

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell:
2005-06 Distribution of Fees and Allocation of Funds

RECOMMENDED ACTION:

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve for the University of Washington, Bothell for 2005-06:

- 1) Use of Carry-Over Funds from 2004-05;
- 2) Recommended Services and Activities Fee Budget for 2005-06;
- 3) Recommendations for Long Term Fund Expenditure; and
- 4) Proposed Revisions to the Services and Activities Fees Guidelines and Operating Procedures.

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 history of the Services and Activities Fee at UW Bothell is:

1991-92	76	1998-99	93
1992-93	76	1999-00	93
1993-94	79	2000-01	83
1994-95	81	2001-02	83
1995-96	84	2002-03	83
1996-97	87	2003-04	86
1997-98	90	2004-05	89

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The Services and Activities Fee Committee at UW Bothell has recommended the following for fiscal year 2005-06. Chancellor Warren W. Buck has reviewed and approved the recommendations:

1. Use of Carry-Over Funds from 2004-05

The Services and Activities Fee (SAF) Committee requests that the unallocated portion of its 2004-05 Contingency Account (estimated at \$6,000) as well as any unspent funds from its 2004-05 awards (estimated at \$25,000 - \$30,000) be made available for use by the Committee to fund proposals throughout the following year (2005-06) without the need for Board of Regents approval. The Committee proposes to use its current funding criteria to evaluate the requests for funding from the Contingency Account.

2. Recommended Services and Activities Fee Budget for 2005-06:

The SAF Committee recommends that the quarterly fee payable by full-time students be raised \$2 per student, per quarter (from \$89 to \$91), the maximum allowable amount under Initiative 601, for the 2005-06 academic year. The fee has been calculated using an estimated FTE of 1,340 students for three quarters (Autumn, Winter, and Spring), plus an estimated fee collection of \$30,000 for Summer 2005. The total estimated fee collection for all four quarters (2005-06) is \$395,820.

A. Distribution of Fees:

The SAF Committee recommends that the 2005-06 fees be distributed as follows:

Student Activities and Services	96.5%	\$381,966
Mandated Student Loan Contribution	3.5%	\$13,854
Long-Term Development Fund Contribution	0%	\$0
Total SAF Fees		\$395,820

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B. 2005–06 Allocation of Student Activities and Services Funds:

ASUWB Programs and Operations:	\$39,500
Campus Events Board	32,400
Career Services	44,000
Childcare Voucher Program	35,000
CSS Graduation Reception	1,350
CSS Speakers Series	4,000
Coordinator of Student Programs	34,000
<i>Commons</i> Student Newspaper	6,000
Empty Suitcase Theater Company	20,000
Entrepreneur's Network Club	2,000
Environmental Club (Organic Garden)	2,500
Human Rights Action Club	1,600
Intercultural Club	11,000
Laptop Circulation Fees	7,500
<i>Literary Journal</i>	7,000
MAPS Student Conference/Graduation Recep.	1,600
MBA Career Services	2,000
MBA Graduation Reception	750
New Student Orientation	10,600
Nursing Pinning and Graduation Reception	1,750
<i>Public Policy Journal</i>	5,000
Registered Student Organizations	15,000
SAF Contingency Fund	34,016
Scholarship Assistant	14,000
Software Workshops	2,400
Space Huskies Student Organization	500
Supporting Student Presentations	8,250
Quantitative Skills Center	11,100
Teacher Cert. Commencement Celebration	1,500
Teacher Cert. Prof. Development/Mentoring	4,250
Women in Business Student Organization	5,000
Writing Center	16,400
Total	\$381,966

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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 UWB students in the furtherance of their education:

1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program. Business cards may not be purchased with Services and Activities Fees.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security.
3. Necessary and reasonable fees, meals, lodging, and transportation expenses for entertainers, lecturers, guest speakers and others who provide personal services on a contractual basis.
4. Trophies, plaques or medals, certificates of award or articles of personal property that are of nominal value (\$50 or less) given to currently enrolled UWB students as recognition for participation, achievement, or excellence as part of the functions of student organizations, activities, or programs. Articles of clothing may not be purchased with Services and Activities Fees.
5. Items (e.g., “give-aways”) designed to promote any student organization, group, or funded project or service are limited to a total value of \$200 unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation.
6. Cost of childcare for children of currently enrolled UWB students who are participating in UWB programs held on the UWB campus.
7. Necessary and reasonable meals, lodging, and expenses for currently enrolled UWB students while in travel status to participate in approved student functions, activities, or programs. All travel must comport with established UW travel policies and procedures (e.g., travel must be approved in advance using the

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Travel Authorization Form and a Travel Expense Voucher must be completed and approved before any reimbursements are made).

