed budget recommendations for the expenditure of S&A Fees.

b. UW Dispute Resolution Process

- i. Upon receipt of the administration's written response to the Committee's final annual budget recommendations that includes an unresolved dispute, the Committee chair shall convene a dispute resolution committee.
- ii. The dispute resolution committee shall be selected as follows: The Chancellor shall appoint one non-voting advisory member; the Board of Regents shall appoint two voting members; and the Committee Chair shall appoint two student members of the Committee as voting members, and one student representing the Committee who will chair the dispute resolution committee and be non-voting member, except in the case of a tie vote.
- iii. The Board of Regents shall consider the results, if any, of the dispute resolution committee, and shall provide opportunity for the Committee to present its view, prior to taking action on any disputed portion of the budget.

D. Special Allocation Process

1. The special allocation process is designed to provide funding for capital expenditures or for emergency expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the

annual budget by entities that have been identified as an Committee Core Value.

2. In general, the funding of special allocation requests shall be made from the "Contingency" operating budget line item that was included in the annual budget. If there is insufficient funding in the "Contingency" budget, the Committee may submit a request through the Chancellor to the Board of Regents for approval of an additional distribution from the reserve fund.
3. A call for special allocation requests will be announced by the Committee in Winter quarter. All special allocation requests received shall be placed under the new business section of the agenda for the next meeting.
4. When considering special allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions of the Committee.
5. The Committee will release and post decisions on special allocation requests not later than five (5) business days after the meeting at which the allocation was considered.
6. An appeal of the Committee's decision on any specific special allocation may be made as described in Section III E within five (5) business days of the decision being released, after which no appeals will be accepted.
7. Decisions on appeals will be made within five (5) business days of receipt of the appeal.
8. Upon final approval of a special allocation, the Committee chair shall authorize the Compliance Officer to work with the UW Tacoma Finance Office to establish a budget number and transfer revenue from the "Contingency" budget to implement the approved allocation.
9. Any change in the intent of an approved allocation that alters its objectives as originally described and appropriated must have the approval of the Committee before any change occurs.

E. Special Allocation Appeal

1. If a proposer or any other student objects to an allocation of S&A Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee chair by the end of business on the fifth (5) business day after the Committee posted the allocation decisions. An extension of the deadline shall not be granted.

2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
3. A special meeting of the Committee will be called by the chairperson to address the appeal within 5 business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.
4. If the appeal is denied, the chair shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor will be final.

A. STIPULATIONS

1. The Committee may place stipulations on the use of funds and/or recommend guidelines in the operations of a program as long as they are in compliance with university policy, state and federal law. All stipulations shall be binding.
2. Actual expenditures shall not exceed the amount of approved budget allocations without prior approval of the Committee.
3. If prior notification to the Committee is not possible, the University entity in question must submit sufficient reasons and documentation.

The Board of Regents approved the original version of these guidelines on September 27, 1991; subsequent revisions were approved on June 14, 2002, June 10, 2005, and June 8, 2006. The Board of Regents approved the present version on _____.

UW Tacoma
Service and Activities Fee Committee (SAFC)
Annual & Special Allocation Processes

Committee Training

All members of the Services and Activities Fee Committee (SAFC) hereon referred to as the Committee will be trained in the operations of the Committee, briefed on current discussions relating to the S&A Fee, and other materials deemed necessary by the Committee chair, Committee ex-officio's, or the University administration.

Committee Work Schedule

Following Committee training the Committee will prepare the work schedule for the term of the Committee. The work schedule will include the period during which unit orientations will be given, the date on which budget requests are due, the period during which budget hearings will be held, and the date for the final budget deliberation.

The Committee will also approve at this time:

- All budget request forms to be completed by units seeking funding; and
- General criteria by which budget requests will be evaluated.

