

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

In Joint Session with

B. Finance, Audit and Facilities Committee

Services and Activities Fee – University of Washington Bothell: 2011-12
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 for the University of Washington Bothell:

- 1) **Recommended revisions to Services and Activities Fee Bylaws.**
- 2) **Recommended Services and Activities Fee Budget for 2011-12.**
- 3) **The establishment of a Sport Field Fee.**

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	2010-11	\$123

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1) Recommended revisions to Bylaws (attached)

2) Recommended Services and Activities Fee Budget for 2011-2012:

A. Services and Activities Fee for 2011-12

The SAF Committee recommends addition of a new fee of \$30 per quarter titled “Sport Field Fee.” Due to the addition of this new fee, the committee will not be increasing the quarterly fee payable by students. The Services and Activities Fee will remain at \$123 for the 2011-12 academic year. The fee revenue was calculated conservatively by using FY 11 enrollment revenues (2,800 FTE less waivers). The campus is targeting 3,000 FTE for FY 12. The total estimated fee collection for all four quarters (2011-12) is \$1,031,540 as illustrated in Schedule 1, below.

Schedule 1: Distribution of Fees	
2,660 FTE @ \$123 X 3 Quarters	\$ 981,540
Estimated Summer 2011 Revenue	50,000
Total Estimated Fee Revenues	\$1,031,540
Mandated Loan Fund (3.5%)	(36,104)
2011-2012 Student Activities Fee Revenue	\$ 995,436

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B. 2011-12 Allocation of Student Activities and Services Funds

ASUWB	\$109,067
Campus Events Board	148,633
Career Center	65,860
Childcare Voucher Program	35,000
ASUWB Laptop Circulation and Support	17,120
Delta Epsilon Chi	23,950
Expanded Student Space in Bookstore	25,000
Intercultural Club	7,500
Literary Journal	11,300
Facility Rentals	35,179
Newspaper	58,477
Policy Journal	6,650
Recreation and Wellness Program	125,924
Student Civic Fellows	5,109
SAF Contingency Fund	49,772
Student Life Operations	268,145
Teacher Education Professional Development	2,750
Total	<u>\$995,436</u>

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.
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.

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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.
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. Articles of clothing may be purchased with the approval of the Office of Student Life.
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 and their advisor (UW Bothell Faculty or Staff) to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, transportation, registration fees, and incidental expenses such as outlined by the SAF Committee. 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

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be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee upon awarding of funds.

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.
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 meetings, events, or activities of which the principal purpose is fundraising.
11. When making allocations, the Committee may place stipulations on the use of the funds or recommend guidelines in the operations of a program, or both. Stipulations shall be binding on the program.

D. 2011-12 Budget Notes and Funding Stipulations

STUDENT AMENITIES

Book Store Gathering Space

The Committee will be funding the total amount requested of \$25,000. This fee is to cover the facility and rental cost of the book store gathering space.

Facility and Room Rental Cost

SAF will be providing auxiliary services with \$35,178.72. This allocation is to support all SAF funded groups in facility rental fees. The allocation allows groups to reserve rooms on campus without being charged a room rental fee.

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Long Term Funding

The Committee is requesting that \$1,550,000 of our Long Term Funds be put towards the Sports Field. A total of \$1.4 million of the Long Term Funds will go towards the capital costs of the projects and up to \$150,000 will go towards the start up costs of the Sports Field.

CAMPUS ACTIVITIES AND EVENTS

Associated Students of the University of Washington Bothell

The Committee will fund the total amount requested.

Total requested:	\$109,067.14
Cuts	<u>(0.00)</u>
Total Funded	\$109,067.14

Campus Events Board

The Committee will fund a total of 5 programmers at \$12 per hour for 37 weeks and 15 hours a week. A total of 19.5 hours will be funded for the chair at \$13 an hour for 37 weeks. Due to budget constraints the Committee will fund half of the request for unforeseen costs at \$10,000.

Total adjusted requested:	\$184,990.76
Cuts (benefits included)	<u>(36,357.90)</u>
Total Funded	\$148,632.86

Civic Fellows

The Committee will fund the total request for \$5,108.70.

Total requested:	\$5,108.70
Cuts	<u>(0.00)</u>
Total Funded	\$5,108.70

Child Care Assistance Program

Due budget constraints, the Committee will fund \$35,000 of the \$65,000 request.

