

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington, Tacoma:
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 2005-06,
- 2) the distribution of Services and Activities Fee for 2005-06; and
- 3) the operating budgets and expenditures recommended for 2005-06.

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:

1991-92	\$ 76	1998-99	\$ 87
1992-93	\$ 76	2000-01	\$ 89
1994-95	\$ 81	2001-02	\$ 91
1995-96	\$ 83	2002-03	\$ 91
1996-97	\$ 83	2003-04	\$ 97
1997-98	\$ 85	2004-05	\$100

The SAF Committee at UW Tacoma has recommended the following for academic year 2005-2006. Chancellor Patricia Spakes has reviewed and concurs in these recommendations.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

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

1. Level of Fee:

The quarterly fee payable by a full-time student should be increased to the maximum dollar amount permitted by law as implemented by the Board of Regents, to the level of \$103 per quarter for a full-time student for the 2005-06 academic year.

2. Distribution of Fees:

Based upon estimated revenue of \$554,056 for fiscal year 2005-2006, the Committee recommends that the fees be distributed as follows:

	<u>2004-05</u> <u>% Distribution</u>	<u>2005-06</u> <u>% Distribution</u>	<u>2005-06 Distribution</u> <u>based on a \$103 fee</u>
Student Activities and Services	81.5%	81.9%	\$ 453,815
Long-term student loans:	3.5%	3.5%	\$ 19,391
Long-term development:	15.0%	14.6%	<u>\$ 80,850</u>
		Total	<u>\$ 554,056</u>

3. 2005-06 Budget Allocations for Student Activities and Services

The Committee recommends the following distribution for Student Activities and Services for the 2005-06 year.

Student Organization Operations	\$
7,000	
Student Publications:	
The Ledger (Newspaper)	\$ 57,444
Tahoma West (Literary Magazine)	\$ 27,320
Student Government (ASUWT) Operations	\$ 53,400
Student Leadership & Development Training Fund	\$ 30,000
Student Services:	
Safety Escort	\$ 8,000
Student Life Office	\$ 53,594
Childcare	\$ 55,000

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

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

Math, Science, and Writing Tutors	\$ 20,000
Student Center Amenities & Maintenance Fund	\$ 2,000
Utilities and Custodial Services for Student Lounge	\$ 15,319
Student Activities:	
Events and Sports	\$ 85,500
Student Activities Fee Committee Operations	\$ 3,500
Student Leadership Coordinators and Recognition Fund	<u>\$ 35,738</u>
TOTAL	\$453,815

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 \$103 or due to excess enrollment will remain in the Long Term Development fund.

- ATTACHMENTS:
- 1) May 25, 2005 memorandum from Wendy Cook, Chair, UWT Services and Activities Fee Committee to Dr. Patricia Spakes, UWT Chancellor
 - 2) May 26, 2005 memorandum from Dr. Patricia Spakes, UWT Chancellor to Wendy Cook, Chair, UWT Services and Activities Fee Committee

University of Washington, Tacoma Interdepartmental Memorandum

May 25, 2005

TO: Dr. Patricia Spakes, Chancellor

FROM: Wendy Cook, Chair
UWT Services and Activities Fee Committee

SUBJECT: 2005-2006 Services and Activities Fees

The UWT Services and Activities Fee Committee (SAFC) recommends the following to the Chancellor of the University of Washington, Tacoma, and the Board of Regents of the University of Washington, with regard to student services and activities fees for the 2005-2006 academic year:

1. The services and activities fee payable by a full-time student be increased to \$103 per quarter.
2. The estimated revenue from services and activities fees based on a fee of \$103 per quarter authorized student FTE of 1,534 per regular academic quarter be distributed as follows:

Organizations, services and activities	\$453,815	(81.9%)
University Student Loan/Grant Fund	\$ 19,391	(3.5%)
Long Term Development	<u>\$ 80,850</u>	(14.6%)
Total	\$554,056	

3. The amount recommended for distribution to student organizations, services and activities be allocated for annual operating expenditures in accordance with budget proposals submitted to and approved by the SAFC as follows:

Student Organization Operations	\$ 7,000
Student Publications:	
The Ledger (Newspaper)	\$ 57,444*
Tahoma West (Literary Magazine)	\$ 27,320
Student Government (ASUWT) Operations	\$ 53,400
Student Leadership & Development Training Fund	\$ 30,000
Student Services:	
Safety Escort	\$ 8,000
Student Life Office	\$ 53,594
Childcare	\$ 55,000
Math, Science, and Writing Tutors	\$ 20,000
Student Center Amenities & Maintenance Fund	\$ 2,000
Utilities and Custodial Services for Student Lounge	\$ 15,319

Student Activities:

Events and Sports	\$ 85,500*
Student Activities Fee Committee Operations	\$ 3,500
Student Leadership Coordinators and Recognition Fund	\$ 35,738

*These budgets were not unanimously approved.

