

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
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 2010-11

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:

Academic Year	Fee	Academic Year	Fee
1991-92	\$76	2001-02	\$83
1992-93	\$76	2002-03	\$83
1993-94	\$79	2003-04	\$86
1994-95	\$81	2004-05	\$89
1995-96	\$84	2005-06	\$91
1996-97	\$87	2006-07	\$93
1997-98	\$90	2007-08	\$95
1998-99	\$93	2008-09	\$101
1999-00	\$93	2009-10	\$108
2000-01	\$83		

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
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 2010-11
 The SAF Committee recommends that the quarterly fee payable by full-time students be raised \$15 per student, per quarter (from \$108 to \$123), the maximum allowable amount under Initiative 601, for the 2010-11 academic year. The fee revenue was calculated conservatively by using 95% of the estimated annualized FTE target of 2,500 for three quarters (Autumn, Winter, and Spring), plus an estimated fee collection of \$48,000 for Summer 2010. The total estimated fee collection for all four quarters (2010-11) is \$925,230 which is illustrated in Schedule 1, below. An amount of \$19,354 (2.2%) was set aside as contribution toward the long-term fund.

Schedule 1: Distribution of Fees	
2,375 FTE @ \$123 X 3 Quarters*	\$ 877,230
Estimated Summer 2010 Revenue	48,000
Net Revenue	\$ 925,230
Less Mandated Loan Fund (3.5%)	(32,383)
Revised Net Revenue	\$ 892,847

A. 2010-11 Allocation of Student Activities and Services Funds

ASUWB	\$98,637
Beta Alpha Psi	6,773
Campus Events Board	112,967
Career Center	90,490
Childcare Voucher Program	25,000
CSS Speakers Series	5,400
Delta Epsilon Chi	17,145
Expanded Student Space and Multi-Purpose Sport Field	150,000
Intercultural Club	10,200
Literary Journal	10,000
Contribution to Long-Term Fund	19,354
Newspaper	29,725
Policy Journal	4,350

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 3)

Recreation and Wellness Program	93,800
Student Civic Fellows	3,000
Student Entrepreneurs' Network	8,700
SAF Contingency Fund	44,642
Student Life Operations	156,914
Teacher Education Professional Development	<u>5,750</u>
Total	\$892,847

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 UW Bothell 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.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11 Distribution of Fees and Allocation of Funds (continued p. 4)

5. Promotional Items 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.
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 in accordance to the University of Washington food policy (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.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 5)

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. 2010-11 Budget Notes and Funding Stipulations

Associated Students of the University of Washington Bothell (\$98,637)

ASUWB's budget request was funded as follows:

Husky Mascot

Compensation of \$500 per quarter for four quarters	\$2,000
Husky mascot benefits (11%)	\$220
Less 10% penalty for submission after the deadline	<u>(-\$200)</u>
Total	\$2,020

Compensation

President (1005 hours x \$14/hour)	\$14,070
Vice President (1005 hours x \$13/hour)	\$13,065
Executive Reps (555 hours x \$12/hr x 3 positions)	\$19,980
Benefits (11% of the above)	<u>\$5,182</u>
Total	\$52,297

Officer Training and Development \$10,200

Up to \$1,700 per officer x 5 officers and 1 advisor plus money for transitional programming between outgoing and incoming officers. Funding is inclusive of quarterly training events of \$150 each for three quarters. NOTE: September officer training is mandatory.

ASUWB Programs \$7,670

- \$2500 spring elections party
- \$2500 signature event
- \$2000 Husky Huddles and Student Town Halls
- \$120 distinguished professor/staff award (2 x \$60)
- \$350 student-of-the-month award (7 x \$50)
- \$200 Veterans holiday event

Transportation \$1,500

Mileage reimbursement for ASUWB officers to attend local meetings

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 6)

Supply Stations \$500

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.
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 and Residential 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.

Printing & Photocopying \$1,100

Office printing (letters, flyers, poster, etc.)