8. Cost of purchasing meals and/or refreshments and nonalcoholic beverages for currently enrolled UWB students, faculty, staff, and/or invited guests when considered an integral part of a UWB-student function, activity, program, or student-award reception; or of a leadership training program for a registered student organization, student committee (e.g., Services and Activities Fee Committee, Publications Board), or student government. Such funds are intended to support activities and programs held on campus and open to the general student body; funds are not intended to support routine meetings or gatherings associated with student organizations. 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 a meetings, events, or activities of which the principal purpose is fundraising.

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2005–06 Student Activities and Services Fees Budget
Allocation Detail and Stipulations on Spending

Program	Proposed Funding	Funding Details and Stipulations
Computer Software Systems Speaker Series	\$4,000	<ul style="list-style-type: none"> ▪ Funds provided to support an on-going series of non-technical lectures on the subjects of digital technology, software project management, computer graphics, and among other cutting-edge technologies.
Empty Suitcase Theater Company	\$20,000	<ul style="list-style-type: none"> ▪ Funds provided to expand the Empty Suitcase Theater Co. in order to offer the campus a full production season of performances. ▪ Funding is limited to on-campus productions that target UWB students.
Teacher Certification – Professional Development and Mentoring Conferences	\$4,250	<ul style="list-style-type: none"> ▪ Funds provided in support of three Professional Development Days (one per quarter) that will include seminars and panel discussions on topics of interest to students enrolled in the Teacher Certification program. ▪ Funds also are being provided in support of mentoring events for students enrolled in the Teacher Certification program. Allocation is primarily to fund refreshments and a guest facilitator.
Computer Software Systems Graduation Reception	\$1,350	<ul style="list-style-type: none"> ▪ Funds provided in support of a graduation reception to be held in June 2006. ▪ Applied a standard formula for funding commencement receptions (75% of 70 anticipated graduates X \$25 per graduate).
Elementary Teacher Certification Ceremonies	\$1,500	<ul style="list-style-type: none"> ▪ Funds provided in support of a Teacher Certification ceremony to be held in June 2006. ▪ Applied a formula unique to Teacher Cert. ceremonies (90% of 65 anticipated graduates X \$25 per graduate) as Education students do not participate in commencement.
MBA Graduation Reception	\$ 750	<ul style="list-style-type: none"> ▪ Funds provided in support of an MBA graduate reception to be held in June 2006. ▪ Applied the standard formula for funding commencement receptions (75% of 40 anticipated graduates X \$25 per graduate).

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Masters in Policy Studies Student Conference and Graduation Celebration	\$1,600	<ul style="list-style-type: none"> ▪ Funds provided in support of the Capstone Presentation and Dinner for students graduating (June 2006) in the Masters in Policy Studies (\$1,050). Additional funding (\$550) provided to support honoraria associated with the quarterly student conferences. ▪ Applied the standard formula for funding commencement receptions (75% of 55 anticipated graduates X \$25 per graduate).
Nursing Pinning and Graduation Celebration	\$1,750	<ul style="list-style-type: none"> ▪ Funds provided in support of the celebration to honor both BSN and MN students graduating in June 2006. ▪ Applied the standard formula for funding commencement receptions (75% of 92 anticipated graduates X \$25 per graduate).
Literary Journal	\$7,000	<ul style="list-style-type: none"> ▪ Funds provided in continued support of the student Literary Journal. The Writing Center will oversee the project. ▪ Funding includes money to support printing costs, general production supplies, and campus reception to celebrate the release of the publication. Funding is NOT provided for salaries, stipends, or honoraria of any individual involved in producing (or advising on behalf of) the Journal.
Public Policy Journal	\$5,000	<ul style="list-style-type: none"> ▪ Funds provided in continued support of the student Public Policy Journal. The Interdisciplinary Studies Program will continue to oversee the project. ▪ Funding includes money to support printing costs, general production supplies, and campus reception to celebrate the release of the publication. Funding is NOT provided for salaries, stipends, or honoraria of any individual involved in producing (or advising on behalf of) the Journal.
<i>The Commons</i> Student Newspaper	\$6,000	<ul style="list-style-type: none"> ▪ \$6,000 is provided to fund 3 editions of <i>The Commons</i> in Autumn 2005 and with the expectation that it will equally represent both campuses (UWB and CCC) in news stories, features, and opinion pieces. ▪ The Committee recommends that its successor prioritize additional funding (up to \$13,000) from the SAF contingency account if <i>The Commons</i> demonstrates an adequate (as deemed by the