Total requested:	\$65,000.00
Cuts	<u>(30,000.00)</u>
Total Funded	\$35,000.00

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Collegiate DECA

The Committee cannot fund the \$1030 request for the Spring Auction facilities request or the \$3000 for food because it is for a fundraiser and is not consistent with SAF policies.

Total requested:	\$27,980.00
Cuts	<u>(4,030.00)</u>
Total Funded	\$23,950.00

Husky Herald

The Committee will fund for 8 hours a week at \$12 per hour during summer quarter, a decrease of \$2400 for staff wages plus benefits for a total of \$2733.60. The Committee will also cut funding for a third Assistant Editor, a decrease of \$3000 plus \$417 in benefits for a total of \$3417.

Total requested:	\$64,626.75
Cuts	<u>(6,150.15)</u>
Total Funded	\$58,476.60

Intercultural Club

The Committee will be funding the total request for \$7500.

Total requested:	\$7,500.00
Cuts	0.00
Total Funded	\$7,500.00

Literary and Arts Journal

The Committee feels that the number of *Clamor* journals given away to each department and student and the number left over towards the end of the year should be formally tracked for an accurate number of how many journals are distributed. The number of CDs produced and given away should also be formally tracked. Overall, the Committee would like to see tracking of all production and distribution of *Clamor*. The Committee feels 800 copies are sufficient so \$500 from printing and photocopying will be cut. The Committee feels that \$2000 for CDs is excessive since it is your first year of having *Clamor* on CDs. Therefore, funding will be cut in half to \$1000. Lastly, a cut of \$200 from webhosting will be made since research shows \$300 is a sufficient amount. The Committee suggests that *Clamor* work with departments for additional funding.

Total requested:	\$13,000.00
Cuts	<u>(1,700.00)</u>
Total Funded	\$11,300.00

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Policy Journal

Due to a lack of information regarding the specific conference requested, funding will be cut with a recommendation that specific funding for a set conference be requested in the budget. Also \$1,000 total will be granted for refreshments, facilities, co-sponsoring, and other events which the *Policy Journal* can allocate as they see fit.

The Committee requires the *Policy Journal* to create a formal tracking system for the production and distribution of the journal (number of journals printed, number distributed to students who submit work, number of journals distributed to departments, number of journals placed around campus, number left over, and so forth). The Committee also requires that there be a maximum of three copies distributed to the students who submitted work to the *Policy Journal*. If a student would like to request more copies, the Committee requires that the *Policy Journal* create an application process for additional copies, in which students would have to indicate number of copies being requested, and where copies will be distributed (e.g. names of graduate schools). By having these tracking methods in place, the *Policy Journal* will have more concrete and solid numbers to present to the SAF Committee next year as part of a funding application.

Finally, the Committee would like the *Policy Journal* to work toward getting funding from departments to help shoulder the costs, especially if the department requests additional copies.

Total requested:	\$8,150.00
Cuts	(1,500.00)
Total Funded	\$6,650.00

Upsilon Pi Epsilon

The Committee did not see evidence of student interest and suggests finding alternative funding for startup fees. The Committee also highly encourages the department to motivate the students to be more involved with campus activities and events to show more student interest.

Total requested:	\$1,200.00
Cut	<u>(1,200.00)</u>
Total Funded	\$0.00

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CAREER SERVICES AND PROGRAMS

ASUWB Laptops

After corrected benefits (14.9% not 15%) the total funding is calculated at \$17,120.10. The request will be fully funded because the Committee sees this as a valuable service to the campus community.

Total requested:	\$17,120.10
Cuts	<u>(0.00)</u>
Total Funded	\$17,120.10

Career Services

The Committee will be funding the total request for \$65,860.00

Total requested:	\$65,860.00
Cut	<u>(0.00)</u>
Total Funded	\$65,860.00

STEM Speaker Series

The Committee cannot fund this request because it is departmental/academic in nature. The request is very similar to last year's CSS Speaker Series, which was also found to be more departmentally/academically based rather than open to the entire student community. The Committee strongly encourages co-sponsoring with a student club and greater student involvement in the SAF process.

Total requested:	\$8,400.00
Cuts	<u>(8,400.00)</u>
Total Funded	\$0.00

Teacher Certification

The Committee feels this is a very departmental and educational program targeted for a specific group of students at UW Bothell. For the next year, \$2000 for Honoraria, \$1,300 for food and \$200 for other funding requests will be cut with the suggestion that this program finds other funding sources for the following year.

