

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee — University of Washington, Seattle: 2011-12 Operating and Capital Allocations

RECOMMENDED ACTION:

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve for the Seattle campus:

- 1) Increasing the Service and Activities (S&A) Fee Committee voting membership from seven to nine (four and five of whom, respectively, represent the Graduate and Professional Student Senate and the Associated Students of the University of Washington);
- 2) Raising the S&A Fee level for 2011-12 from \$117 per full-time student per quarter to \$118; and
- 3) Allocating \$13,409,847 for 2011-12 S&A Fee operating and capital funds.

BACKGROUND

Each year, on the basis of recommendations by the administration and the S&A Fee Committee*, the Board of Regents approves annual S&A Fee allocations for the Seattle campus. Additional allocations may be approved during a given year.

The present recommendations grew out of S&A Fee Committee discussions over the course of the 2010-11 academic year — discussions that included at different times representatives of the units supported by S&A Fee income. Based on revenue projections provided by the Office of Planning and Budgeting, the S&A Fee Committee estimates 2011-12 revenue to be \$13,470,000. The S&A Fee Committee submitted its written recommendations to the Vice President and Vice Provost for Student Life on May 23, 2011 (Attachment I). The administration concurred with the recommendation of the fee assessment level and all operating and capital allocations (Attachment II).

The 2010-11 and recommended 2011-12 distributions of the quarterly S&A Fee are displayed below:

	<u>Full-time 2010-11</u>	<u>Full-time 2011-12</u>
Long Term Loan Fund	\$4.10	\$4.13**
Facilities and Programming Account	<u>\$112.90</u>	<u>\$113.87</u>
Total	\$117.00	\$118.00

* By statute, recommendations of the Committee are determined by the votes of its student members - three and four of whom, respectively, represent the GPSS and the ASUW. The rules call for three administrators and two faculty members to serve on the Committee in nonvoting, advisory roles.

**Long Term Loan Fund based on 3.5% of the Service and Activities Fee.

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The proposed 2011-12 operations and capital budgets for each program and a brief discussion of their rationale are detailed below:

Associated Students of the University of Washington (ASUW) - \$748,856 (Operations)

The recommended allocation would support ongoing functions, programs, student leader and assistant salaries, and general operating costs of ASUW.

Campus Sustainability Fund - \$300,000 (Operations)

This funding supports projects that further the University's commitment to environmental stewardship and campus sustainability. This fund is allocated by a student committee and managed by the UW Environmental Stewardship and Sustainability Office.

Classroom Support Services - \$87,163 (Operations)

The recommended allocation would continue to support wages of student staff.

Community Standards & Student Conduct - \$13,489 (Operations)

The recommended allocation supports a student position that will increase outreach to the student community about accountability and supports the development of a student conduct peer review model.

Counseling Center - \$357,836 (Operations) and \$2,250 (Capital)

The recommended allocation would allow the Counseling Center to continue to offer visits to the Center at no cost to students, add a counselor position that will work more deliberately with student veterans, and increase funding for the staff psychiatrist in order to work two days per week.

Ethnic Cultural Center/Theater (ECC/T) - \$594,656 (Operations) and \$18,603 (Capital)

This recommended allocation would continue to support the ongoing functions, staff and general operations of the Ethnic Cultural Center/Theater.

Graduate and Professional Student Senate (GPSS) - \$309,000

The recommended allocation would continue to support ongoing programs, functions, tuition stipends, student assistant salaries, and general operating costs of GPSS.

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Hall Health Primary Care Center (HHPCC) - \$6,130,189 (Operations)

The recommended allocation allows the HHPCC to continue to provide excellent on-campus care for students, faculty, staff, and the community.

Q Center - \$181,374 (Operations) and \$2,000 (Capital)

The recommended allocation to the Q Center reflects support of the continued services and program for students, faculty, staff, alumni and allies of the Center. Funding will assist with student salaries for a webmaster and a summer graduate assistant.