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		Publications Board) infrastructure to sustain operations for Winter and Spring 2006 terms and that the newspaper meet the expectations of the SAF Committee for Autumn 2005 as stated above.
ASUWB	\$39,500	<ul style="list-style-type: none"> ▪ \$16,000 (salaries and benefits) Funding will be increased by \$6,850 (for compensation of officers) if the proposed ASUWB Constitutional amendment fails in Spring 2005. ▪ \$ 2,500 (supply stations) ▪ \$10,500 (operations)* ▪ \$10,500 (club funding) <p><i>*The Committee is requesting that ASUWB purchase and oversee a portable car battery-charger service for use by students.</i></p>
Campus Events Board	\$32,400	<ul style="list-style-type: none"> ▪ Funding is provided to initiate a Campus Events Board that will provide (1) campus-wide activities of broad appeal to students and (2) plan an annual reception to recognize student leaders. Preference should be given to events held on campus. ▪ Purchase and install bulletin boards in the Commons that will help promote student organizations and their activities and events (approximately \$5,000). ▪ A maximum of \$10,000 may be spent on salaries for Board members; the balance must be spent on events.
Environmental Club's Organic Garden	\$2,500	<ul style="list-style-type: none"> ▪ Funds provided in continued support of the Campus Organic Garden. ▪ Funding provided only in support of UWB student learning but cannot be part of an academic course. No individual or group is to be compensated from this allocation.
Entrepreneur's Network Club	\$2,000	<ul style="list-style-type: none"> ▪ Funding is provided to support networking opportunities targeting UWB students as long as those events occur on campus. ▪ No funding is provided for any program, service, activity, lecture, or retreat held off campus.
Human Rights Action Club	\$1,600	<ul style="list-style-type: none"> ▪ Funding provided for expenses associated with producing on-campus lectures and printing club brochures.

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Intercultural Club	\$11,000	<ul style="list-style-type: none"> Funding granted only to produce activities held on campus.
Space Huskies Student Organization	\$500	<ul style="list-style-type: none"> Funding granted only for facility costs related to the second-annual “Design a Lunar-Based Mission to Mars.”
Women in Business Student Organization	\$5,000	<ul style="list-style-type: none"> Funding provided for expenses associated with producing on-campus lectures and printing club brochures.
Career Services	\$44,000	<ul style="list-style-type: none"> Funding is provided to continue supporting the service and programming efforts underway in Career Services that help students across all disciplines focus their job search, implement their job-search strategies, and to build skills in self-marketing. Budget adjusted to include fees likely to be assessed by CMC. If CMC does not implement its proposed fees, then the actual budget is \$39,200.
Childcare Vouchers	\$35,000	<ul style="list-style-type: none"> SAF is providing funding with the understanding that the vouchers will be administered in the same basic format as in the past, thereby allowing students to select their own licensed child-care providers. The administration of this program will be under the Manager of Financial Aid. Office assistance will be provided by the Scholarship Assistant (funded by SAF).
New Student Orientation	\$10,600	<ul style="list-style-type: none"> Funds are provided to plan non-academic orientation programs for students.
Coordinator of Student Programs	\$34,000	<ul style="list-style-type: none"> Continued funding of the Coordinator of Student Programs position. Funding assumes a .80 FTE assignment for 11 months.
Laptop Circulation	\$7,500	<ul style="list-style-type: none"> Funds provided to continue the service agreement with the Library to circulate and service laptops purchased by Student Technology Fees. The agreement includes servicing up to 15 laptops.
MBA Career Services	\$2,000	<ul style="list-style-type: none"> Funds are provided to sustain and continue building career services and programs of particular interest to MBA students (e.g., networking, career coaching).
Software Workshops	\$2,400	<ul style="list-style-type: none"> Funding is provided to Information Systems to offer five Intermediate Microsoft Excel workshops

