

VII. STANDING COMMITTEE

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington, Seattle: Revised Guidelines

Information will be mailed under separate cover.



Services & Activities Fee Committee

Executive Summary of Proposed Guidelines

Presented July 20, 2006

History

During the 2004-05 Term of the Services & Activities Fee Committee members identified a pressing need to revise the existing S&A Fee Guidelines to use uniform language, provide greater clarity, and codify existing practices. After an initial attempt to modify the existing document failed, the Committee Chair determined an entirely new draft was required to meet the Committee's goal.

The next year's Committee took on the task during Autumn quarter of 2005, producing an entirely new document. The document then went through a public comment period, internal review by the Office of the Vice President for Student Affairs, additional revision by the Committee, and finally review and revision by representatives from, the President's Office, the S&A Fee Committee the Vice Provost for Student Life and the University Attorney General's Office.

Revision Goals

The revised Guidelines seek to accomplish five specific goals:

- Implement the underlying state statutes
- Outline a road map for S&A Fee Committees in carrying out their statutory obligations
- Codify existing S&A Fee Committee practices
- Provide flexibility in the budgeting process
- Retain appropriate Regental oversight and approval

Significant or Noteworthy Changes

The following are significant or noteworthy changes from the existing S&A Fee Guidelines. The revision includes many other language changes which seek to clarify, but do not substantially alter, the S&A Fee process.

1. Clarifies that the Board of Regents may exempt classes of students from the S&A Fee and recommends that the opinion of the S&A Fee Committee be sought prior to granting an exemption. Title I, §6.

2. States the scope of the S&A Fee Committee is to “review and make recommendations regarding the collection, allocation, budgeting and use of the S&A Fee.” Title I, §8.
3. Provides a mechanism for the S&A Fee Committee to recommend Committee Policies, not inconsistent with the Guidelines, which must be first approved by the University Administration and enforced by the same. Title II, §3.
4. Allows the Committee Chair to request the removal of committee members who fail to meet certain attendance requirements and provides a mechanism to reappoint vacant positions. Title III, §2(F).
5. Provides for an Interim S&A Fee Committee should time sensitive issues arise during the Summer Quarter when the Committee is not in session. Title III, §5.
6. Clarifies public notice requirements under the OPMA and S&A Fee Committee membership notice requirements. Title IV, §§1(A)-(C).
7. Reinforces the statutory requirement that a recommendation from the S&A Fee Committee and the Administration is required before any S&A Fee funding decisions may be made by the Board of Regents. An exception for situations involving emergencies and defaulting on bonds is provided. Title IV, §11(D).
8. Provides a mechanism for the S&A Fee Committee to request existing non-confidential information and requires that the Administration comply with the request within three weeks unless cause for delay is shown. Title V, §2.
9. Codifies the implied authority to participate in budgetary oversight of any unit receiving S&A Fee Funding. Title V, §3.
10. Authorizes the S&A Fee Committee to request the Regents to set aside reserve funds for units which would require approval from both the S&A Fee Committee and the University Administration before an allocation is made from the reserve. Title V, §5.

Alternative Language Regarding Future Changes to these Guidelines

During discussions regarding the proposed Guidelines, the S&A Fee Committee and the Administration discussed alternative language regarding the Regent’s ability to make future changes to these Guidelines. Reproduced here are the two current proposals.

Committee's Proposed Language	Administration's Alternative Proposed Language
<p>The Board of Regents may amend or adopt new guidelines as necessary provided representatives from the Student Government and the current Committee are given sufficient notice and an opportunity to comment.</p>	<p>The Board of Regents may amend or adopt new Guidelines as it deems necessary. It is recommended that representatives from the Student Government and the then current Committee be given sufficient notice and an opportunity to comment on such proposed changes.</p>

Under the Committee's proposed language the Regents would be required to give the Student Governments and the Committee "sufficient notice" and an "opportunity to comment." Under the Administration's alternative, language providing notice and comment is recommended but not required. The Committee and the Administration agreed that, the two proposals should be given to the Regents to select from or to propose alternative language.