Total requested:	\$6,250.00
Cuts	<u>(3,500.00)</u>
Total Funded	\$2,750.00

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STUDENT OPERATIONS

Student Life Operations

The Committee will be cutting one marketing assistant position for the year, a total cut of \$11,549.46 including benefits. For the summer hours, we will fund 8 weeks for 15 hours that can be allocated between web designer and marketing coordinator, however Student Life sees fit, a total cut of \$1,776.84. The student assistant request will be funded for 20 hours a week during the summer for a total of 8 weeks.

Total requested:	\$283,294.00
Cuts	<u>(15,148.74)</u>
Total Funded	\$268,145.26

Recreation and Wellness

Total request will be funded at \$125,924.00.

Total requested:	\$125,924.00
Cuts	<u>(0.00)</u>
Total Funded	\$125,924.00

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

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

3) Establishment of a Sport Field Fee for UW Bothell students at an amount not to exceed \$30 per quarter.

The University of Washington Bothell began accepting freshmen in 2006 and has worked to provide a full four year undergraduate experience for its students, including student life facilities such as housing and food services. In order to continue to meet the demonstrated student demand for student life programs, including intramural and club sports, UW Bothell students have requested and are supporting the construction of a multi-purpose sports field configured to accommodate soccer and softball, as well as additional activities such as Ultimate Frisbee, flag football, and rugby; two tennis courts, a basketball court and a sand volleyball court; infrastructure to hold events on the field; bleachers, paved pathways, fencing and lighting. Approximately

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half of the cost of the project will be funded from the UWB SAF long term fund with the majority of the balance of funding funded through a UW ILP loan, and a contribution of funds from UWB administration to support event infrastructure. A new Sports Field Fee of \$30 per quarter will fund debt service on the internal loan.

Sources of Funds:

Sources of Funds	Capital Uses of Funds	Start up Costs
UWB SAF long term fund	\$1,400,000	\$150,000
University of Washington ILP loan	1,500,000	
UWB central funds	400,000	
Total	\$3,300,000	\$150,000

The UW Treasury Office has performed due diligence on the ILP loan and has confirmed that the pro forma and stress tests for the loan meet all applicable approval criteria. The proposed project will be designed and constructed through a standing contract with the State of Washington, and the University of Washington under delegated authority to the UW Capital Projects Office. No specific action by the Regents is required on the loan or the purchase; however, these transactions will be reported to the Regents under delegated authority. Part time students will be charged rates proportionate to that of full time students. The Sport Field Fee is proposed to be implemented in fall 2011 to coincide with the start of construction.

Attachments

1. Letter to Chancellor Kenyon Chan from SAF Chair, May 20, 2011
2. UW Bothell Student Activities Fees – Revenue and Expense Summary, FY 10-FY 21
3. UWB Services and Activities Fees Committee Guidelines and Operating Procedures

W UNIVERSITY of WASHINGTON | BOTHELL

May 20, 2011

Kenyon Chan
Chancellor
University of Washington Bothell

Dear Chancellor Chan,

On May 20, 2011, the Services and Activities Fee (SAF) Committee met to review and ultimately approve recommendations regarding the development and construction of the Sports and Recreation complex. This recommendation represents two academic years and countless hours of extensive and excellent work by the faculty, administration, staff, and most importantly, UW Bothell students. The committee recommends moving forward with this capital project by initiating a new student fee.

This recommendation finalizes a two year process that the SAF Committee requires that units whose projects would necessitate the SAF Committee to institute a new long term fee on students. Two consecutive committees approved of this project, along with the endorsement of the Associated Students of the University of Washington Bothell.

The completion of this project will open the door to a new era of student life on the Bothell campus. It will create an environment that fosters the rapidly changing student culture and needs. As a result of more access to these amenities and programs, students will develop a stronger sense of community.

Sports and Recreation Complex

The proposed project includes a multi-purpose sports field that will include a combined soccer and softball field of dimensions appropriate to serve additional activities including ultimate frisbee, flag football and rugby; two tennis courts, a basketball court and a sand volleyball court; infrastructure to hold events on the field; bleachers, paved pathways, fencing and lighting.