Annual Allocation

- **Continuation of Funding**
 - A core service which has been funded previously with S&A Fees and is requesting for the same amount or less shall provide the following information to the Committee. If deemed necessary the requester may be asked to appear before the Committee to respond to questions.
 - A brief summary of their service and amount of funding being requested;
 - Documentation of strategic alignment and program assessment and;
 - A budget breakdown from the previous year.
- **Increase of Previous Funding**
 - A core service which has been funded previously with S&A Fees and is requesting an increase in funding shall provide the following information to the Committee. If deemed necessary, the requestor may be asked to appear before the Committee to respond to questions.
 - A brief summary of their service;

- Justification for increased funding and the total amount being requested.
 - Documentation of strategic alignment and program assessment;
 - A budget breakdown from the previous year.
- **New Funding Requests**
 - New units seeking funding from the S&A Fee must give a program orientation to the Committee prior to the submission of their budget request.
 - This program orientation will include a detailed descriptive of the proposed service(s), documentation of strategic plan alignment, an itemized budget, justification for a request for S&A Fee funding, and a signature from the head of the department or division this service would report too.
 - Requesters may be requested to submit materials prior to their orientation for the committee to review.
 - The Committee may request additional information if deemed necessary.

Budget Hearings

- The Committee may call for any unit submitting a budget request to answer questions regarding the unit's services, including those related but not directly funded by the S&A Fee, current status of any capital assets, previous budget breakdowns, and the current budget request.
- Should the Committee determine a single hearing is insufficient to discuss all issues presented in a unit's request, additional hearings may be scheduled.
- The Committee may not recommend any extraordinary changes without holding a hearing with the impacted unit.
- Any committee member may send written questions to a unit seeking funding which will be answered as fully as possible. Written questions and answers must be distributed to other Committee members.

Final Budget Deliberations

- Following the completion of all budget hearings and any additional meetings the Committee may require, the Committee will hold final S&A Fee budget recommendation deliberations.
- The Committee chair should invite all units requesting funding, officials from the Student Governments, campus press, and the public at large.
- During the final budget recommendation deliberation the Committee must approve:
 - The amount to be recommended for allocation to each unit requesting funding for the following academic year; and

- The level of the fee to be recommended for the following academic year.
- The percentage of the fee to be placed in the Long Term and Contingency Fund
- The percentage of the fee to be assigned for Committee operations.
- The Committee may also decide any additional issues as deemed appropriate.
- During these deliberations the Committee chair will recognize those in attendance to make comments on pending decisions. The Committee chair is authorized to close the comment period on the particular question after everyone present has had the opportunity to speak at least once.

Committee Chair's Letter

- Following the final budget recommendation deliberations the Committee chair will draft a letter to the Chancellor detailing the decisions of the Committee and the associated rationales for each decision.
- The Chair will ensure letters of dissent are included with the letter.
- The letter will be distributed to the Committee for review and comment prior to being sent to the Chancellor.

Administrative Review

- Upon receipt of the Chair's Letter, the Chancellor will review the recommendations of the Committee. The Chancellor may review any materials provided to the Committee in its review, but should refrain from considering materials not available to the Committee.
- If the Chancellor disagrees with any of the Committee recommendations it will notify the Committee in writing. The Chair will call a Committee meeting to discuss the disagreement with the Chancellor. The Committee may decide to change the recommendation to conform with the concerns of the Chancellor. However, should the Committee reject those concerns the matter will be referred to the Dispute Resolution Process.
- If the University Administration agrees with all of the Committee recommendations it will draft a letter to the Board of Regents stating that opinion. The Committee Chair's letter will be attached to the letter to the Board of Regents.

Special Allocation Process

- **Capital Expenditure**
 - Requestors seeking funding for a capital expense must provide, at minimum, the following information to the Committee prior to a hearing taking place;

- A detailed descriptive of the proposed service(s), documentation of strategic plan alignment, an itemized budget, justification for a request for S&A Fee funding, documentation of any and other funding sources, and a signature from the head of the division this service would fall under.
- **Emergency Funding**
 - Core programs and services seeking funding for an emergency expense must provide, at minimum, the following information to the Committee prior to a hearing taking place;
 - A justification for emergency funding, an itemized budget and a signature from the head of the division this service would fall under.

May 26, 2010

Kathleen Burdo
Chair
UWT Services & Activities Committee

Dear Kathleen:

Thank you for submitting the recommendations of the Services and Activities Fee dated May 18, 2010. I accept the recommendations, and extend thanks to you and the committee for your thoughtful deliberations.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Spakes".

Patricia Spakes
Chancellor