Services & Activities Fee Committee Draft Committee Guidelines

Revised July 20, 2006

Title I: The Services & Activities Fee

1. The Services & 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 and the acquisition, construction, equipping, and betterment of lands, buildings and facilities.
2. Student services and activities fees are defined in state law as “fees, other than tuition fees, charged to all students registering at the...state universities.” (RCW 28B.15.041.) For the purposes of these Guidelines, the S&A Fee is defined as the compilation of such fees charged to all students registering at the University of Washington Seattle Campus.
3. The S&A Fee and revenues generated by units funded by the S&A Fee 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. 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)
4. The allowable level of the S&A Fee is authorized by the State Legislature.
5. The Board of Regents may exercise its authority to increase the S&A Fee to the authorized level and allocates funds derived provided the Board of Regents has first sought the recommendation of the S&A Fee Committee or meets an exception as defined within these Guidelines.
6. The Board of Regents may exempt classes of students from the S&A Fee and may levy the fees at a rate proportionate to the credit load of any part time student. It is recommended the Board of Regents seek the opinion of the S&A Fee Committee prior to approving an exemption.
7. Any University unit or Registered Student Organization may request funding from the S&A Fee.
8. The S&A Fee Committee (the Committee) is appointed pursuant to RCW 28B.15.044 and 28B.15.045 to review and make recommendations regarding the collection, allocation, budgeting and use of the S&A Fee.
9. All non-confidential information pertaining to the S&A Fee's budget shall be available to interested parties.

Title II: Source of Committee Authority

1. State Statute

- A. All decisions made regarding the S&A Fee will be made in accordance with relevant state statutes. Should it be determined that any guidelines,

policies, or decisions contradict current state law, state statute has precedence.

- B. The Committee may exercise authority granted directly by state law or delegated by either the Board of Regents or University Administration through these Guidelines and policies.
- C. The Committee may develop recommended changes to the state law, as needed, related to the S&A Fee. Such recommendations will be communicated to the appropriate University and Student Government representatives.

2. Committee Guidelines

These Guidelines delineate the process and procedure to be used for developing recommendations regarding the collection, allocation, budgeting, and use of the S&A Fee at the University of Washington Seattle Campus.

- A. The Board of Regents may amend or adopt new guidelines as it deems necessary, provided representatives from the Student Government and the current Committee are given notice and an opportunity to comment on proposed changes unless the Board determines that the interests of the University would be harmed by a delay.
- B. The Committee may recommend changes to these Guidelines. Such recommendations shall be subject to review by the University Administration prior to being submitted for consideration by the Regents. The University Administration may suggest changes to the Committee recommendation which the Committee shall be given the opportunity to review before they are submitted for approval from the Regents.

3. Committee Policies

- A. The Committee may recommend policies (“Committee Policies”) not inconsistent with state law and these Committee Guidelines.
- B. Committee Policies may relate to any topic, issue, or authority delegated to Committee through these Guidelines.
- C. Procedure for Adopting and Changing Committee Policies
 - i. The Committee may issue draft proposals to adopt new Committee Policies, amend current policies, or remove old policies up until the end of Winter Quarter of its Term (see Title III, §1).
 - ii. Draft proposals must include the specific language to be added, changed, or deleted along with a statement explaining the intent of the change and the Committee's rationale for adoption.
 - iii. The draft proposals must be made public along with directions on how to provide comments to the Committee. The comment period will last a minimum of three academic weeks but may be longer if:
 - a. the Committee chooses to extend the period; or
 - b. the President of the Graduate & Professional Student Senate or the President of the Associated Students of the University of Washington requests additional time during the first two weeks of the comment period for the purposes of securing an official opinion from their respective student government. Such an extension will last no longer than four academic weeks from the date requested or until an official opinion is issued, whichever is sooner.

- iv. At the close of the comment period the Committee will consider all relevant comments and make changes to the proposal as necessary.
- v. The Committee may recommend the final proposal to the University Administration for adoption. If the University Administration adopts the proposal it will become a fully enforceable Committee Policy. If the University Administration does not adopt the proposal within two academic weeks of the Committee's recommendation, the Committee may submit the matter for resolution under the Dispute Resolution Procedure contained within these Guidelines. The University Administration may request additional time when proposed policies are complex or require additional consultation.
- vi. Any proposal not enacted into policy by the end of the current Committee's Term expires. The next Committee may choose to reconsider any proposal which has expired.

4. Sturgis Standard Code of Parliamentary Procedure

- A. In all matters not covered within these Guidelines or Committee Policies, the Committee will adhere to the most current edition of *Sturgis Standard Code of Parliamentary Procedure* (Sturgis).
- B. At the request of any Committee Member, and with the permission of the Committee Chairperson, the Committee may enter into informal discussion during which Sturgis will not apply. During this period minutes will still be taken and no final decisions may be made. The Committee will leave informal discussion at the request of any Committee Member and with permission of the Committee Chairperson.

Title III: Committee Structure

1. Committee Term

- A. The Committee's Term begins once at least 2/3rds of all Student Government Representatives and at least one University Administration Representative have been appointed.
- B. The Committee's Term expires at the end of Spring Quarter of each year or the Regental approval of a final budget, whichever is later, or earlier if the Committee votes to dissolve.