Allocations that 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 \$103 or due to excess enrollment will remain in the Long Term Development fund.

A brief discussion of the proposed budget allocation for each program, service or activity is attached as Enclosure 1.

4. The deliberations of the SAFC were especially challenging this year, because budget requests submitted for consideration of the SAFC far exceeded the projected revenue from fees that would be available for expenditure. A key factor in these allocations was to provide a sufficient variety of services and activities so that all facets of the student body could benefit. Two of the budget allocations approved by the SAFC (asterisked above) were not unanimously approved, and in accordance with SAFC guidelines the dissenting opinions of the committee members are attached as enclosure 2.

Encl: As stated

Cc: Michael Allen
Jan Rutledge
Shellie Jo White

2005-2006 Student Services and Activities Fees Budget Allocation Detail

The proposed budgets for operating expenditures are for bona fide school related curricular or extracurricular programs, services, or activities supporting UWT students in the furtherance of their education. The total operating budget for the year is \$453,815.

Student Organization Operations

\$7,000

Provides for the support to student organizations for standardized items for each registered organization (e.g., brochures and advertising of the organization's purpose and meetings) and will be administered by the Office of Student Life.

Student Publication (The Ledger)

\$57,444

Provides for the salaries of a publisher and student editors or managers and the costs of publishing a bi-weekly official student newspaper—a total of 5 issues per quarter for the regular academic year. Funding also provides for an updated bi-weekly online edition of the paper.

Student Publication (Tahoma West)

\$27,320

Provides for the annual publication of a literary magazine that features fiction, non-fiction, poetry, reviews and artwork submitted primarily by undergraduate students from all academic programs.

Student Government (ASUWT)

\$53,400

Provides for the salaries of student officials and the general operating expenses of the official student government at the UWT. Changes in this budget reflect support of the Student Programming Board, Student Leadership Coordinator position, and the restructuring of ASUWT and the ASUWT Director positions. Funding for training or events that the ASUWT may wish to sponsor is handled under Student Activities-Events and Student Leadership Training Fund.

Student Leadership and Development Training Fund

\$30,000

Provides for a combined training fund, which will support individualized, specialized, and generalized training sessions for the ASUWT Student Government, both our Student Publications (Tahoma West and The Ledger), Student Organizations, and students-at-large to assist in the development of our student representatives, ambassadors, mentors, and leaders. All training development, implementations, and budgetary control will be developed and administered by the Office of Student Life.

Safety Escort Service

\$8,000

Provides for the student portion of a service to provide escorts to and from campus parking areas for students, staff and faculty during the evening hours. The UWT Escort Program will continue to operate using student employees as the escorts.

Student Life Office

\$53,494

Provides for the salaries of hourly and classified personnel and administrative costs incurred in the direct and indirect support of student organizations, student government, student publications, the childcare assistance program; events and activities. This budget was increased this year to reflect the desire to increase the Student Life Program Administrator to 100% FTE.

Childcare Assistance Program

\$55,000

Provides for a subsidy (voucher) to assist with childcare expenses for qualified student-parents.

Student Activities (Events and Sports)

\$85,500

Provides for social, educational and cultural programs, events and participation of the UWT students or teams in intramural or off-campus sporting events and leagues, such as softball, basketball, soccer and cycling, to be sponsored or conducted by students, student government, student organizations, or the newly created programming board. This fund also provides for the salaries of the student programmers, general operating, and advertising expenses of the student programmers at UWT. The remainder of this fund will remain under the control of the SAFC until they approve the Programming Board Operations Manual.

Student Activities Fee Committee Operations

\$3,500

Provides for administrative expenses and staff support, which the committee incurs while performing their charge.

Math, Science and Writing Tutors

\$20,000

Provides Math, Science and Writing tutors, which will be available to students through the Center for Teaching, Learning and Technology.

Utilities and Custodial Services

\$15,319

Provides for the utility and custodial costs for the student lounge and the associated student workspaces. This utilities used in this calculation are electricity and natural gas only, water and waster water are paid by the University.