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		<p>(\$750) and five Microsoft FrontPage workshops (\$750) throughout the academic year.</p> <ul style="list-style-type: none"> ▪ Funding is provided to the Campus Media Center to offer 10 PowerPoint workshops throughout the academic year. ▪ Information Systems and the Campus Media Center are requested to keep detailed enrollment statistics on each workshop funded. ▪ Funding assumes that UWB students will not be assessed a fee for attending any of the above-mentioned workshops. ▪ Funding is to underwrite the cost of the workshops for currently enrolled UWB students, only.
Registered Student Organizations	\$15,000	<ul style="list-style-type: none"> ▪ Funding of up to \$1,500 will be provided each registered student organization to produce on-campus events unless a group has already received an allocation as part of this annual budget. ▪ Funding is permitted for recreational activities that can not be sponsored on campus (e.g., snow skiing, whale watching, rock climbing, water rafting, etc.). ▪ Groups must be currently registered and in good status with the University in order to take advantage of these funds. ▪ The Coordinator of Student Programs will administer funding.
Scholarship Assistant	\$14,000	<ul style="list-style-type: none"> ▪ Funding is provided to support an hourly employee to assist in the processing of scholarships for UWB students.
Supporting Student Presentations	\$8,250	<ul style="list-style-type: none"> ▪ Funding is provided to Academic Services to continue offering services to students that will help them to enhance their classroom presentations (including media presentations) and facilitations. ▪ SAF is willing to partner with the University in funding of this program in 2005-06; however, funding is limited to 75% of the requested amount. In future years, funding should reflect an equal partnership (50/50) between the University and SAF. ▪
Quantitative Skills Center	\$11,100	<ul style="list-style-type: none"> ▪ The bulk (90%) of funding is provided to continue supplementing the operation of the Quantitative

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		<p>Skills Center to serve students in the evening and on weekends.</p> <ul style="list-style-type: none"> ▪ Funds also provided to continue supporting events on campus that heighten the awareness of the applicability, usefulness, and joy of mathematics.
Writing Center	\$16,400	<ul style="list-style-type: none"> ▪ Funding is provided to Academic Services to support hourly staff in the Writing Center. The grant will help to continue the current base of services offered to students in the Writing Center. ▪ This is a new request for 2005-06. SAF Funding will replace a \$20,000 Teaching and Learning Center grant that expired in 2004-05.
SAF Contingency Fund	\$34,016	<ul style="list-style-type: none"> ▪ This fund will be used by the SAF Committee to fund proposals throughout the 2005-06 academic year that meets its criteria and funding guidelines. ▪ Approximately \$3,000 of the Contingency Fund will be used to purchase a mid-grade laptop computer for SAF business as well as supplies and refreshments for the SAF Committee.
Grand Total	\$360,891	

3. Recommended Expenditures for Long Term Funds

Provide funds to the University to modify the motor that drives the heating and air-conditioning system in North Creek Café. The motor is loud and disruptive to student activities sponsored in that venue.

\$ 7,000

Total Recommended Long Term Expenditures:

\$ 7,000

4. Recommended Revisions to the Services and Activities Fees Guidelines and Operating Procedures

A. The SAF Committee recommends a revision to its original Guidelines and Operating Procedures, which was last amended on June 12, 1998. In general, the proposed Guidelines and Operating Procedures (see Attachment A) by (1) distinguishing the role of the SAF Committee from the Associated Students, (2) improving the flow and organization of regulations and the overall layout of the document for referencing purposes, and (3) correcting awkwardly worded sentences in hopes of adding clarity of meaning and expression of ideas. The current version of the Guidelines appears as Attachment B. Specifically, the revised Guidelines seek to:

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- i. Specify when the voting members of the Committee should be appointed and their corresponding dates of service;
 - ii. Indicate the grounds for removing a voting member of the Committee;
 - iii. Correct the process for appointing the chairperson;
 - iv. Reference the Open public Meeting Act with regard to calling meetings, posting agendas and minutes, and defining the various categories of meetings;
 - v. Establish a clearly stated budgeting process for the Annual Fund and Contingency Fund along with specifying general deadlines and expectations for both the requesting party and the Committee;
 - vi. Broaden the Guidelines for Funding (Section 5) to reinforce the purpose and appropriate use of SAF money; and
 - vii. Address to the role of the Committee (see Section 8) in monitoring funded programs and services and defining the actions that the Committee may impose when a program does not spend according to the budget plan or the Committee's Guidelines.
- vii. Expand the Chancellor's options for resolving disagreements.

