

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

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

- 1) An increase in the Services and Activities Fee for academic year 2011-12.
- 2) The distribution of Services and Activities Fee for 2011-12.
- 3) The operating budgets and expenditures recommended for 2011-12.

BACKGROUND

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

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

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

2002-03	\$97	2007-08	\$113
2003-04	\$97	2008-09	\$120
2004-05	\$97	2009-10	\$136
2005-06	\$103	2010-11	\$149
2006-07	\$106	2011-12	\$159

The SAF Committee at UW Tacoma has recommended the following for academic year 2011-2012. Chancellor Patricia Spakes has reviewed and concurs in these recommendations.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington, Tacoma:  
2011-12 Distribution of Fee and Allocation of Funds (continued p. 2)

1. Level of Fee

The quarterly fee payable by a full-time student should be increased to \$159 per quarter for a full-time student for the 2011-12 academic year. This is a 7% increase.

2. Distribution of Fees

Based upon estimated revenue of \$1,446,215 for fiscal year 2011-12, the Committee recommends that the fees be distributed as follows:

	2010-11 % Distribution	2010-11 Distribution based on \$149 fee	2011-12 % Distribution	2011-12 Distribution Based on \$159 fee
Student Activities and Services	86.3%	\$1,049,056		\$1,395,597
Long-term student loans:	3.5%	42,530	3.5%	\$50,618
Long-term development	10.2	\$123,550	0%	0
Total		\$1,214,136		\$1,446,215

3. 2011-12 Budget Allocations for Student Activities and Services

The Committee recommends the following distribution for Student Activities and Services for the 2011-12 year.

ASUWT (Student Government) – Stipends and Operations	\$106,248
Campus Event Fund	\$45,000
Childcare assistance program	\$57,500
Diversity Resource Center	\$54,815
Health Services	\$282,296
Ledger .....	\$90,025
Recreation and Fitness .....	67,233
Registered Student Organizations.....	20,844
Student Activities Board.....	132,332

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington, Tacoma:  
2011-12 Distribution of Fee and Allocation of Funds (continued p. 3)

Student Activities Fee Committee Operations.....	2,500
Student Conference & Training .....	65,000
Student Health & Wellness Education & Promotions .....	15,735
Student Involvement .....	332,459
Student Mentoring Programs .....	76,835
Tahoma West .....	27,220
Transportation.....	5,440
Volunteer Services.....	14,115
TOTAL	\$1,395,597

Allocations which are unspent at the end of the fiscal year will revert to the contingency operating budget. Any additional revenue generated as a result of implementation of a fee in the amount of \$159 or due to excess enrollment will remain in the Long Term Development fund.

*Attachments*

- 1) May 10, 2011, letter from Kathleen Burdo, UW Tacoma Services and Activities Fee Committee, to Dr. Patricia Spakes, UW Tacoma Chancellor
- 2) SAFC Operational Guidelines
- 3) Addendum A, Proposed SAFC Guideline Changes
- 4) Letter of dissent, Clark Stevens
- 5) May 20, 2011 letter from Dr. Patricia Spakes, UW Tacoma Chancellor, to Kathleen Burdo, UW Tacoma Services and Activities Fee Committee

May 10, 2011

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

Dear Chancellor Spakes,

On Friday, April 1<sup>st</sup>, the Services & Activities Fee Committee (SAFC) met to discuss and 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 lengthy process involving committee trainings and orientations, proposal presentations, and discussion of the long-term goals of the campus.

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

### **SAFC Core Values**

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Before determining funding for annual allocations in April 2009, the Committee identified and discussed its core values and obligations. It was decided that the core values and obligations of the UW Tacoma SAFC include the Childcare Assistance Program, the Longshoreman's Hall and Fitness Center, Health Services, Tahoma West, Student Life/Student Involvement, the Student Conference and Training Fund, the Student Activities Board (SAB), the Campus Event Fund (CEF), Registered Student Organizations (RSOs), Volunteer Services, the Ledger, and the Associated Students of the University of Washington Tacoma (ASUWT). For the 2011-2012 allocation purposes, the Committee chose to add the Diversity Resource Center and the Student Mentoring Programs to the list of core values and services in order to ensure that we better provide the services that the students on our campus expect. This list of core values is neither comprehensive nor static.