Sources of funds are as follows:

Down payment from UWB SAF long term fund	\$1,400,000
UWB administration	\$ 400,000
University of Washington ILP loan	<u>\$1,500,000</u>
Total Project Cost	\$3,300,000

SAF Recommendation

May 20, 2011

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Committee Recommendation

The Committee recommends moving forward with the development and construction of the Sports and Recreation Complex. The Committee intends to fund the project through a combination of long term reserve funds and a loan from the UW Internal Lending Program (ILP). Students would repay this loan with revenues from a new prorated quarterly fee of \$30 per student. The Committee recommends instituting this fee in the Autumn quarter of 2011.

Closing Comments

The Committee believes that if the Regents adopt this recommendation, the Sports and Recreation Complex will enrich the culture and community. In addition to this project the Committee also recognizes and encourages the future development of a Student Activities Center. SAF strongly supports the efforts of the students and professionals in the planned growth and development of future amenities. This vision will allow the University of Washington Bothell to meet the needs of the 21st century beginning with a modern Sports and Recreation Complex.

Sincerely,



Aika Perez

2010-2011 Chair

Student Activities Fee Committee

UW Bothell Student Activities Fees - Revenue and Expense Summary, FY 10-FY 21

	Actual FY 10	Projected FY 11	Forecast FY 12	Forecast FY 13	Forecast FY 14	Forecast FY 15	Forecast FY 16	Forecast FY 17	Forecast FY 18	Forecast FY 19	Forecast FY 20	Forecast FY 21
<u>REVENUES</u>												
Student Fees Collected	851,563	1,066,625	1,186,919	1,223,819	1,223,819	1,223,819	1,223,819	1,223,819	1,223,819	1,223,819	1,223,819	1,223,819
Estimated Summer Quarter Revenue			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Earned	40,833	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000
Total Revenue, Current	\$ 892,396	\$ 1,107,625	\$ 1,277,919	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819	\$ 1,314,819
New Sport Field Fee			256,500	265,050	265,050	265,050	265,050	265,050	265,050	265,050	265,050	265,050
Total Revenue, with New Fee	892,396	1,107,625	1,534,419	1,579,869	1,579,869	1,579,869	1,579,869	1,579,869	1,579,869	1,579,869	1,579,869	1,579,869
<u>DEBT SERVICE</u>												
	0	-	(149,438)	(149,438)	(149,438)	(149,438)	(149,438)	(149,438)	(149,438)	(149,438)	(149,438)	(149,438)
Times Coverage			10.27	10.57	10.57	10.57	10.57	10.57	10.57	10.57	10.57	10.57
Revenue Available for Programs	892,396	1,107,625	1,384,981	1,430,431	1,430,431	1,430,431	1,430,431	1,430,431	1,430,431	1,430,431	1,430,431	1,430,431
<u>EXPENSES</u>												
	\$ (669,511)	\$ (873,493)	\$ (995,435)	(1,209,450)	(1,209,450)	(1,209,450)	(1,209,450)	(1,209,450)	(1,209,450)	(1,209,450)	(1,209,450)	(1,209,450)
<u>NET REVENUE AFTER EXPENSES</u>	\$ 222,885	\$ 234,132	\$ 389,546	\$ 220,981	\$ 220,981	\$ 220,981	\$ 220,981	\$ 220,981	\$ 220,981	\$ 220,981	\$ 220,981	\$ 220,981
RESERVES ANALYSIS												
SAF Reserves		2,484,000	1,168,132	1,450,616	1,555,985	1,661,354	1,766,723	1,872,092	1,977,461	2,082,830	2,188,199	2,293,568
Revenues less expenses and debt service		234,132	389,546	220,981	220,981	220,981	220,981	220,981	220,981	220,981	220,981	220,981
Down Payment on Sport Field		(1,550,000)										
Potential Prepayment of Loan			(107,062)	(115,612)	(115,612)	(115,612)	(115,612)	(115,612)	(115,612)	(115,612)	(115,612)	(115,612)
Ending Reserves		<u>1,168,132</u>	<u>1,450,616</u>	<u>1,555,985</u>	<u>1,661,354</u>	<u>1,766,723</u>	<u>1,872,092</u>	<u>1,977,461</u>	<u>2,082,830</u>	<u>2,188,199</u>	<u>2,293,568</u>	<u>2,398,937</u>

Services and Activities Fees Committee Guidelines and Operating Procedures

Section 1. Services and Activities Fees

A. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution.

B. "It is the intent of the legislature that the governing boards ensure that students have a strong voice in recommending budgets for Services and Activities Fees" (RCW 23B.15.045), and that Services and Activities Fees expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas (RCW 28.15.044).