Student Center Amenities and Maintenance Fund

\$2,000

Provide for the maintenance, replacement, and purchase of amenities for the Student Center. Budget will be administered by the Office of Student Life.

Student Leadership Coordinators and Recognition Fund

\$35,738

Provides for the salaries of personnel along with the administrative costs incurred in the direct and indirect support of student organizations, student government, student programming board, and events and activities. Previously, similar positions had been funded as a part of the Student Organization Operations and ASUWT annual budgets.

University of Washington, Tacoma

April 1, 2005

University of Washington
Board of Regents
Schmitz Hall
Box 355852
Seattle, WA 98195

Opposition to 2005-2006 Annual Budget
The Ledger Publication

Dear Board of Regents:

The purpose of this letter is to inform you as to the reasons why I voted in opposition of the 2005-2006 annual budget for University of Washington, Tacoma publication, *The Ledger*.

During tight budget times, it may become necessary for individuals to take on additional responsibilities in an effort for an organization to be cost efficient. Included in *The Ledger's* \$63,599 annual budget request was a staff position for a "Web Master/IT Manager" which would be responsible for maintaining the Ledger's online website.

Due to these tight budget constraints that the SAF continually face, it was my recommendation that *The Ledger* accept an offer from a "Web Designer" currently being shared by other student run organizations, including literary magazine Tahoma West, to maintain its website, instead of requesting additional student funds for a dedicated staff position. The Ledger felt that it would be a conflict of interest to share such position and asked that a dedicated Web Master be funded.

I disagreed with their rationale and as a result, voted in opposition of the proposed budget.

If you should have any questions regarding the above information, please feel free to contact me at your convenience.

Sincerely,

April Adams
Service and Fees Committee, Member
University of Washington, Tacoma

Cc: Wendy Cook (SAFC Chair)
Shellie Jo Enscoe (Ex-Officio)
Deborah Merrill (Ledger)

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UWT Chancellor's Offi

**DISSENT ON THE APPROVAL OF THE PROGRAMMING BOARD FOR UWT,
BY WAGOMA BURDON**

Issues: Should SAFC approve \$90,000 of a programming board that is comprised of entertainment and recreation coordinator, special issues and awareness coordinator, promotions and publicity coordinator and special events coordinator address, and administer the following issues, (S.A.P.B)?

Reasoning: While there is a need for some of these programs, that address and assess the needs, represented by the positions that have been listed in the aforementioned paragraph, my assessment is that UWT as an institute is not prepared at this point to have a programming board separate from SAFC to address programming issues as "stewards of the Student funds".

Analysis:

- Such a board requires not only explicit but implicit standards in order to function properly. Currently, no strategic plan has included a student programming board, ahead of implementation, research and planning that must take place.
- After planning explicit job description, that is not just on paper but in practice, roles, and organization chart outline the communication and responsibility structure and strategy pathway must be initiated.
- Thirdly, accountability and leadership standards must be written so assessment tools regarding potential functionality of such board must be in place and working positively.
- The evening students must also be consulted and included on their needs
- There are no job descriptions in existence for the suggested board.
- There is no clearly defined focus and timeline in place for the programming board before the proposal for such a board was initiated.

Student Leadership at this institute is a serious problem, students need to be able to think on their own and after careful strategic planning and clear vision with strong support from students, only then can students decide whether programming board is appropriate for UWT. Organizational structure that is clear and concise as to the duties of this board has to implicitly defined. Decision making for the programming board should come from students with the support of advisers, ex-officio and administration

- These foregoing Items must be developed in conjunction with student leaders and student body and UWT constituency at large. Then when initial support has been earned, students can work with administration, advisors, and ex-officio if only the research, strategic planning, pragmatic, accountability and leadership are in place and working to develop such a board. Development and implementation of such a board must include a timeline, budget and evidence of sustainability based on UWT constituent needs.

Conclusion:

It is my recommendation that the board of regents reject the proposed programming board, because of the abovementioned reasons and analysis.

Sincerely,



Wagoma Burdon

Senior Urban Studies Program
Services and Activity Fee Committee Member
Diversity Task Force Committee Member
University of Washington, Tacoma

May 27, 2005

Ms. Wendy Cook
Chair
Services and Activities Fee Committee

Dear Wendy:

Thank you for submitting the recommendations of the Services and Activities Fee dated May 25, 2005. I accept the recommendations, and extend thanks to you and the committee for your thoughtful deliberations.

Sincerely,

Patricia Spakes
Chancellor