### **2010-2011 UW Tacoma Service and Activities Fee Level**

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The Board of Regents is authorized to increase the Services & Activities Fee by an amount not to exceed the annual percentage increase in undergraduate tuition authorized by the legislature in the Omnibus Budget Bill. The Committee recommends raising the Services & Activities Fee by 7% for 2011-2012, which is the figure our budget recommendations are based off. We made this decision in an attempt to balance our goals of remaining fiscally loyal to the interests and needs of the students—in this case, not increasing costs too much with such high rises in tuition expected—and furthering the goal of contributing to the student union. We only raised it to 7% be-

cause while this provided a little extra to go towards the student union, we also chose to further the student union project through funding several new positions within Student Involvement. Also it is important to note that the numbers we worked with were based on current FTE, so our estimations do not account for the additional FTE expected next year, which will also go into the Long-Term Fund towards the student union project. However, one member disagreed with this decision; you will find his letter of dissent attached for your review.

### **Unspent/Unallocated Funds**

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The Committee recommends that all unspent funds from the 2010-2011 academic year be placed in the SAFC Long-Term Fund. We further recommend that all unallocated funds for the 2011-2012 academic year be placed in the SAFC Long-Term Fund. The Committee reasoned that the Contingency fund already has a substantial sum of money, and the long-term goals of the Committee and the campus, including the student union building, will receive funding from the Long-Term Fun.

### **Long Term Fund Annual Allocation Percentage**

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

### **Contingency Fund Annual Allocation Percentage**

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

### **SAFC Operational Budget- \$2,500**

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The Committee recommends the SAFC Operational budget allocation for 2011-2012 be \$2,500. The SAFC Operational budget pays for administrative, training, and staffing costs necessary for the Committee to function in an efficient and effective manner.

### **Program Allocations**

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

### **Registered Student Organizations (RSOs) - \$20,844**

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Registered Student Organizations are an integral part of student and campus life. They provide an opportunity for student engagement, camaraderie, and leadership development. RSOs also provide students with an opportunity to come together with people of similar interests, cultures, and viewpoints. RSOs increased their request for the annual events due to a larger student population, as well as money for honor society start-up funds. The Committee recommends an allocation of \$20,844 for Registered Student Organizations (RSOs) for 2011-2012, with the stipulation that the honor society start-up funds are a one-time allocation.

### **Student Activities Board (SAB) - \$132,332**

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The Committee recognized the important role the Student Activities Board plays on the campus and in our community, which placed it high on our list of priorities for funding. Diverse programming that promotes student engagement, provides opportunities to build a sense of student community, and offers stress relief activities were deemed essential to student development and success. SAB requested an additional \$10,000 for events due to the growth of the campus. Therefore, the Committee recommends an allocation of \$132,332 for the Student Activities Board (SAB) for 2011-2012.

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

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The Committee supports funding for the Campus Event Fund as it allows opportunities for students who are not directly involved with the SAB to be involved in the event planning process. Through this fund students, faculty, and staff can submit a request for funding to bring a broad spectrum of activities to our campus for the benefit of the students, which enhances campus life. The CEF requested no increase in funds this year. As such, the Committee recommends an allocation of \$45,000 for the Campus Event Fund (CEF) for 2011-2012.

### **Transportation - \$5,440**

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Transportation was a new request reflecting the issue of parking, which students have identified through ASUWT and various other means as their number one concern. As this is such a concern of students and as it is an issue of quality of campus life, the Committee felt comfortable funding this position, which will seek to find innovative and convenient ways for students to commute to and from the University. Therefore, the Committee recommends an allocation of \$5,440 for Transportation for 2011-2012.

### **Volunteer Services - \$14,115**

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Volunteer Services is a young service being offered through Student Involvement. The Committee determined this service to be an appropriate and timely program to implement with the recent calls to service from our new administration and the campus community. Therefore, the Committee deemed continuing to support a volunteer services program, which enhances opportunities for civic engagement, important. The Committee recommends an allocation of \$14,115 for Volunteer Services for 2011-2012.