2. Committee Membership

- A. The Committee is appointed by the University President (or his or her delegee), and shall consist of seven voting members and five non-voting members. Committee members are appointed for a single term, but may serve multiple terms if eligible, subject to being re-nominated and re-appointed as provided herein.
- B. All groups listed below will nominate the number of appointees as specified to the University Administration no later than the fifth week of Autumn Quarter. Returning committee members must be re-nominated and re-appointed each year.
 - i. Four nominees from the Associated Students of the University of Washington
 - a. No more than one nominee may be a ASUW Director
 - b. It is recommend that at least one nominee be eligible to serve two

- full terms.
 - ii. Three nominees from the Graduate & Professional Student Senate
 - a. No more than one nominee may be a GPSS Officer
 - b. It is recommend that at least one nominee be eligible to serve two full terms.
 - iii. Three nominees from the University Administration. It is recommended, although not required, that:
 - a. one appointee be from the Office of the Vice President for Minority Affairs;
 - b. one appointee be from the Office of the Vice Provost for Student Life; and
 - c. one appointee be from the Office of the Associate Vice President for Medical Affairs.
 - iv. Two nominees from the Faculty Senate. It is recommended, although not required, that one appointee be from the Faculty Council for Student Affairs.
- C. All groups making nominations should make every effort to nominate appointees who reflect the diversity of their constituency.
- D. The University Administration will make every effort to appoint nominated members in a timely fashion. If any nominee is rejected, the University Administration will, to the extent possible, provide written explanation to the group responsible for making the nomination and the Interim Committee Chairperson.
- E. For the purposes of these Guidelines, any nominated member properly appointed by the University Administration will be referred to as a “Representative” of the group that nominated that member, i.e., Student Government Representative, Faculty Representative, or Administration Representative.
- F. Membership Privileges & Responsibilities
- i. Only Student Government Representatives may vote on matters before the Committee. Student Government Representatives may not send a proxy. Administration Representatives may proxy for the purposes of quorum.
 - ii. The Committee Chairperson may request that the appointing authority remove from the Committee a voting member who fails to attend at least 80% of all regular meetings and that such member be replaced by a new representative from that member's nominating group.
 - iii. The Committee Chairperson may request that the appointing authority remove from the Committee a non-voting member who fails to attend at least 60% of all regular meetings and that such member be replaced by a new representative from that member's nominating group.
 - iv. All members carry the responsibility to engage in Committee business and keep informed of topics relevant to the S&A Fee. Members should make themselves available for public questioning and comment, either through the campus press or the Student Governments.
- G. Committee vacancies will be filled by persons nominated by the original nominating group. If a vacancy makes it impossible for a quorum to

assemble, the nominating group has two weeks to forward such nomination. After such time, the University President or his or her delegatee may appoint a person nominated by the Committee Chairperson to fill the longest standing vacancy.

3. Committee Chairperson

- A. At the second regular meeting the Interim Committee Chairperson will ask for nominations for Chairperson. All nominees will be given the opportunity to speak to the Committee. The nominee receiving a majority vote will become the new Committee Chairperson effective immediately. At any Committee Member's request the vote will be delayed a period of one week for further deliberation.
- B. The Committee Chairperson must be a Student Government Representative.
- C. The Committee Chairperson will preside over all Committee meetings. The Chairperson may appoint an acting Chairperson in his or her absence.
- D. If the Committee Chairperson is either an Officer of the Graduate Professional Student Senate or a Director of the Associated Student of the University of Washington, they must appoint an acting Committee Chairperson from the other Student Government when considering funding requests from their Student Government. This clause does not apply during the Final Budget Deliberation.
- E. The Committee Chairperson will keep informed of all issues related to the S&A Fee and advise the Committee on issues as they arise. The University Administration and all units will honor requests for information from the Committee Chairperson as if they originated from the Committee.
- F. A new election for Committee Chairperson may be called by three voting members of the Committee. Notice of a new election must be served to all Committee Members. The vote must take place at the next Regular Committee Meeting following the request for a new election.

4. University Administration Designee

- A. The University President may appoint a University Administration Designee to fulfill functions as assigned in these Guidelines and Committee Policies. The Designee need not be one of the Committee's University Administration Representatives.
- B. The Designee will act as the principal intermediary between the Committee and the Board of Regents
- C. The Designee appointed should have significant experience with issues related to the S&A Fee, student activities, and the campus community.
- D. The Designee will make him/herself available to the Committee to answer questions or respond to concerns as necessary.