C. The level of the services and activities fees is recommended by the Services and Activities Fee Committee pursuant to RCW 28B.15.045 and approved by the Board of Regents. Increases in the fee are subject to limitations set by the state legislature.

D. The Board of Regents shall adhere to the principle that the desires of the Services and Activities Fee Committee be given priority consideration for funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students (RCW 28B.15.045(2)). Expenditures of Services and Activities Fees, however, are permitted for the construction, equipping, and betterment of buildings and facilities for student activities and services (RCW 28B.10.300).

E. The Services and Activities Fee long-term fund shall consist of all unallocated revenue derived from the collection of services and activities fees and accrued interest.

F. Services and Activities Fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the Office of Finance and Administration and will be reduced, unless otherwise stipulated by the Services and Activities Fee Committee, from the allocation awarded for that program or activity. The expenditure of Services and Activities Fees and associated revenues are subject to all applicable University policies, regulations, and procedures and to the Budget and Accounting Act of the State of Washington (RCW 43.88).

G. In addition to the regulations governing the use of Services and Activities Fees, provisions of the State Constitution prohibit the use of public funds (Services and Activities Fees are considered public funds) with regard to making gifts or loans of money or property.

H. With the exception of any funds needed for bond covenant obligations, once the budget for expending Service and Activities Fees is approved by the Board of Regents, funds shall not be shifted from funds allocated by the Services and Activities Fee Committee until the administration provides written justification to the Committee and the Regents, and the Regents and the

Committee give their express approval. In the event of a fund-transfer dispute among the Committee, the administration, or the Regents, said dispute shall be resolved pursuant to Section 6 of these Guidelines (RCW 28B.15.045 (12)).

Section 2. Committee Membership

A. The intent of this Committee is to be comprised of at least five (5) and no more than seven (7) voting members who are currently matriculated students at UWB and not elected or appointed officers of the Campus Events Board, Student Technology Fee Committee, or serving in an editorial position for the student newspaper. The voting membership of the Committee should strive for a committee that is strongly representative of the student body, considering academic programs, class level, gender, cultural backgrounds, and other characteristics of the student body.

B. Ex-officio, non-voting members of the Committee may include a representative from Budget and Fiscal Services, and a representative from Student Affairs. The Chair of the Committee, with approval of the Chancellor, may appoint any other ex-officio member. The role of the representatives from Budget and Fiscal Services and Student Affairs is to provide information and orientation, background materials, and general support and guidance to the Committee.

C. Voting members will generally serve for one term, and each term is for a period of one year (from July 1 to June 30). A voting member may be reappointed for a second and third term, and up to two members may be allowed to serve for a fourth term; such reappointments are subject to the procedures described in Section 2.D. Majority of voting members should be selected before June 1st while leaving two open spots for incoming fall quarter students. The Committee may replace any of its voting members only for reasons spelled out in these Guidelines and Operating Procedures. Members who resign during their term(s) will submit a written resignation to the Committee chairperson. Vacancies will be replaced in the same manner as provided for new appointments and for the un-expired term of the original appointment.

D. Members of the Services and Activities Fee Committee are nominated according to established procedures for appointing students to University committees and boards. The ASUWB president shall appoint, in consultation with his or her executive committee, a member of the ASUWB Executive Committee to serve as one of the voting members of the Committee. The Chancellor makes the official appointment for all members sans the ASUWB representative. The chairperson of the Services and Activities Fee Committee shall be selected by the members of that Committee (RCW 28.15.045(3)) at its first business meeting. The chairperson will ideally possess monetary experience and have knowledge of the student fees. The chairperson shall call and preside over Committee meetings, prepare agendas, and serve as liaison to the broader University community where appropriate.

E. Voting members are expected to attend all meetings unless excused in advance by the Chair; develop and maintain effective communication within the Committee and across the campus community, demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee, actively participate in the deliberations of the Committee, and adhere to the rules and regulations governing the Committee. Members may request the resignation of a particular member if absences or conduct are deemed detrimental to the work of the Committee. A request for resignation to remove a member from the Committee requires a unanimous vote by all

voting members of the Committee, except for the party whose resignation is being requested, and concurrence by the Chancellor.

Section 3. Committee Meetings

A. Regular meetings shall be held at least three times per quarter (Autumn, Winter, and Spring) and more frequently as needed. All business, other than those items appropriate for consideration during executive session, will be conducted during open session and in full compliance with the Open Public Meetings Act.