Rainy-day Fund \$3,000

To be used for unexpected project(s)

Promotion & Advertising \$600

Government Relations

\$300 Tri-Campus Legislative Day \$1,000 Higher Education \$3,750

Advocacy Day WSA Membership (.75 x 3000 students) \$2,250

Beta Alpha Psi (\$6,773)

A total of \$2,056 was reduced from Beta Alpha Psi's original request. Details of the award are as follows:

Professional Meetings \$1,942

Spring Professional Banquet \$2,800

Marketing and Promotion \$450

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 7)

Regional Meeting (10% late penalty applied)	\$1,581
Total	\$6,773

Campus Events Board (\$112,967)

A total of \$6,746 was reduced from CEB's original request. The original request for 6 programmers has been reduced to five. In the future, SAF believes that 6 programmers may be necessary as the campus grows.

The programmers' stipends were adjusted to \$12/hour from \$10/hour. SAF committee wants CEB to collaborate with the Office of Disability and Veterans Services to sponsor at least one event annually centered on bringing awareness to disabilities and veterans. Details of the award follow:

<u>Compensation</u>	
37 weeks x 10 hours per week x \$12 per hour x 5 programmers	\$22,200
Benefits (11%)	\$2,442
Total	\$24,642

<u>Training and Development</u>	\$8,250
Up to \$1,500 per programmer (n=5) to attend the NACA regional conference plus one advisor (@ \$750)	

<u>CEB-Sponsored Events</u>	\$80,075
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Career Center (\$90,490)

The university is committed to assuming a greater share of the costs for operating the Career Center over the next three years. Therefore, the request submitted by the Career Center to SAF will reflect a reduction of \$25,000 per year over the next three years as central university funds gradually replace these SAF Funds.

Details of the award follow:

<u>Compensation</u>	
Hourly peer advisors (60 hours per week x 40 weeks @\$15/hr.)	\$36,000
Benefits for peer advisors (11%)	\$4,000
0.31 FTE professional Employer Relations Coordinator	\$15,750
Benefits for Coordinator (32%)	\$5,040
Total	\$60,790

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

Facilities

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 8)

20 events @ \$300 each	\$6,000
<u>Printing/Publicity</u>	\$3,000
<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 (\$25,000)

The Childcare Assistance Program's request was reduced by \$21,500. SAF increased funding by 10% over the previous year's award in order to fund one additional student grant. The committee understands that more students desire assistance than available funds permit.

CSS Speakers Series (\$5,400)

The committee recommended full funding for the series but chose not to fund \$500 for faculty members to dine with the speakers. The committee encourages CSS to find alternative funding for the Speakers Series beginning with 2011-12.

Delta Epsilon Chi (\$17,145)

A total of \$1,450 was reduced from Delta Epsilon Chi's original request as the committee chose not to fund travel expenses associated with the Fall Leadership Conference. Details of the award follow:

Transportation

Renting a 12-person van plus gas through University of Washington Fleet Services to transport 12 members to the state competitions \$320

Airline tickets for 20 members @ \$400.00/ticket to attend the national conference in Orlando, Florida in mid-April. \$8,000

Total \$8,320

Meals & Lodging for Travel

Renting rooms for the State competitions for 25 students @ \$90/night/room for 2 nights in Spokane, Washington. \$1,125

Renting rooms for the National competitions for 20 students @ \$160/night/room for 4 nights in Orlando, Florida. \$3,200

Total \$4,325

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11 Distribution of Fees and Allocation of Funds (continued p. 9)

Conference Registration

Registration Fee for the State Competitions in Spokane, Washington	\$2,500
Registration Fee for the National Competitions in Orlando, Florida	<u>\$2,000</u>
Total	\$4,500

Expanded Student Space and Multi-Purpose Sports Field (\$150,000)

The committee allocated up to \$150,000 to design, remodel, and convert a portion of the current bookstore space into student space (for student organizations, food options, and services in direct support of students) and to support a feasibility study cost estimates and design concepts associated with the construction of a propose multi-purpose sports field..