5. Interim Committee

- A. During the period falling outside of the Committee's Term, an Interim Committee will exist for time sensitive issues. The Interim Committee will be comprised of the Interim Committee Chairperson, the President of the Associated Student of Washington (or designee), the President of the Graduate & Professional Student Senate (or designee), and one representative from the University of Administration (who may not vote).

- B. The Interim Committee may only hold Special Meetings called by any two members of the Interim Committee and may do so no later than the sixth week of Autumn Quarter. The Interim Committee may never meet during the Committee's Term.
- C. The Interim Committee may exercise any authority, answer any question, or give any directive consistent with the Committee's authority. The Interim Committee may not make recommendations to alter the Guidelines or initiate a change in Committee Policy.

6. Interim Committee Chairperson

- A. At the final Committee Meeting before the end of the Committee's Term, the Chairperson will ask for nominations for Interim Committee Chairperson. Nominees must be a Student Government Representative but need not be eligible to serve the following Committee's Term. All nominees will be given the opportunity to speak to the Committee. The nominee receiving a majority vote will become the Interim Committee Chairperson.
- B. If there are no nominees, the Committee Chairperson and the University Administration Designee will select a student from the student body to serve as the Interim Committee Chairperson.
- C. The Interim Committee Chairperson's primary responsibility is to organize the first Committee meeting of the following Term. This may involve meeting with the appropriate representatives of the recommending groups with the goal of completing all appointments by the fifth week of Autumn Quarter.
- D. The Interim Committee Chairperson's secondary responsibility is to ensure the decisions of the previous Committee are faithfully executed and that ongoing discussions from previous Committees are properly communicated to the next Committee.
- E. The Interim Committee Chairperson, in consultation with the University Administration, may exercise any authority, answer any question, or give any directive consistent with the Committee's authority provided it has no direct budgetary impact. The Interim Committee Chairperson may not initiate a change in Committee Policy or make recommendations to alter the Guidelines.

7. Committee Staff

- A. The Committee may recommend the funding for the employment of Committee staff using funds generated by the S&A Fee.
- B. Each staff position must have a written job description detailing qualifications and expectations of the position.
- C. The Committee Chairperson will act as a liaison between the Committee and the Committee Staff.
- D. 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.

Title IV: Committee Procedure

1. Committee Meetings

- A. Regular Meetings
 - i. The Committee Chairperson will establish a Regular Meetings schedule of the Committee at the beginning of each quarter.
 - ii. The agenda for Regular Meetings will be distributed to Committee Members at least 24 hours prior to the meeting.
 - iii. Any agenda including a vote to make a final recommendation must be distributed to Committee members at least 72 hours prior to the meeting.
 - B. Special Meetings
 - i. A Special Meeting can be called by three or more of the Student Government Representatives.
 - ii. A Special Meeting can be called by the University Administration Designee.
 - iii. The agenda for a Special Meeting must accompany the call for a Special Meeting and must be issued to all Committee Members at least 72 hours prior to the meeting.
 - C. Open Public Meetings Act Compliance
 - i. In addition to the notice requirements in Section 1(A)(iii) and Section 1(B)(iii), the Committee shall comply with the Open Public Meeting Act.
 - D. A quorum of the Committee will consist of at least four voting members, with at least one representative from each Student Government, and one University Administration Representative.
 - i. Absent a quorum the Committee may make no final decision.
 - ii. Absent a quorum the Committee may proceed with Unit Orientations and Budget Hearings, provided minutes are kept and the lack of quorum is clearly indicated.
 - E. All meetings must be open and publicly announced.
 - F. Minutes will be taken at all meetings and following their approval by the Committee will be published for public review.
- 2. Committee Training**
- A. All members of the Committee will be trained in the operations of the Committee, briefed on current discussions relating to the S&A Fee, and other materials deemed necessary by the Committee Chairperson or the University Administration.
- 3. Committee Work Schedule**
- A. Following Committee Training the Committee will prepare the work schedule for the Term of the Committee. The work schedule will include the period during which Unit Orientations will be given, the date on which budget requests are due, the period during which Budget Hearings will be held, and the date for the Final Budget Deliberation.
 - B. The Committee will also approve at this time:
 - i. all budget request forms to be completed by units seeking funding; and
 - ii. general criteria by which budget requests will be evaluated.
- 4. Unit Orientations**
- A. All units seeking funding from the S&A Fee must give an orientation prior to the submission of their budget request.
 - B. Orientations will include a review of all services provided, including those

not directly funded by the S&A Fee, current status of any capital assets, and a budget breakdown from the previous year.

- C. Units are requested, but not required, to submit materials prior to their orientation for the committee to review.
- D. The Committee may request, and units will provide, additional information as needed.
- E. All materials related to an orientation will be published for public review.