Recreational Sports Programs (RSP) - \$1,892,758 (Operations) and \$100,000 (Capital)

The recommended allocation will support wages and related increases for facilities staff. The capital allocation will provide \$100,000 in maintenance funding necessary to keep RSP facilities functional.

Services & Activities Fee Committee - \$22,000 (Operations)

The recommended allocation provides for partial tuition waivers for the Committee Chairperson(s) and the student salaries of the S&A Fee Coordinator and Web/IT Coordinator.

Services & Activities Fee Committee: Capital Expenditure Fund - \$404,100 (Operations)

The S&A Fee Committee supports an allocation of 3% of annual S&A Fee revenue to the Capital Fund, which allows the S& A Fee Committee to more easily and responsibly plan and save for future capital expenditures for funded units.

Student Activities & Union Facilities (SAUF) - \$565,796 (Operations)

The recommended allocation will continue to support the Student Organization Event Fund, salaries for HUB staff, and the operational budget for the Student Organization Resource Center.

Student Legal Services (SLS) - \$147,454 (Operations) and \$2,400 (Capital)

The recommended allocation will continue to maintain the essential operations of the office and the salaries of its staff.

Student Parent Resource Center - \$1,279,923 (Operations)

The recommended allocation provides staff support of this unit and a significant increase to the childcare subsidies that are allocated to student parents.

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Student Publications - \$250,000 (Operations)

The recommended allocation would support ongoing functions, salaries, and general operating costs of *The Daily*.

Attachments

1. May 23, 2011, letter to Mr. Eric Godfrey, Vice President and Vice Provost for Student Life, from Ms. Mallory Martin and Mr. Conor McLean, Co-Chairs, Services and Activities Fee Committee
2. May 26, 2011, letter to Ms. Mallory Martin and Mr. Conor McLean, Co-Chairs, Services and Activities Fee Committee, from Mr. Eric Godfrey, Vice President and Vice Provost for Student Life



Services & Activities Fee Committee

Committee Recommendation

May 23, 2011

Mr. Eric Godfrey
Vice President & Vice Provost for Student Life
University of Washington
101 Gerberding
Seattle, Washington 98195

Dear Mr. Godfrey,

On May 20, 2011, the Services & Activities Fee Committee met to approve recommendations regarding the collection and allocation of the Services & Activities Fee for the 2011 – 2012 academic year. This recommendation is the result of a well informed and thought out process involving newly structured orientation documents, budget presentations as well as pointed and critical analysis from our dedicated committee membership. The recommendation is broken down into the following components: a recommended fee level, recommended operational allocations and recommended capital allocations. Within the operational allocations, please note the addition of a student staff position within Student Conduct and Community Standards to increase outreach with students and the campus community. The Committee thanks the Board of Regents for their consideration and believes that the Regents should adopt our recommendations.

The Fee will optimally fund a broad array of services and activities for the students at the University of Washington and represents a conservative increase in the midst of other fees payed by students on campus. SAF articulates its mission as such, *“The Services and Activities Fee is a student levied, student distributed fee to support and enhance the out of class experience of students at the University of Washington Seattle. The Services and Activities Fee provides ongoing operational and capital funding for programs, which protect and enrich the cultural, emotional, intellectual, physical, and social well being of the student.”* We feel these recommendations uphold these values.

This year the committee was presented with a unique challenge of new unit requests as well as large changes regarding the function and operation of the committee. This year for the first time SAF was under the leadership of co-chairs, one from ASUW and the other from GPSS. This co-chairship model

allowed for more work to be done formulating policy and establishing well informed and trained committee membership. The committee has also taken to this new model and has selected one ASUW representative and one GPSS representative as interim chairs for the 2011 summer term.

In addition to our allocation recommendations, SAF has voted and seeks approval from the University Administration and Board of Regents to increase student voice and committee transparency by adding two (2) additional members to the SAF committee, one from ASUW and GPSS thereby increasing committee membership to nine (9) student members.

As seen above the SAF committee worked together to draft a mission statement defining the scope and role of the committee. We feel quite proud of the statement we drafted and referred to our mission during the budget deliberations to ensure that we were upholding access to student services which each decision.