Intercultural Club (\$10,200)

The committee fully funded the Intercultural Club. Details of the award are as follows:

Honoraria	\$1,800
Facility Rentals	\$1,700
Printing and Photocopying	\$500
Food/Refreshments	\$5,000
Equipment Rental/Purchase	\$200
Event Supplies (plates, decorations, utensils, etc.)	<u>\$1,000</u>
Total	\$10,200

Literary Journal (\$10,000)

The Literary Art Journal's request of \$11,500 was reduced by \$1,500. Of the allocated amount, \$500 is to be used for refreshments in accordance with the university's food policy. The remaining amount of \$9,500 is allocated for a printed journal with the expectation that the Journal will explore producing an online format.

Husky Herald Newspaper (\$29,725)

SAF's priority for the Husky Herald is to focus investment in continuing the growth in readership and campus involvement. The committee did not fund salaries for the section editors; the responsibilities of the section editors have been combined to create a new Assistant Editor-in-chief position on the Husky Herald Board of Directors. SAF created the new position to increase overall readership and the quality of articles submitted. SAF created a pay-per-article program to increase submissions and campus awareness of the student publication. To manage the anticipated increase in article submissions from exclusively the UWB student population (not enrolled in the Husky Herald's course) the Assistant Editor-in-Chief position along with the Husky Herald Board of Directors will

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11 Distribution of Fees and Allocation of Funds (continued p. 10)

determine monetary compensation, if at all, for articles published from exclusively the UWB student population (not enrolled in the Husky Herald's course). The Husky Herald Board of Directors cannot receive compensation for pay-per-article submission. Compensation must not exceed \$30 per article. Payment for pay-per-article will be coordinated on a quarterly basis through the payroll office. NOTE: If the Husky Herald finds that adding a staff position to oversee the pay-per-article program is required, they may apply for funding a pay-per-article editor position during the 2010 contingency cycle. The Husky Herald must also submit a plan to SAF by December 2010 for approval. This plan must include:

- 1.) New roles and responsibilities for the Assistant Editor-in-Chief that include preliminary oversight of the pay-per-article program, section editor responsibilities, and other tasks that the Husky Herald Board of Directors determines necessary. NOTE: No further paid staff positions are to be added to the Husky Herald's 2010-11 budget other than what has been expressly stated in the 2010-11 budget stipulations, but the Husky Herald may request additional funding during the 2010 contingency budget if they find that more staff is required to oversee section editing and the pay-per-article program.
- 2.) A plan explaining the process of compensation for student-submitted articles published to ensure transparency and accountability. This will include explaining the mechanism of determining and tracking monetary compensation, bias prevention, and any other issues the Herald would like to bring up with the 2010-11 UWB SAF Committee. NOTE: The \$5,400 allocated for the pay-per-article program is only to be used to compensate writers from exclusively the UWB student population (not enrolled in the Husky Herald's course) excluding Husky Herald Board of Directors. If the Husky Herald finds that more funding/staff is necessary, they may include these findings in their report back to SAF in December 2010 for contingency funding consideration.
- 3.) A status report on the pay-per-article program. This report should detail how the pay-per-article program has worked during fall of 2010 (potentially summer as well) and any recommendations to improve the program with particular focus on how SAF may be able to assist.

The office supplies request of \$300 also was not funded. The committee recommended utilizing office supplies available through Student Life. SAF also eliminated the Growth and Development position until readership increases to

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 11)

allow for the ability to sustainably utilize funding through advertising and fundraising. Details of the award are as follows:

Compensation

Editor in Chief (\$1,200 quarterly stipend x 3)	\$3,600
Operations Manager (\$1,200 quarterly stipend x 3)	\$3,600
Assistant Editor-in-chief (\$1,000 quarterly stipend x 3)	\$3,000
P.R. Manager (\$1,000 quarterly stipend x 3)	\$3,000
Media Manager's stipend (\$1,000 per quarter x 3)	\$3,000
Benefits (11%)	<u>\$1,782</u>
Total	\$17,982

Refreshments \$1,500

Writer Compensation \$5,400

“Writer” is defined as: exclusively the UWB student population not currently enrolled in the Husky Herald’s course at the time of submission. Compensation must not exceed \$30 per article published and must adhere to the guidelines of the UWB Office of Budget and Planning.