### **Student Conference and Training Fund - \$65,000**

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The Student Conference and Training fund provides development opportunities for students at UW Tacoma. The SCTF requested an increase of \$5,000 from this year in order to support more attendance to more conferences. The Committee deemed this service to students important, although concerns were raised after the findings of the audit report that the wording of the rules governing this service may be ambiguous in terms of who may participate. The Committee recommends an allocation of \$60,000 for the Student Conference and Training for 2011-2012, with the clear understanding (continued from 2010) that funds may be used to support travel of an advisor only in the event that they are traveling with students.

### **Recreation & Fitness Center - \$67,233**

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The Longshoremen's Hall and the Fitness Center provide recreational, educational, and fitness opportunities to the students of UW Tacoma, all of which are essential to the four-year student experience. This year, Recreation & Fitness requested an additional position. However, the Committee found that another position under Student Involvement, Student Recreation Specialist, would fulfill this role until there was a demonstrable need for the second position. Therefore, the Committee, with one abstention, recommends an allocation of \$67,233 for the Longshoremen's Hall and the Fitness Center for 2011-2012.

### **Student Involvement - \$332,459**

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Student Involvement's larger budget this year reflects the addition of a Student Recreation Specialist into the umbrella of Student Involvement, who will be invaluable as we move towards a student union building on campus and who will also help with the Recreation & Fitness Center. Although Student Involvement requested a Front Desk Coordinator, the Committee was committed to keeping student jobs on campus in these trying economic times. Thus, the Committee recommends an allocation of \$332,459 for Student Involvement for 2011-2012.

### **Childcare Assistance Program - \$57,500**

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The Committee approved funding for the Childcare Assistance Program. This program is important to the diversity of our campus and benefits a different group of students (parents) than most of the other programs we have recommended to receive funding. The program saw an increase in usage over the past year, as the SAFC had hoped to see, and as such the CAP was given the increased amount they requested so that they can further their service. Therefore, the Committee recommends an allocation of \$57,500 for the Childcare Assistance Program for 2011-2012.

### **The Ledger - \$90,025**

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A student newspaper is clearly a key part of an active and engaged student life. The 2011-2012 requested budget of the Ledger includes a shift from the newspaper staff being paid a stipend to being paid per hour, as recommended by the audit, and the Ledger is requesting more funds in order to increase the number of issues they will be able to produce next year. Because of this, the Ledger's annual budget has increased greatly. However, the Committee was able to cut the budget some through thorough research of the responsibilities of the proposed position and com-

promises regarding duties of the staff. The Committee recommends an allocation of \$90,025 for The Ledger for 2011-2012, with the stipulations that the staff hourly wages are distributed as outlined on the line-by-line budget sheet, and that the printing amount awarded must be used for the proposed 23 issues, otherwise the amount will be prorated per issue.

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### **Associated Students of the University of Washington Tacoma (ASUWT) - \$106,248**

The ASUWT request this year sought increased funding primarily due to the requirement that they pay into salary benefits, and because their constitutions requires them to have one senator per 500 students and as such, they needed to add another senator for next year with the projected FTE. The Committee felt that the ASUWT has made great strides this academic year. Therefore, the Committee recommends an allocation of \$106,248 for the Associated Students of the University of Washington Tacoma (ASUWT) for 2011-2012.

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### **Tahoma West - \$27,220**

Tahoma West provides a venue for students to express their art, culture, and literature through a student-centered publication. Despite adding a new fall showcase event to their budget, Tahoma West reduced their costs in the interests of fiscal responsibility for the second year in a row, for which the Committee commends them. Thus, the Committee recommends an allocation of \$27,220 for Tahoma West for 2011-2012.

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### **Health Services - \$282,296**

Health Services is a student-driven request for funding. Students voiced their opinions about the high demand for Health Services at UW Tacoma using a multitude of means including: informal and formal surveys, student forums, petitions, as well as in other ways through their student government, ASUWT. The Committee recognized its role and responsibility to see that SAFs are used for services and activities that improve the quality of life for our students and to recommend funding for services that students deem to be in high demand. In 2009, the Committee allotted up to \$230,000 for an RFP for Health Services. Since then, a vendor was found and the doors of the Service are opened in late summer, 2010. Due to rising medical costs and unforeseen non-vendor expenses, the annual request from Health Services has seen a marginal increase. However, the Committee deemed these costs just and necessary in light of how many students have been using the services provided. Thus, the Committee recommends an allocation of \$282,296 for Health Services for 2011-2012.