B. An agenda and a copy of all funding requests to be considered by the Committee shall be sent to members and be publicly posted at least three-school days in advance of all regular meetings and shall specify the time and place of the meeting as well as the business to be transacted.

C. A special meeting of the Committee may be called at any time by the chair, by a simple majority of the voting members of the Committee, or by the Chancellor by delivering personally or by mail written notice to each member of the Committee at least 24-hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted; final disposition shall not be taken on any other matter at such meetings.

D. The Committee may hold an executive session during a regular or special meeting only to consider matters permitted under the Open Public Meetings Act (RCW 42.30.110).

E. A quorum shall consist of a simple majority (50% + 1) of the current voting membership of the Committee. The chairperson shall be included as a voting member. Proxies shall not be considered for voting purposes.

F. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Deviations from such procedures will be at the discretion of the Chair with a simple-majority approval of the Committee present and voting.

G. Minutes shall be taken at all meetings of the Committee and shall be publicly posted not later than five-business days after the meeting concludes. Said minutes shall include the results of every action item taken by the Committee.

Section 4. Budgeting Process

A. The Services and Activities Fee Committee shall notify the campus community of the opportunity to submit requests for annual funding no later than December 1:

1. The Committee shall establish the format and related deadlines for receiving budget requests in advance of notifying the campus community of the opportunity to apply for funding. At least 15-business days must be provided to members of the campus community for preparing their requests.

2. Any member of the University of Washington Bothell campus community may submit a request for annual funding.

3. The intent of the annual operating budget is to support on-going student activities, services, and programs. It is the intent that the funds deemed "long-term" shall be used to purchase capital (non-recurring) equipment and furnishings, lease and/or bond obligations, and other related expenditures.

B. A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

1. The Committee shall establish the format, priorities for funding, and related deadlines for receiving contingency requests. At least 10-business days must be provided to students for preparing their requests.

2. The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

C. All proposals for either annual or contingency funding must contain adequate information about how a program will serve currently enrolled UWB students as well as a detailed breakdown of proposed expenditures and anticipated revenues.

D. The Committee shall review all requests for support from the services and activities fees, serving in an advisory capacity to the Chancellor and the Board of Regents.

E. At the Committee's discretion, a hearing may be required for those requests that lack sufficient detail or justification. The Committee should provide at least 10-business days' notice of a hearing to those individuals requested to be in attendance.

F. The Committee shall organize and publicize at least one open forum on its proposed annual funding allocations at least 10-calendar days prior to adopting a final budget.

G. The Chancellor may meet with the Committee at appropriate intervals in its budget formation process to respond to emergent ideas and issues and to apprise it of the general position of the Regents. 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. The Chancellor may delegate these duties to another senior administrator.

H. The Committee shall send its final recommendations for an annual operating budget and long-term capital expenditures along with supporting documentation to the Chancellor on or about May 1 of each year. Within 10-business days after receiving the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating his or her response, the Chancellor may seek the view of other affected University groups and senior administrators as to the final recommendations of the Committee prior to making his or her recommendation to the Board of Regents. In the event the Chancellor disagrees with any of the Committee's recommendations, the dispute resolution process described in Section 7 will be invoked.

I. At the time the Chancellor submits his or her proposed budget recommendations to the Board of Regents for the expenditure of services and activities fees, he or she shall also submit a copy of the Committee's recommendations and supporting documents along with any response from the administration.

J. Members of the Service and Activities Fee Committee shall have an opportunity to address the Board of Regents before the Regent's decisions on services and activities fee budgets and dispute resolution actions are made (RCW 28B.15.045 (1)).

K. If, during the year, there are unanticipated non-recurring expenses, and if there are sufficient long-term funds to not only fund the expenditures but also other long-term commitments, the Committee can request that the necessary funds be transferred from the long-term account to the current operating account.

Section 5. Guidelines for Funding

A. Operating expenditures may be proposed 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.
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.

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. Articles of clothing may purchased with the approval of the Office of Student Life.

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 and their advisor (UW faculty or staff) to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, transportation, registration fees, and incidental expenses as outlined by the SAF Committee. Approved travel awards are reimbursements and are reimbursed only when receipts are presented. All travel must comport with established UW travel policies and procedures. 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 upon awarding of funds.