5. Budget Requests

- A. The Committee may establish through Committee Policies different funds (i.e. operating, capital, savings) supplied by the S&A Fee. Each fund may require a different budget request form providing information deemed relevant by the Committee.
- B. Budget Requests must be submitted in the form designated by the Committee. Deviation from the designated form may result in the rejection of the request.
- C. Once the deadline for Budget Requests has passed all submitted requests will be distributed to Committee Members.
- D. Units that fail to submit their requests by the deadline may submit late only with the permission of the Committee upon showing of good cause.
- E. Units that wish to amend their request after the deadline may do so with the permission of the Committee.
- F. All budget requests will be published for public review.

6. Budget Hearings

- A. The Committee may call for any unit submitting a budget request to answer questions regarding the unit's services, including those related but not directly funded by the S&A Fee, current status of any capital assets, previous budget breakdowns, and the current budget request.
- B. Should the Committee determine a single hearing is insufficient to discuss all issues presented in a unit's request additional hearings may be scheduled.
- C. The Committee may not recommend any extraordinary changes without hold a hearing on the impacted unit.
- D. Any Committee member may send written questions to a unit seeking funding which will be answered as fully as possible. Written questions and answers must be distributed to other Committee members.

7. Final Budget Deliberations

- A. Following the completion of all Budget Hearings and any additional meetings the Committee may require, the Committee will hold Final Budget Deliberations.
- B. The Committee Chairperson should take special care to invite all units requesting funding, officials from the Student Governments, campus press, and the public at large.
- C. The University Administration Designee will attend and participate in the Final Budget Deliberation.
- D. During the Final Budget Deliberation the Committee must approve:
 - i. The amount to be recommended for allocation to each unit requesting funding for the following academic year; and
 - ii. The level of the fee to be recommended for the following academic

year.

- E. The Committee may also decide any additional issues as deemed appropriate.
- F. During these deliberations the Committee Chairperson will recognize those in attendance to make comments on pending decisions. The Committee Chairperson is authorized to close the comment period on the particular question after everyone present has had the opportunity to speak at least once.

8. Chairperson's Letter

- A. Following the Final Budget Deliberations the Committee Chairperson will draft a letter to the University Administration detailing the decisions of the Committee and the associated rationales for each decision.
- B. The Chairperson will ensure minority viewpoints expressed during the Final Budget Deliberation are included in the letter.
- C. The letter will be distributed to the Committee for review and comment prior to being sent to the University Administration.

9. Administrative Review

- A. Upon receipt of the Chairperson's Letter, the University Administration will review the recommendations of the Committee. The University Administration may review any materials provided to the Committee in its review, but should refrain from considering materials not available to the Committee.
- B. If the University Administration disagrees with any of the Committee recommendations it will notify the Committee in writing. The Chairperson will call a Committee meeting to discuss the disagreement with the University Administration. The Committee may decide to change the recommendation to conform with the concerns of the University Administration. However, should the Committee reject those concerns the matter will be referred to the Dispute Resolution process.
- C. If the University Administration agrees with all of the Committee recommendations it will draft a letter to the Board of Regents stating that opinion. The Committee Chairperson's Letter will be attached to the letter to the Board of Regents.

10. Dispute Resolution

- A. The following process is to be used if any issue is referred to the Dispute Resolution process through these Guidelines or Committee Policy, or if any Committee member claims that the Guidelines have not been followed, that the Committee participation has been unduly curtailed, or that funds have been used inappropriately.
- B. Parties involved in an issue referred to the Dispute Resolution process shall meet in good faith in an effort to achieve a decision which is best for all involved.
- C. If, after engaging in a good faith effort to achieve a resolution, any of the parties involved determines that the issue cannot be resolved through further good faith discussions, the issue shall be considered a "Dispute," and within fourteen days thereafter, a Dispute Resolution Committee will be convened by the S&A Fee Committee Chairperson comprised of:
 - i. Three S&A Fee Committee members chosen by the S&A Fee

- Committee Chairperson from among the Student Government Representatives;
- ii. Three representatives chosen by the Board of Regents;
 - iii. One student selected by the S&A Fee Committee who will chair the Dispute Resolution Committee and only vote in the case of a tie; and
 - iv. Two representatives from the University Administration who will serve in an advisory capacity and may not vote.
- D. The President of the Associated Student of the University of Washington and the President of the Graduate & Professional Student Senate may attend meetings of the Dispute Resolution Committee, but may not vote.
 - E. The Dispute Resolution Committee will meet in good faith, and settle by vote any and all Disputes.
 - F. All decisions of the Dispute Resolution Committee will be presented to the Board of Regents for their consideration along with appropriate materials.
 - G. The decision of the Board of Regents regarding the resolution of all Disputes is final.