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### **Student Health & Wellness Education and Promotions - \$15,735**

This new proposal was for the purpose of spreading health and wellness awareness through the UWT community, a goal that complements that of our Health Services. As such, the Committee deemed it important related programming which served to create a more holistic approach to Health and Wellness, an issue the Committee is committed to. Therefore, the Committee recommends an allocation of \$15,735 for Student Health & Wellness Education and Promotions for 2011-2012.

### **Diversity Resource Center - \$54,815**

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The Diversity Resource Center is a service to the students, which strives to create a welcoming and inclusive campus environment that enables all members of the UW Tacoma community to learn through the exploration of human differences. The DRC provides programs and support in three main areas: enhancing campus education; developing Community Partnerships; and building a diverse campus community. The Committee decided to fund the DRC based on the following facts: students have repeatedly made known, through formal surveys and other means, that they value diversity and feel that UWT is lacking diversity resources appropriate of a growing campus; funding the DRC through SAFs is consistent with similar programming at UW Seattle as well as other university campuses; that the contribution of state funds would continue, making this commitment a partnership between the students and the university; and with full consideration of the fact that the DRC should continue growing over the next few years in order to make it a large enough service to sufficiently serve a four-year university campus. In light of these facts, the Committee felt the Diversity Resource Center should be considered a “core value” of the SAFC. Therefore, the Committee recommends an allocation of \$54,815 for the Diversity Resource Center for 2011-2012, and has voted unanimously to add the Diversity Resource Center to our list of core values.

### **Student Mentoring Programs - \$76,835**

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The Student Mentoring Programs proposal encompassed two programs: the first being a program which matches a faculty or staff member with a UWT student to serve as a mentor to the student during their time here at UWT, and the other the STEPS (Students Together Empowering Personal Success) program. The STEPS program pairs UW Tacoma university student mentors with students from local high schools in a partnership focused on student development and success. STEPS mentors share knowledge and experience in navigating the complicated and challenging process of higher education, graduation and career exploration. The Committee decided to fund the Student Mentoring Programs based on the fact that it offers all the same benefits of volunteering, such as in Volunteer Services, but with the addition of: the STEPS program promotes community involvement in the same way as we identified a value when we funded Volunteer Services; it also serves to promote UWT as an option for university; and that the contribution of state funds would continue, making this commitment a partnership between the students and the university. In light of these facts, the Committee felt Student Mentoring Programs should be considered a “core value” of the SAFC. Therefore, the Committee recommends an allocation of \$76,835 for Student Mentoring Programs for 2011-2012, and has voted unanimously to add Student Mentoring Programs to our list of core values.

### **Long-Term Allocation**

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Throughout the year, the Committee discussed the importance of having a student union building on campus, and looked at the options for achieving this goal. During this process, we also discussed the importance of heavy student involvement in obtaining and/or building a student union building. To this end, the Committee requests the release of up to \$10,000 out of the Long-Term Fund for the purposes of the Student Union Project, with the stipulation that the funds be used for the costs associated with the student union working group and/or committee. Further, the SAFC would like to remind the working group and the Board of Regents of the stipulation from

last year: that the student union working group be led by the Associate Director of Student Involvement and a student as co-chairs; that the co-chairs develop the charge and composition of the working group as well as the program scope of the student union; and that the working group consist of at least one voting member of the SAFC.

### **Guideline Changes**

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Throughout the year, the Committee discussed how to improve the efficiency of our process as well as ensure best practices and best use of student funds. In this, we also sought to clean up our guidelines in terms of inaccuracies as well as create a new timeline for our yearly process. Please see addendum A for the proposed guideline changes, and addendum B for the current guidelines.

### **Closing Comments**

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

Respectfully,

Kathleen Burdo  
2010-2011 Chair  
Services and Activities Fee Committee  
University of Washington Tacoma

### I. Services & Activities Fees

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

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

## **II. Committee on Services and Activities Fees**

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

### **A. Membership**

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

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

## **B. Term of Membership**

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

## **C. Responsibilities of Voting Members**

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

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

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

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

#### **E. Committee Meetings**

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

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

### **III. Budgeting**

#### **A. General**

1. RCW 28B.15 defines the authority to collect S&A Fees, the general purposes for which the fees may be used, and the budgeting process for administering their expenditure. The law specifically states: "It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that such budget recommendations are intended to be funded by services and activities fees" and "The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education." It is clear that the legislature deemed that the mechanism for

student input in the S&A Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the S&A Fees budget.