Conference (funded for five officers)

ACP Yearly membership	\$109
Conference registration for five officers (\$69 x 5)	\$345
Conference registration for one adviser	\$89
Hotel/flight for five officers	\$2,250
Hotel/flight for one adviser	\$450
Meals (5 officers and one adviser)	<u>\$900</u>
Total	\$4,143

Website Hosting \$100

Promotion (\$200 per quarter x 3) \$600

Policy Journal (\$4,350)

The Journal’s request of \$8,400 was reduced by \$4,050. The committee allocated \$3,850 to be used toward producing a printed journal with the expectation that the Journal will explore producing an online format. \$200 refreshment is to be used in accordance with the university food policy. Details of the award are as follows:

Printing and Photocopying	\$3,850
Refreshments	\$200
Webhosting and online journal	<u>\$300</u>

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11 Distribution of Fees and Allocation of Funds (continued p. 12)

Total \$4,350

Recreation and Wellness Program (\$93,800)

The budget request was funded as follow:

Program Coordinator (.1.0 FTE)	\$45,000
Benefits (32%)	\$14,400
Transportation	\$500
Conference (registration, lodging & meals)	\$1,400
Recreation league fees	\$11,000
Fitness classes (on campus)	\$7,000
Recreational outings and sporting events	\$2,000
Wellness programs and seminars	\$6,000
Fitness and wellness equipment and supplies	\$2,000
Maintenance of fitness room equipment	\$2,000
Contingency for unanticipated operations of fitness center	<u>\$2,500</u>
Total	\$93,800

Student Civic Fellows (\$3,000)

The committee recommended a salary of \$3,000 for ten Student Civic Fellows. The request of \$800 for lodging and a retreat was denied. Furthermore, the committee recommended the group seek money through the club fund available in Student Life.

Student Entrepreneur's Network (\$8,700)

The committee did not fund the food request of \$6,000 due to the restricted food policy. The request of \$12,000 for three student innovation retreats was denied. SAF cannot fund business cards (\$500 request was deducted). Due to the size of this award, the Student Entrepreneur's Network is not eligible for additional club funding in 2010-11. Details of the award follows:

<u>Printing & Advertising</u>	\$600
<u>International CEO Event</u>	
Meals & Lodging for five students	\$3,000
Transportation	\$2,000
<u>NWEN and MITWA Events</u>	\$2,000
<u>Speaker Events</u>	\$800
<u>Honoraria</u>	\$300

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 13)

\$25 per speaker for a total of 12 speakers

Student Life Operations (\$156,914)

Student Life Operations' initial request was reduced by \$8,750. Request of equipment purchase in the amount of \$2,400 was denied. The student assistants' funding was reduced to 40 weeks at \$10/hr for 40 hours/week. SAF recommends that Student Life begin working on September 7th, 2010 or thereafter in order to prepare for fall quarter. Details of the funding are as follows:

<u>Compensation</u>	
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
Marketing assistant's benefit (11%)	\$944
Graduate Student Stipends (3 quarters @ \$1,000/qtr)	\$3,000
Graduate Student Benefits (11%)	\$330
Student Assistants (40 hrs/wk x 40 weeks x \$10/hr)	\$16,000
Hourly positions' benefits (11%)	<u>\$1,760</u>
Total	\$90,014
 <u>Honoraria</u>	 \$ 6,000
 <u>Facilities</u>	 \$4,000
 <u>Telecommunications</u>	
11 handsets, data ports, and long distance charges for ASUWB, CEB, Student Life, and student organization offices	\$5,000
 <u>Printing and Publicity</u>	 \$4,000
 <u>Transportation</u>	
For alternative spring break and leadership retreats	\$2,500
 <u>Professional Conference</u>	 \$1,000
Meals and lodging for travel	
 <u>Club Funding</u>	 \$30,400
<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)

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell; 2010-11
Distribution of Fees and Allocation of Funds (continued p. 14)

The committee recommended 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.