In addition the co-chairs worked over the summer to draft a new timeline for orientations and budget presentations to ensure that the committee was well prepared for each unit and had adequate time to review and deliberate on documents. We asked units to submit a five page orientation document outlining the units' role and impact for students rather than coming to the committee with a PowerPoint presentation. Units were also asked to submit their budget materials one month earlier so that the committee would have adequate time to review the documents and draft questions as a group before the units budget meeting. We recognize the drastic changes to SAF protocol this year and thank the units for meeting deadlines will accurate and pertinent information. After much discussion the SAF committee also voted to change the Carry Forward Policy so that all units may now hold over unspent funds into the next cycle. Under the new policy units must also report the amount held over as well as their general fund balance to the committee to ensure accountability of SAF dollars. This year was also the first funding cycle in which all three capital projects (Hall Health, Ethnic Cultural Center, the HUB/Student Union) on campus were in progress.

2011-2012 Recommended Services and Activities Fee Level

The Services & Activities Fee Committee recommends the Fee be assessed at \$118, which is a \$1 increase over the 2010-2011 Fee. This represents recommended allocations of \$13,409,847 for the respective units. Based on revenue projections, this Fee level will accommodate some of the additional funding requests from our units, the addition of a student staff in Student Conduct and Community Standards, and the allocation of funds outlined by the Committee's Capital Projects Policy.

Operational Allocation Recommendations:

Associated Students of the University of Washington – \$748,856

ASUW has worked to make significant internal changes that have actually allowed them to decrease their operational spending and generate new ways of capturing revenue. The committee has allocated a slight increase in funding from the 2010-11 year in order to address revenue projections while still maintaining their current programs and services. We thank ASUW for a well written budget document and for their work in coordinating all the budgets under the ASUW enterprises, programs and commissions. We encourage more work be done to explore the ways in which an endowment could be put in place to financially benefit the ASUW and ease some pressure from student fees.

The committee has strongly expressed the importance of nominations for the SAF Committee to be completed before the fifth week of Fall Quarter.

Campus Sustainability Fund - \$300,000

Funded as a new unit last year the CSF has made great strides to uphold and advance the University's mission towards green technology and campus sustainability, that being said, the SAF Committee has taken into consideration the many variables of this program's establishment and the work done to establish bylaws and infrastructure for a new unit. After review of past funding proposals and CSF documents it is the recommendation of the SAF Committee that the CSF allocation be decreased from the 2010-2011 level. We feel this decrease was warranted to make sure that student fee dollars were being spent accountably and accurately. We recognize the longevity and utility of this unit on campus and would like to see CSF reconcile ways in which the fund operates so that accountability can be increased. Emphasizing capital projects as well as other sustainability projects that are student initiated and have an actionable component should be the focus of CSF funds. Work to formalize the project selection process as well as varying questionnaires per project type should be undertaken to ensure that student fee funds are being used to fund student sustainability projects on campus.

SAF thanks CSF for taking our recommendation about the Graduate Student Appointee and for making strides to ease the cross over with the UW Environmental Stewardship and Sustainability Office.

Classroom Support Services – \$87,163

This allocation continues to fund student employees in the operation of the widely used student technology loan program with the addition of two additional student staff members to help with the daily operations of CSS at both the Kane Hall site and Health Sciences. This amount represents an increase from 2010-11.

Community Standards and Student Conduct-\$13,489

This allocation to SCCS represents a new funding opportunity for SAF as well as an exciting opportunity for a student position to aid in the office as well as work with the development of a student conduct peer review model. We recognize the value of this work on campus and look forward to the outreach in the campus and north of 45th community.

Counseling Center – \$357,836

This amount represents an large increase from 2010-2011 for an additional counselor position which will work more closely with the student veterans on campus as well as an increase in funding for the staff psychiatrist to work two days per week. The Committee recognizes the importance and value of mental health programs and appreciates the efforts of the Counseling Center staff to ease the mental health needs of students on campus. The SAF committee recommends that the Counseling Center work at this staffing level for future years and report to the committee with feedback on the new position.