11.Regential Approval

- A. After receiving both letters, as specified in Section 9, the Board of Regents will consider the recommendations of the Committee and the University Administration.
- B. All recommendations emerging from the Dispute Resolution Process will be considered by the Board of Regents.
- C. The recommendations of the Committee, University Administration, and the Resolution Process will be presented by the Committee Chairperson and the University Administration Designee.
- D. The Committee's recommendations and those of the University Administration shall be required before a final decision unless the Board of Regents determine such a decision is necessary to avoid defaulting on debt to be repaid by the S&A Fee or an emergency. The Board of Regents must give the Committee adequate notice in all other cases to render an opinion on any issue related to the collection or distribution of funds from the S&A Fee. (RCW 28B.15.045)
- E. Members of the Board of Regents shall adhere to the principle that Committee recommendations 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.

12.Notification of Budget Request Determination

- A. The Committee Chairperson shall provide notice to all units submitting an application for funding stating the outcome of their request following a final decision by the Board of Regents.
- B. This notice must state specific amounts to be allocated, any specific instructions approved by the Regents, and any recommendations issued by the Committee.
- C. Notice must be in writing and copies must be retained by Committee Staff.

13.Letter to the Next Committee

- A. After the Board of Regents issues its final decision regarding the

Committee's recommendations the Committee Chairperson, with advice from the Interim Committee Chairperson, will draft a letter to be distributed to next Committee's membership.

- B. The letter should:
 - i. detail the recommendations and outcomes from the Board of Regents meeting;
 - ii. outline discussions and thinking from the Committee's deliberative process;
 - iii. discuss input and instructions given to units to provide evidence to the next Committee of what is reasonably expected from units receiving funding;
 - iv. suggest topics for Committee consideration; and
 - v. describe the outgoing Committee's long-term planning and how this year's decisions fit into that plan.

Title V: Committee Powers and Limitations

1. Annual Reporting

- A. During Committee Training the University Administration will present to the Committee a summary of projected income and costs of all funded units for the current academic year.
- B. Prior to the Final Budget Deliberation the University Administration will present to the Committee projected income from the S&A Fee at its current level and other reasonable alternatives for the next academic year.
- C. During the Budget Hearings the University Administration will present a report on the current state of all debt to which S&A Fee funds are obligated.

2. Requests for Information

- A. The Committee may make reasonable requests for access to any existing non-confidential information, report, legal opinion, analysis, or policy decision reasonably related to the S&A Fee. Such requests will be filled by the University Administration within three academic weeks, unless the Administration shows reasonable cause for an extension.
- B. The Committee will be apprised of the cost to comply with a request for information that requires expenditure of university resources beyond those already budgeted. The Committee may allocate funds from its budget to cover such costs or choose to forgo the requested information.

3. Oversight

- A. The Committee may participate in the budgetary oversight of any unit receiving funding to ensure allocations are spent in accordance with budget requests and Committee instructions.
- B. The Committee may give input on the operation of any unit receiving funding at either the Unit Orientation, Budget Hearing, or Final Budget Deliberation. Units are encouraged to incorporate such input whenever possible.
- C. The Committee may recommend an instruction be issued with an allocation specifying restrictions on how the funds may be spent. Such instructions may not be used by the Committee to engage in

micromanaging; however, should the Committee determine a unit is consistently disregarding input, specific instructions may be recommended. All such instructions must be incorporated into the Chairperson's Letter and shall be subject to Administration Review and Regent Approval.

4. Recommendations

A. The Committee may issue recommendations to the Board of Regents on any of the following issues:

- i. Level to be assessed by the S&A Fee. Such levels must consistent with the restrictions imposed by RCW 28B.15.041.
- ii. Annual allocations for the next academic year.
- iii. Alterations to allocations for the current academic year.
- iv. Issuing bonds to which S&A Fee funds will be obligated.
- v. Classes of students to be exempted from the S&A Fee.
- vi. The creation of new specialized S&A Fees.
- vii. Capital expenditures and savings plans.
- viii. The management of the Fund Balance.
- ix. Revisions to related State Statutes and Committee Guidelines.
- x. University investigations of units that the Committee believes have improperly spent allocated funds or disregarded Committee instructions.

B. The Committee may not issue recommendations to the Board of Regents which:

- i. Reduce the annual funding allocation to the Student Governments unless 2/3rds of the all voting members agree.
- ii. Threaten to default on bonds to which S&A Fee funds are obligated.
- iii. Involve issues not reasonably related to the S&A Fee.