8. Food and refreshments may be purchased for on-campus UWB-student functions as outlined by the UW 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.

A. 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.

B. Services and Activities Fees shall not be used as fundraising contributions; matching funds for fundraising purposes; or for any expenses related to a meetings, event, or activities of which the principal purpose is fundraising.

C. When making allocations, the Committee may place stipulations on the use of funds or recommend guidelines in the operations of a program, or both. Stipulations shall be binding on the program.

Section 6. General Criteria for Evaluating Funding Requests

A. The general criteria for evaluating funding requests and for determining level of funding are:

1. The degree to which the request supports a UWB student program or activity or provides a direct service that is of general interest and has broad appeal to currently enrolled UWB students;

2. How well the proposed program, activity, or service is conceived and organized and, if previously funded, its track record for success;
3. The likelihood of partial or full funding from another source or the probability that alternative funding (full or partial) is available from another source;
4. The number and diversity of currently enrolled UWB students likely to benefit from the program, activity, or service in proportion to the level of proposed funding; and other criteria approved in advance by the Committee and the Chancellor or his or her designate.

Section 7. Budget Disputes

- A. The Chancellor or his or her designate shall respond to the Committee recommendations in writing, outlining areas of agreement and potential areas of disagreement, allowing reasonable time for response, and clearly setting forth the next step in the review process. In the event of a dispute(s) involving the Committee recommendations, the administration shall meet with the Committee in a good faith effort to resolve such dispute(s) prior to submission of final recommendations to the Board of Regents (RCW 28b.15.045(5)).
- B. If the dispute is not resolved within fourteen-calendar days, a dispute resolution committee shall be convened by the chair of the Committee within fourteen-calendar days (RCW 28b.15.045(6b)).
- C. The dispute resolution committee shall be selected as follows: The administration shall appoint two nonvoting advisory members; the Board of Regents shall appoint three voting members; and the Committee chairperson shall appoint three student members of the Committee who will have a vote, and one student representing the Committee who will chair the dispute resolution committee and be nonvoting except in the case of a tie vote. The dispute resolution committee shall meet in good faith and settle by vote any and all disputes. (RCW 28b.15.045(7))
- D. The Board of Regents may take action on those portions of the Services and Activities Fees budget not in dispute and shall consider the results, if any, of the dispute resolution committee and shall take action (RCW 28b.15.045(8)).

Section 8. Review of Budget Allocations

- A. The Committee may choose to review the status of the current Annual Budget at any time during the year. The purpose of these reviews is to assess the status of awards and to have current budget information available for reference during future funding cycles.
- B. The Committee may choose to conduct discretionary reviews of funded programs at any time during the year. Recipients of funding may be asked to provide the committee with spending records and projections inclusive of, but not limited to: SOAP forms, receipts, food request forms. As a result of a review, the Committee may freeze the remaining unexpended portion of a budget if the program is not spending in alignment with its allocation; in accordance with these Guidelines and Operating Procedures; and/or failure to report information as stated in Section A. During a freeze,

no further obligations may be incurred against the budget until the freeze is removed. A freeze may remain in effect until the Committee is satisfied with the program's progress. Therefore, it is in the best interest of ALL organizations funded by the Services and Activities Fee to keep up to date records of their expenditures.

Section 9: Excess Funds

A. At the discretion of the Committee, up to 30% of excess funds collected over the course of the academic year may be allocated in the contingency process.

Section 10: Budget Spending and Reconciliation

A. Groups receiving SAF funds are responsible for following all guidelines, procedures and reconciliation of funds as set forth by the SAF Committee, Student Life, and University policy and procedures.

Notes:

- i. The SAF Guidelines and Operating Procedures were originally authorized by the Board of Regents on September 27, 1991 and later amended by the Regents on June 12, 1998.
- ii. Revised SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 8, 2005, approved by the Chancellor on May 22, 2005, and authorized by the Board of Regents on June 9, 2005.
- iii. Further revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 7, 2006, approved by the Chancellor on May 22, 2006, and authorized by the Board of Regents on June 8, 2006.
- iv. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 27, 2007, approved by the Chancellor on May 1, 2007, and authorized by the Board of Regents on June 7, 2007.
- v. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 11, 2008, approved by the Chancellor on April 14, 2008, and authorized by the Board of Regents on June 12, 2008.
- vi. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on May 23, 2011, approved by the Chancellor on May 23, 2011, and authorized by the Board of Regents on June 9, 2008.