Ethnic Cultural Center & Theatre – \$594,656

The Committee's allocation supports the ongoing functions, operations and staff of the ECC/T. It must be said that the addition of the ECC/T staff and programs in Condon Hall during renovations has been a great asset to other programs and departments housed in Condon. This allocation reflects the support of student staff as well as supplies for the vast programs run through the ECC. It is SAF's recommendation that the ECC work with Academic Student Services to find funds to run the Mentor Power for Success Program which was recently put under their purview. In addition we support and recommend the ECC search for additional outside funds and grants.

Graduate & Professional Student Senate – \$309,000

The Committee is allocating an increase to GPSS in order to accommodate the anticipated increase in Graduate Student Appointee stipends and tuition for the four officers. This year GPSS has worked hard to expand their programming and scope on this campus and this increase reflects the commitment to Graduate Student issues on this campus. We commend GPSS for their work in reconciling past budgets and discovering funds which were thought to have been allocated, reshifting travel funds to allow for an increased presence in Olympia at the state legislature and expanding their programming to events such as the first annual Science and Policy Summit and Student Parent Child Awareness Day. As with ASUW, the Committee has strongly expressed that the nominations for the SAF Committee be completed before the fifth week of Fall Quarter. In addition we recommend GPSS look to next year's SAF committee to stabilize the GPSS budget in future years so that continued general fund spending does not occur.

Hall Health Primary Care Center – \$6,130,189

The SAF Committee applauds HHPCC in their efforts to remain open during construction and also maintain a consistent level of revenue. This allocation represents no increase from the 2010-2011 allocation per the budget document provided by Hall Health. SAF recommends that HHPCC work with ASUW and the Residence Hall Student Association in coordinating efforts around student surveys and outreach.

Medical School-Idaho Track Student Fee- \$0

After consideration of this proposal the SAF committee recognizes that the waiver of the student fee is not under the purview of the SAF committee, we do recognize the challenges faced by these students and recommend talking in person with university administration, medical school administration, the WA state legislature and UW student governments.

Q Center – \$181,374

The Q Center, with limited funding, has shown incredible growth in its presence on campus and the ability to expand services and education to students. Last year SAF recommended hiring a fulltime staff position and was pleased with the efforts already made with programming and student services. Recognizing this SAF recommends a decrease in salaries as noted in the budget document for the student web position as well as the GSA position in the summer. Given two years of staffing increases SAF recommends that the Q center continue their work for and with students at these staffing levels in future years.

Recreational Sports Program – \$1,892,758

We recognize the increase in student usage of the facilities and commend RSP on its ability to reach a large majority of students. We thank the Rec Sports program for taking SAF recommendations about raising the fees for faculty and staff. This allocation represents an increase from the 2010-2011 funding level.

SAF Committee Operations – \$22,000

This amount funds the operations, internal audit, student assistants, and SAF Chair tuition stipend for 2010-11. The Committee is committed to enhancing its transparency to the student community and will continue to use a portion of its allocation to fund a student IT position and staff assistant position. As per the committee's recommendations and given the strength of the co-chair model in use this year the SAF committee has increased the budget to allow for coverage of in-state undergraduate tuition for a full time student for the winter and spring quarters. With the revision of the Carry Forward Policy the SAF committee recommends to future committee membership to continue to monitor and build up the general fund balance at a consistent level.

SAF Committee Capital Expenditure Fund – \$404,100

This fund was established when the Capital Projects Policy was approved during Fall 2008. The policy is a means to accurately prepare and save for large capital projects for units supported by the Fee such as medical equipment at Hall Health and capital improvements at the IMA. This policy is separate from capital projects that entail long-term bonding such as the HUB, ECC, and Hall Health renovations. We are including it as a line item on our budget to so that future Committees will be attuned to the importance of and investment in this annual allocation.