Attachment A

Recommended Revisions to the SAF Guidelines and Operating Procedures

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.

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- 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

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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 seven (7) voting members who are currently matriculated students at UWB and not elected or appointed officers of the Associated Students (ASUWB). The voting membership of the Committee should strive for a committee that is strongly representative of the student body, considering academic programs, gender, cultural backgrounds, and other characteristics of the student body.
- B. Ex-officio, non-voting members of the Committee may include the Associated Students of the University of Washington, Bothell (ASUWB) President or designate, a representative from Finance and Administration, 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 Finance and Administration and Student Affairs is to provide information and orientation, background materials, and general support and guidance to the Committee.
- C. The voting members will generally serve for one term, and each term is for a period of one year (from July 1 to June 30). Voting members should be selected by May 15 for the following year. Members may be reappointed for a second year of service at the discretion of the Chancellor. 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. 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.

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- 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).

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- 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.
 - i. 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.
 - ii. Any member of the University campus community may submit a request for annual or contingency funding.
 - iii. 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. Unspent and unencumbered funds remaining from a previous fiscal year's budget shall be carried forward for use by the Committee to fund proposals throughout the following fiscal year without the need for approval from the Board of Regents. This will be known as the Contingency Fund. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

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- i. The Services and Activities Fee Committee shall notify the campus community of the opportunity to submit requests for Contingency funding no later than November 1.
 - ii. 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.
 - iii. Any member of the University campus community may submit a request for contingency funding.
- 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 prior to adopting a final budget that will be sent to the Chancellor. Said open forum must be held no later than April 1.
- 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 the Associate Vice Chancellor for Academic Affairs and Director of Student Affairs.

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A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell: 2005–06
Distribution of Fees and Allocation of Funds (continued, p. 18)

- H. The Committee shall send its final recommendations for an annual operating budget and long-term capital expenditures along with supporting documentation to the Associate Vice Chancellor for Academic Affairs and Director of Student Affairs by May 1 of each year. The Associate Vice Chancellor will, after review, send the recommendations on to the Vice Chancellor of Academic Affairs and the Vice Chancellor for Administrative Services and, after their review, send them on to the Chancellor. 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 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

- B. 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:

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A. Academic and Student Affairs Committee

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1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program. Business cards may not be purchased with Services and Activities Fees.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security.
3. Necessary and reasonable fees, meals, lodging, and transportation expenses for entertainers, lecturers, guest speakers and others who provide personal services on a contractual basis.
4. Trophies, plaques or medals, certificates of award or articles of personal property that are of nominal value (\$50 or less) given to currently enrolled UWB students as recognition for participation, achievement, or excellence as part of the functions of student organizations, activities, or programs. Articles of clothing may not be purchased with Services and Activities Fees.
5. Items (e.g., “give-aways”) designed to promote any student organization, group, or funded project or service are limited to a total value of \$200 unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation.
6. Cost of childcare for children of currently enrolled UWB students who are participating in UWB programs held on the UWB campus.
7. Necessary and reasonable meals, lodging, and expenses for currently enrolled UWB students while in travel status to participate in approved student functions, activities, or programs. 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).
8. Cost of purchasing meals and/or refreshments and nonalcoholic beverages for currently enrolled UWB students, faculty, staff, and/or invited guests when considered an integral part of a UWB-student function, activity, program, or student-award reception; or of a leadership training program for a registered student

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A. Academic and Student Affairs Committee

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organization, student committee (e.g., Services and Activities Fee Committee, Publications Board), or student government. Such funds are intended to support activities and programs held on campus and open to the general student body; funds are not intended to support routine meetings or gatherings associated with student organizations. Services and Activities Fees may not be used to purchase or serve alcoholic beverages.

- C. 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.
- D. 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.
- E. 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

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A. Academic and Student Affairs Committee

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5. 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 28.15.045(6a)).
- 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 28.15.045(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 28.15.045(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 28.15.045(8)).