2. Any member of the campus community may submit a request for funding through either the annual budgeting or special allocation process, with the exception of:
  - a. Event Funding
    - i. Event funding requests shall be at the sole discretion of the SAB, who derive their funds through the annual budgeting process
  - b. Academic Funding
    - i. Academic funding requests shall only be considered if the request is for services and/or activities that are not directly related to an academic program.
3. The Committee shall establish both the annual budget and special allocation processes. Procedures and criteria adopted by the Committee for the submission of budget requests shall apply to every proposer and shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, political orientation, or physical or mental ability.
4. The Committee has the responsibility to review all proposals submitted for funding from S&A Fees, whether for capital expenditures or operating programs and budgets.
5. All funding proposals must contain adequate information which will include, at a minimum, the following:
  - a. Detailed line-item breakdown of proposed expenditures (e.g., salaries, travel, supplies, services, etc.);
  - b. Verification of strategic plan alignment
  - c. Additional funding sources being sought or available to fund the program or event; and
  - d. Revenues expected to be derived from the program or event.
  - e. An accountability of funds expended if previously funded
6. Budget allocation decisions of the Committee shall be posted on the SAFC website and sent to the requester within ten (10) business days of its respective action.
7. Allocations of S&A Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. All unspent and unencumbered funds, at the end of each fiscal year, shall revert to the Contingency Fund and shall be carried forward for future reallocation.
8. Each fiscal year shall begin on July 1 and end on June 30.

## **B. Annual Budgeting Process**

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

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

16. The Committee may appeal to the Board of Regents if they feel that these guidelines have not been followed, that their participation has been unduly curtailed, or that S&A Fee funds have been used for purposes outside of these guidelines. The decision of the Board of Regents shall be final.

## C. Annual Budget Allocation Appeals and Disputes

### 1. Budget Allocation Appeal

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

### 2. Budget Allocation Disputes

#### a. UWT Allocation Dispute Resolution Process

- i. If, during the review of the final annual budget recommendations submitted by the Committee, the administration should dispute any of the recommended allocations, the Chancellor shall provide the Committee chair with written notification of the disputed allocation that includes the administration's rationale or justification.
- ii. Within 5 business days after receipt of written notification of a disputed allocation recommendation, the chair shall schedule a special meeting of the Committee with the Chancellor for the

purpose of making a good faith effort to resolve the dispute.

- iii. In the event that the dispute is not resolved within fourteen (14) business days from the date of the initial special meeting called to consider the dispute, the Chancellor will provide the Committee with the administration's written response to the Committee's final annual budget recommendations, which will include any unresolved dispute. A copy of the response, together with a copy of the Committee's recommendations and any supporting documentation, will be submitted to the Board of Regents with the Chancellor's proposed budget recommendations for the expenditure of S&A Fees.

#### **b. UW Dispute Resolution Process**

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

#### **D. Special Allocation Process**

1. The special allocation process is designed to provide funding for capital expenditures or for emergency expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget by entities that have been identified as an Committee Core Value.
2. In general, the funding of special allocation requests shall be made from the "Contingency" operating budget line item that was included in the annual budget. If there is insufficient funding in the "Contingency" budget, the Committee may submit a request through the Chancellor to the Board of Regents for approval of an additional distribution from the reserve fund.

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

#### **E. Special Allocation Appeal**

1. If a proposer or any other student objects to an allocation of S&A Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee chair by the end of business on the fifth (5) business day after the Committee posted the allocation decisions. An extension of the deadline shall not be granted.
2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
3. A special meeting of the Committee will be called by the chairperson to address the appeal within 5 business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special

meeting of the Committee at which the appeal is considered.

4. If the appeal is denied, the chair shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor will be final.

#### **A. STIPULATIONS**

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

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

## Addendum A

### Proposed SAFC Guideline changes

#### II. Committee on Services and Activities Fees

##### A. Membership

1. The committee shall consist of a minimum of five and up to seven voting members, three non-voting ex-officio members, and one compliance officer.
2. The voting members shall be regularly enrolled students at UW Tacoma, recommended by the Associated Students of the University of Washington, Tacoma (ASUWT) Student Government and appointed by the Chancellor. Voting members shall not be elected ASUWT members.
4. All of the voting members shall be recommended by the 2<sup>nd</sup> Friday of October.