Student Activities & Union Facilities – \$565,796

The Committee's allocation supports a portion of the ongoing functions, operations and staff of the SAUF/HUB. As the second capital project to commence this year, the current operations of the HUB moved to Condon Hall for a two-year interim period and the anticipated changes to campus programming and requests for student organization funding has been significant. In light of last year's committee recommendations and the identified increased need for the RSO event fund SAF has allocated an increase from 2010-2011 for this vital unit for students on campus.

Student Legal Services – \$147,454

The funding level reflects a slight increase over last year's level. SLS provides a great, accessible, and affordable option for common legal issues among students.

Student Parent Resource Center/ Childcare – \$1,279,923

We have discussed the implications of the current economy on non-traditional students returning to school as well as the rising costs of childcare in the area and we acknowledge the increase in requests from student parents. Therefore, the Committee has allocated a substantial increase to the SPRC over the 2010-2011 level for direct aid to student parents. We ask that the SPRC manage more appropriately the funds they are spending and holding over in their general fund.

Student Publications – \$250,000

This amount represents an increase in funding for Student Publications over the 2010-2011 level. The SAF committee is pleased with the work Student Publications has taken to manage and ease the deficit that has been accumulated in years past and allocates an increase to help the student advertising staff to increase revenue for the Daily. We highly recommend a deliberative business plan be in place with the university to solidify a realistic plan to eliminate the deficit. This increased allocation reflects the views of the current committee who also recommend to the next committee membership to make allocation decisions based upon progress regarding their business model. A plan for fiscal control and deficit reduction must be seen in order for future SAF committee to consider future increases in allocations.

Capital Allocation Recommendations:

Recreational Sports Program – \$100,000

This allocation covers the cost of various capital maintenance projects associated with Recreational Sports.

Student Legal Services – \$2,400

The allocation will fund Nebula computer services and computer upgrades.

Ethnic Cultural Center – \$18,603

The allocation will be applied to new staff computers and software only and not student computers.

Counseling Center- \$2,250

This allocation will go to purchase new office furniture to replace the 10 year old surplus furniture currently in use.

Q Center – \$2,000

The allocation will be applied to new staff computers.

Closing Comments:

The committee believes that if the Regents adopt these recommendations, the units will be able to not only maintain their services provided to students, but also expand in new directions on campus. We believe this funding, combined with the unique talents of the unit directors and staff ensures a successful future for student services and activities.

Sincerely,

Conor McLean and Mallory Martin
2010 – 2011 Co-Chairs
Services & Activities Fee Committee



May 26, 2011

Ms. Mallory Martin
Mr. Conor McLean
Co-Chairs
Services and Activities Fee Committee

Dear Mallory and Conor,

Thank you for your letter of May 23, 2011, providing the details of the allocations proposed by the Services and Activities Fee (S&A Fee) Committee for 2011 – 12. Of particular note, the proposal calls for a \$1 increase in the quarterly S&A Fee, from \$117 per full-time student to \$118. An adjustment of this level enables the Committee to continue and enhance important programs and balance expenditures with revenues.

The Committee's recommended allocations are thoughtful and strategic. All of the programs and services the Committee intends to fund are important to our students and I am especially appreciative of its expanded commitment to mental health services for next year. This is a timely and strategic response to the growing demand in this area. Additionally, implementing a new Committee leadership model through a co-chair approach and the proposal to expand student membership from seven to nine students make good sense and will help the Committee operate more efficiently and with greater transparency.

After careful review, the administration concurs in the recommendations for fee assessment levels, all operational and minor capital allocations, and the expansion of student membership of the Committee. The budget will be presented to the Board of Regents for its consideration and action at its meeting on June 9, information on which will be communicated to you in the near future. I look forward to making this presentation with you.

As always, your leadership and collaboration have been greatly appreciated.

Sincerely yours,

Eric S. Godfrey
Vice President & Vice Provost

ESG:mhk

cc: Interim Provost Mary Lidstrom w/enclosure
Members of the Services and
Activities Fee Committee
Ms. Madeleine McKenna w/enclosure
Ms. Sarah Reyneveld w/enclosure

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ATTACHMENT 2