Section 8. Review of Budget Allocations

The Committee may choose to conduct discretionary reviews of funded programs at any time during the year. 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 or in accordance with these Guidelines and Operating Procedures. During a freeze, no further obligations may be incurred

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A. Academic and Student Affairs Committee

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against the budget until the freeze is removed. A freeze may remain in effect until the Committee is satisfied with the program's progress.

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A. Academic and Student Affairs Committee

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Attachment B Current SAF Guidelines and Operating Procedures

*Guidelines of the Associated Students of the University of Washington Bothell
6/98*

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.15.0411 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 services and programs.” In addition, “it is the intent of the legislature that the governing boards (Board of Regents for the University of Washington) 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 which will result in the presentation of a spectrum of ideas. (RCW 28.15.044)
- B. The level of Services and Activities Fees is authorized by the state legislature. The Services and Activities Fees Committee will recommend the level and distribution of the Fees for each academic school year to the Board of Regents.
- C. Services and Activities Fees and revenues generated by programs and activities funded by such fees are deposited and expended through the University’s budget and financial accounting systems, the responsibility for which resides with the University’s chief fiscal officer. Such fees and revenues are subject to University policies, regulations and procedures as documented in the Handbook, Operations Manual, and elsewhere, and to the Budget and Accounting Act of Washington, Title 43 Chapter 88 RCW.
- D. With the exception of any funds needed for bond covenant obligations, once the budget for expending Services and Activities Fees is approved by the Board of Regents, funds can not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund unless the Chancellor’s Office provides written justification to, and receives express approval from, the Services and Activities Fee Committee and the Board of Regents. In the event of a fund transfer dispute among the Services and Activities Fee Committee, the

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A. Academic and Student Affairs Committee

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administration, or the governing board, said dispute shall be resolved pursuant to subsections (6 (b)), and (8) of this section (RCW 28.15.045(12))

- E. The Board of Regents shall adhere to the principle that the Services and Activities Fees Committee's desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students. (RCW 28.15.045 Opening Paragraph)

Section 2. Services and Activities Fees Committee

- A. All members shall be responsible for developing and maintaining effective communication within the Committee and throughout the UWB campus community. Active participation in the deliberations of the Committee and its various subcommittees is expected of all members, as is a willingness to engage in constructive dialogue on any issues being considered.
- B. It shall be the responsibility of the Committee to notify the campus community of opportunity to submit budget requests.
- C. The Committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of Services and Activities with supporting documents regarding program priorities and budget levels based on projected funds to the Chancellor of the University of Washington Bothell, who will forward the recommendations to the Board of Regents. (RCW 28B.15.045(3))
- D. The intent of this Committee is to be comprised of one representative of each academic area not to exceed seven (7) student (non-ASUWB) voting members and ex-officio members that could include representation from the ASUWB, the student newspaper, the Chancellor's office administration or the General Faculty Organization. The voting members shall be students recommended by the Associated Students of the University of Washington Bothell (ASUWB) presiding officer and should strive for a committee that represents diverse student interests. The recommendation for the committee members will be forwarded to the Chancellor of the University of Washington Bothell for appointment.
- E. The voting members will serve for no more than three consecutive terms and each term is for a period of one year. The new administrations of the ASUWB or governing body may replace any of their respective representatives only for reasons spelled out in the 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.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell: 2005–06 Distribution of Fees and Allocation of Funds (continued, p. 25)

- F. “The chairperson of the Services and Activities Fee Committee shall be selected by the members of that Committee” (RCW 28.15.045(3)) and shall be selected by October 15th of the current academic year. 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 shall serve as liaison to the UWB administration, ASUWB presiding officer, to the Editor of the student newspaper and to other organizations as appropriate.

Section 3. Committee Operating Procedures

- A. See separate document “Services and Activities Fee Committee Operating Procedures” for the Committee’s operating procedures.
- B. The Committee will make available to the UWB community copies of the Committee’s current operating procedures.