##### B. Terms of Membership

1. The voting members recommended by the 2<sup>nd</sup> Friday of October shall be appointed for one-year terms running from November 1<sup>st</sup> to the 2<sup>nd</sup> Friday of October in the following year.
2. The ex-officio members from Student Affairs, Administrative Services and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member shall be appointed to a renewable one-year term running from November 1<sup>st</sup> to October 31<sup>st</sup>.

##### C. Responsibilities of Voting Members

1. The committee shall elect a chair from its membership no later than the 3<sup>rd</sup> Friday of December. The committee may decide to elect a vice chair to assist the chair no later than the 3<sup>rd</sup> Friday of December.

#### III. Budgeting (Editing Note: Correct formatting of bulleting list for this section)

##### B. Annual Budgeting Process

3. No later than the 3<sup>rd</sup> Friday in January of each year, the Committee will announce the annual budget request submission process.
4. Annual budget request forms and all supporting documentation must be returned to the Committee no later than 12:00pm (noon) the 3<sup>rd</sup> Friday in February. Late submissions will be accepted and/or reviewed at the sole discretion of the SAFC.
6. (Note: This is a new bullet and all subsequent items under section B must be moved down) The Committee shall have a minimum of two weeks to consider annual proposals from the time they are submitted until formal deliberation begins.
18. (Note: New bullet) Voting and ex-officio members are restricted from presenting annual or contingency budget proposals to the committee.

Clark Stevens

Voting Member, UW Tacoma SAFC

[stevecw@uw.edu](mailto:stevecw@uw.edu)

Dear Chancellor Spakes:

I am writing this letter to inform you that I disagree with the UWT SAFC decision to raise student fees by 7% this year. The reason the committee decided to raise the fee level was to set aside money to the long term fund for the student union. Other than long term planning for a union, a fee increase of 5% was all that was necessary for program funding for this year. Considering the negative economic climate students find themselves in, and the instability of tuition due to budget cuts, 5% should be the maximum amount this year fees are raised.

The SAFC this year advanced the goal of having a student union on campus in several ways. First, we moved all unused funds to the long term fund, which is earmarked for the student union. We also used numbers for calculating our budget that were based on current FTE enrollment, with the understanding that enrollment will be higher this next year, and dictated that all fees generated by over enrollment go into the long term fund. We also funded and expanded several programs that will enhance the services and resources that will enhance the student union. We appropriated funds for the hiring of a recreation specialist, increased student involvement funding for activities and events on campus, and expanded the Diversity Resource Center. A student union is more than a building, and this year we made key investments that will enhance the union in other ways than merely setting aside funds.

The students this year are experiencing a harsh economic climate, brought on by the outside economy, and drastic budget cuts to the University. Many students have lost employment, or have reduced hours and/or pay due to the recession. On top of that, tuition increased last year by a large amount, and is expected to go up again this year and access to state and federal financial aid may go down. Students at UWT are approximately 10% more likely to be on financial aid in the form of Pell or state need grants, and Husky Promise aid than the other two UW campuses. That makes our students much more vulnerable to increasing tuition costs if they lose their financial aid. In this economic environment, we as UW Tacoma administrators and student leaders must be sensitive to the precarious financial situation many of our students are in, and exercise fiscal responsibility by minimizing the adverse economic impact to students. In upcoming years, students will be able to set aside funds for a student union more easily because of the investments in programs we made this year. An increase in fees of 5% is all that is necessary to improve the quality of the services and programs offered on campus. Please protect our student body and promote accessibility to our institution by not raising fees more than is necessary in the middle of a recession.

**W** UNIVERSITY *of* WASHINGTON | TACOMA

May 20, 2010

Kathleen Burdo, Chair  
UWT Services & Activities Committee

Dear Kathleen:

Thank you for submitting the recommendations of the Services and Activities Fee dated May 10, 2011. I accept the recommendations, and extend thanks to you and the committee for your thoughtful deliberations.

Sincerely,



Patricia Spakes  
Chancellor

Attachment 5