5. Mid-year Allocations

A. The Committee may recommend, with the approval of the University Administration and subject to approval by the Board of Regents, changes to a unit's allocation at the unit's request. The Committee may not recommend decreasing the level of allocation.

B. The Committee may authorize, with the approval of the University Administration, the spending of funds reserved in the Fund Balance for specific purpose approved during previous Committee Terms. All such previous designations must be approved by the Board of Regents.

6. Committee Funding

A. The Committee Chairperson, with the assistance of Committee Staff, may request funds from the S&A Fee for the purposes of operating the Committee.

B. Committee Staff may spend from the Committee's allocation with the approval of the Committee Chairperson for regularly budgeted items. The Committee Chairperson will report all such authorizations to the Committee.

C. Non-budgeted items must be approved by the Committee.

University of Washington

GUIDELINES for the SERVICES AND ACTIVITIES FEE COMMITTEE

These guidelines describe the operation of the Services and Activities Fee Committee (SAFC) and are to be adhered to in the operation of the SAFC.

I. SERVICES AND ACTIVITIES FEES

Services and Activities Fees is defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged all students registering at the . . . state universities." "Services and Activities Fees shall be used . . . for the express purpose of funding student activities and programs." RCW 28B.10.300 authorizes the expenditure of Services and Activities Fees for the acquisition, construction, equipping, and betterment of lands, buildings and facilities.

The level of services and activities fees is authorized by the state legislature. The Board of Regents may exercise its authority to increase the fees to that level and formally allocates the total fees for both full-time and part-time students during the academic year.

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 the State of Washington, Chapter 43.88 RCW.

All information pertaining to services and activities fee budgets shall be made available to interested parties.

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 shall not be shifted from funds budgeted for associated students or departmentally-related categories or the reserve fund until the administration provided written justification to the Committee and the Board of Regents, or the Board of Regents gives its express approval.

Members of the Board of Regents shall adhere to the principle that Committee 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.

Services and activities fees expenditures for programs devoted to political or economic philosophies will result in the presentation of a spectrum of ideas.

II. COMMITTEE ON SERVICES AND ACTIVITIES FEES

The Committee on Services and Activities Fees (hereafter called Committee) is a committee appointed pursuant to RCW 28B.15.044 and 28B.15.045 to review all requests for support from the services and activities fees.

A. NUMBER OF MEMBER-REPRESENTATION AND CHAIR PERSON

The Committee is appointed by the President of the University and shall consist of seven voting members and five ex-officio members entitled to cast advisory ballots. The voting members shall be students, four recommended by the ASUW (Associated Students of the University of Washington) and three recommended by the GPSS (Graduate and Professional Student Senate). In making their recommendations for Committee appointments, the ASUW and GPSS should strive for a committee that represents diverse student interests. Up to three of the ex-officio members shall be from the administration, including one from the Office of the Vice President for Student Affairs, and one from the Office of the Vice President for Minority Affairs. Up to two of the ex-officio members shall be from the faculty, nominated by the chairperson of the Faculty Senate. It is recommended that one of the faculty representatives be from the Faculty Council for Student Affairs.

The voting members of the Committee shall annually select the chairperson of the Committee. An interim chairperson shall be selected at the last meeting of the academic year. The permanent chairperson shall be selected by the newly appointed committee no later than the first meeting of winter quarter. In the event that no current Committee members are to serve on the Committee the following year, the chairperson shall be selected as soon as practical after new members are appointed to the Committee.

B. TERMS OF MEMBERSHIP

Voting and non-voting members will be selected for one-year terms. Efforts should be made by the ASUW, the GPSS, the Vice President for Student Affairs, and the Chair of the Faculty Senate to select at least one member from each group who is willing to commit to serve more than a one-year term. In the event individuals are identified who are willing to serve more than a one-year term, each individual is subject to renomination for a second year by the respective organization they are chosen to represent.

No individual shall serve on the Committee for more than five consecutive years. Beginning in the 1999-2000 school year any voting and non-voting members who have served more than five consecutive years must be replaced. Individuals who have served for five or more consecutive years may be reappointed after a one-year hiatus at which time they will once again be subject to a new five-year limit.

No more than one GPSS officer and one ASUW Board of Control member can sit on the Committee at any one time. New administrations of both the ASUW and GPSS may request the President to replace any of their respective representatives at the beginning of each academic year.

The term of appointment will normally be from July 1 to June 30 or at the date of appointment by the President of the University until a replacement is named. Appointments shall be made by July 1 when practical.

Vacancies will be replaced in the same manner as provided for new appointments. In the case that an individual is unable to serve the duration of his/her term, a replacement will be appointed to serve out the duration of the vacated term.