Section 4. Requests for Operations or Capital Funding

- A. The Committee will make available to the UWB community copies of the Committee’s current procedures, which will include instructions for submission of funding requests.
- B. The intent of the current operating funds is to support on-going student activities.
- C. It is the intent that the funds deemed “long-term” shall be used for equipment/furnishings, lease and/or bond obligations, and other related expenditures.
- D. The Committee will submit an annual budget to the Board of Regents for expenditure of current operating funds and any expenditure of long-term funds. 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.
- E. Any member of the University campus community may submit a request.
- F. The chairperson shall transmit the results of voting of the Committee (including reports on any dissenting opinions) for a project to the Bothell Finance and Administration Office.
- G. Disputes will be resolved in accordance with Sections (6) (a) (b), (7) and (8) of the RCW 28B.15.045

Section 5. Staff Assistance

- A. Information, background material and staff assistance will be provided by the UWB Finance and Administration Office and the student government Program Coordinator.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

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Section 6. Budget Disputes

- E. The Chancellor of the University of Washington Bothell 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 28.15.045(6a)).
- F. If the dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the Committee within fourteen days (RCW 28.15.045(6b)).
- G. 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 (RCW 28.15.045(7)).
- H. 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 28.15.045(8)).

Services and Activities Fees Committee

Operating Procedures

Section 1. Responsibilities and Accountabilities

The Services and Activities Fee Committee (hereafter called the Committee) shall review all requests for support from the services and activities fees, serving in an advisory capacity to the Chancellor and Vice Provost (hereafter called the Chancellor), and the Board of Regents. The Chancellor, in turn, may seek the view of other affected University groups as to the recommendations of the Committee and then make recommendations to the President of the University, who then makes his/her recommendation to the Board of Regents.

Section 2. Membership (subject to Guidelines)

- A. The voting members shall be current, matriculated students of the UWB and could include no more than 2 (non-voting) members of the ASUWB, and no more than 2 (non-voting) members of the Publications board.

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A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell: 2005-06
Distribution of Fees and Allocation of Funds (continued, p. 27)

- B. The Committee should strive for a Committee that is strongly representative of the student body, considering academic programs, gender, cultural backgrounds, and other characteristics of the student body.
- C. Ex-officio members may include the President of the ASUWB or an appointee of the ASUWB, a representative from the Budget and Finance Office, an advisor of the Publications Board, a representative of the Student Affairs Office, and a representative from the Chancellor's Office. Any other ex-officio member may be appointed by the Chairman of the Committee with approval of the Chancellor.

Section 3. Term of Membership

- A. The Committee and Chair shall be selected not later than the second week in May prior to the upcoming Autumn quarter when their term shall begin. The voting members of the Committee shall select the Chair of the Committee through nominations and a vote. The Chancellor must approve the Chair.
- B. The student members shall be appointed to one-year terms, for up to three years as expressed in the Guidelines. Vacancies will be replaced in the same manner as provided for new appointments and for the un-expired term of the original appointment.

Section 4. Responsibilities of Membership

- A. Develop and maintain effective communication within the Committee.
- B. Develop and maintain effective communication with the campus community.
- C. All minutes of the Committee's meetings shall be publicly posted not later than 5 days after the meeting occurs.
- D. Attend all meetings unless excused by the Chair via the ASUWB Program Coordinator. Attendance is key to the success of the Committee; therefore members may request the resignation of a particular member if absences are deemed to be detrimental to the work of the Committee. A unanimous vote by the Committee, other than the party whose resignation is being requested, is required to remove a member from the Committee. The Committee will vote within two weeks of recommendation.

Section 5. Advisory Responsibilities and Procedures

- A. The Chancellor of UWB 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

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A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell: 2005–06
Distribution of Fees and Allocation of Funds (continued, p. 28)

- by the Committee and take other actions as needed to assure that the lines of communication to the Committee remain open.
- B. The Committee shall send its final recommendations with support documentation to the Chancellor and he/she shall submit copies to the Board of Regents.
 - C. The Committee's recommendations and those of the Chancellor shall be required before funding will be recommended for new projects, for existing programs not now funded by services and activities fees, or for major increases in existing programs funded by services and activities fees.
 - D. At the time the Chancellor submits his/her proposed budget recommendations for the expenditure of services and activities fees to the Board of Regents, he/she shall also submit a copy of the Committee recommendations along with any supporting documentation originally provided by the Committee and a copy of the administration's response to the Committee recommendations.

Section 6. Meetings

- A. Regular meetings shall be held as follows
 - 1. At least once in Fall Quarter (more as needed)
 - 2. At least twice in Winter Quarter (more as needed)
 - 3. At least once a week in Spring Quarter (more as needed)
- B. Special meetings shall be called by
 - 1. The Chair of the Committee
 - 2. Two or more members of the Committee
 - 3. The Chancellor of the UWB
- C. All members must get 3 school days advance notice for Special meetings.
- D. A basic responsibility of the Committee is to provide full information to the community, especially students concerning projects or programs funded from the services and activities fees.
- E. Public hearings shall be held on major issues or on any issue that requires the expenditure of \$10,000 or more.
- F. The agenda and a copy of all requests received must be publicly posted at least three days in advance of regular meetings and 2 days in advance of a special meeting. Notice will be sent to members with an agenda at least three school days in advance of regular meetings and two days in advance of a special meeting.
- G. A quorum consists of a majority of voting members of the Committee.
- H. 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 the approval of the Committee.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell: 2005-06
Distribution of Fees and Allocation of Funds (continued, p. 29)

Section 7. Special Budget Requests

- A. All requests shall be submitted in writing to the Chair not less than five days prior to the meeting. The Chair will review them to insure that adequate information is provided.
- B. All request received shall be listed by title and source in the next meeting agenda for a regular meeting.
- C. Any request so listed may be called for under new business by any member. Copies of all requests will be distributed to all members of the Committee in advance with the agenda.

May 22, 2005

TO: Tana Hasart
Associate Vice Chancellor for Academic Affairs and Director of
Student Affairs

FROM: Warren W. Buck
Chancellor

SUBJECT: Proposed UW Bothell SAF Budget for 2005-2006

I am writing in response to the Student Services and Activities Fee (SAF) request you submitted on behalf of the SAF Committee. I've reviewed the proposal and fully concur with these recommendations.

In addition, I would like to express my appreciation to the SAF Committee members for the work they have done this year. Thank you for your time and efforts.

cc: Dr. Steven Olswang, Interim Chancellor
Dr. Tom Bellamy, Vice Chancellor of Academic Affairs
Mr. Bill Kelleher, Vice Chancellor of Administrative Services
Dr. David Bush, Assistant Director for Student Development
Mr. Shawn Hunstock, Business and Operations Manager

Date: May 10, 2005

To: Chancellor Warren W. Buck

From: Tana L. Hasart, Assoc. Vice Chancellor for Academic Affairs

Re: SAF Budget Proposal for 2005-2006

On May 6, 2005 the Services and Activities Fee (SAF) Committee met and adopted a budget for fiscal year 2005-2006. Their action includes the following:

- Recommending the use of carry-over funds from 2004-2005 (estimated at \$6,000) as well as any unspent funds from the 2004-2005 awards (estimated at \$25,000-30,000) be made available to fund 2005-2006 proposals.
- Recommending an increase in Services and Activities Fee collections for 2005-2006 from \$89 per quarter to \$91 per quarter.
- Approving the 2005-2006 SAF budget recommendation in the amount of \$395,820 to include \$381,966 in student activities and services and \$13,854 in mandated student loan contributions.
- Recommending expenditure of long-term funds in the amount of \$7,000.
- Recommending revisions to the Services and Activities Fees Committee Operating Guidelines and Operating Procedures to include specific language related to review of recommendations and the option to delegate the responsibility for clear communication with the SAF Committee when appropriate.

Enclosed are copies of the May 6, 2005 SAF Committee minutes that reflect action with respect to proposed funding and correction of minutes, and April 8, 2005 SAF Committee minutes that reflect action with respect to adoption of operating guidelines and operating procedures. Also attached are current and proposed operating guidelines and operating procedures.

In forwarding these recommendations to you I want to commend the exceptional leadership provided by student members of this year's SAF Committee and the excellent support and guidance provided by both Dr. David Bush and Mr. Shawn Hunstock. This year's funding recommendations have been thoughtfully prepared and align with an over-all goal of continued community building for students here at UWB.

Encl: SAF Minutes –May 6 and April 15, 2005
SAF Committee Recommendations for Funding
Proposed SAF Committee Operating Guidelines and Operating Procedures
Current SAF Committee Operating Guidelines and Operating Procedures

C: Dr. Steven Olswang
Dr. Thomas Bellamy
Bill Kelleher
Dr. David Bush
Shawn Hunstock
File