C. RESPONSIBILITIES OF MEMBERSHIP

The responsibility for developing and maintaining effective communications within the Committee and therefore with the rest of the campus community represented thereon is shared by all members. 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. To assure a common understanding of the responsibilities and expectations associated with Committee membership and the respective roles of its voting and ex-officio members, these matters will be incorporated into orientation programs for new and continuing members.

D. ADVISORY RESPONSIBILITIES AND PROCEDURES

1. ALL SERVICES AND ACTIVITIES FEES

At the beginning of each academic year, a summary of projected income and expenditures from the services and activities fees shall be provided to the Committee by the Office of the Vice president for Student Affairs. The Committee may send comments on this report to the Vice President for Student Affairs.

The Committee shall concern itself primarily with requests for new programs for the portions of the services and activities fees designated as "Student Facilities and Programs."

2. SERVICES AND ACTIVITIES FEES (STUDENT ACTIVITY FACILITIES AND STUDENT FACILITIES AND PROGRAMS)

The responsibility for proposing to the administration and the Board of Regents program priorities and budget levels will reside with the Committee. The Committee will review all requests for services and activities fees funding.

The Committee may request information for the purposes of evaluating existing and proposed programs and projects.

The Committee's recommendations and those of the Vice President for Student Affairs 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.

The Vice President for Student Affairs will be the principal intermediary between the Committee and the Board of Regents. The Vice President for Student Affairs will meet with the Committee at appropriate intervals in its budget-formulation process to respond to emergent ideas and issues. In addition to participating in the budget hearings of the Committee to the extent necessary to achieve an understanding of the activities being considered for funding, the Vice President for Student Affairs will 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 recommendations with supporting documentation of the Committee which are developed as a result of its budget hearings shall be sent to the Vice President for Student Affairs and the Board of Regents.

When a Committee decision is not unanimous, minority opinions may be reported by the dissenting member(s) to the Vice President for Student Affairs.

The Vice President 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 or disputes involving the Committee recommendations, the administration shall meet with the Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board of Regents.

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.

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 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 take action.

The Vice President for Student Affairs and student representatives of the Committee will distribute to the Board of Regents the recommendations on the distribution of services and activities fees budget and dispute resolution, and all pertinent documentation.

E. COMMITTEE OPERATING PROCEDURES

1. MEETINGS

- a. Meetings shall be held on a regularly scheduled basis.
- b. Special meetings may be called by the chairperson of the Committee on his/her own initiative or:
 1. at the request of the Vice President for Student Affairs,
or
 2. at the request of three or more members of the Committee.
- c. A basic responsibility of the Committee is to provide full information to the community (especially the students) concerning projects funded from the services and activities fees. To achieve this objective, the Committee shall hold

open meetings and may arrange to hold public hearings on major issues presented to it. The Committee shall give adequate notice to the campus community through such devices as The Daily and special communications to any portion of the University community especially affected.

- d. Notice will be sent to members with an agenda at least five days in advance of regular meetings and three days in advance of a special meeting.
- e. A quorum shall consist of five voting members of the Committee and two ex-officio members. Proxies will not be permitted for voting purposes.
- f. All meetings shall be conducted in accordance with the latest edition of Sturgis Standard Code of Parliamentary Procedures. Deviations from such procedures will be at the discretion of the chair with the approval of the Committee.

1. REQUESTS FOR OPERATION OR CAPITAL FUNDING

- . All requests shall be submitted in writing to the chairperson, who will review them to insure that adequate information is provided.
- a. All requests received shall be so listed by title and source in the next agenda for a regular meeting.
- b. Any request so listed may be called for under new business by any members.
- c. Copies of all requests will be distributed to all members of the Committee in advance with the agenda for the meeting at which the request will be considered.
- d. Any member of the University campus community may submit a request.
- e. Consideration of a request will be by motion and vote taken; a majority of those voting members present is necessary for approval by the Committee of a project.
- f. The chairperson shall transmit all recommendations of the Committee (including reports on any dissenting opinions) for a project to the Vice President for Student Affairs.
- g. 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 the funds have been used for purposes outside of these guidelines. In any event, the decision of the Board of Regents shall be final.

2. ADDITIONAL RESPONSIBILITIES OF CHAIR PERSON

- . Calling and presiding over meetings (designating an acting chairperson in the absence of the chairperson)

- a. Being informed of all projects committed, approved or pending
 - b. Issuing an annual report of the Committee activities to the Board of Regents if the budget recommendations of the Committee (item 2g) do not sufficiently explain the full activities of the Committee.
3. STAFF ASSISTANCE
- . Information, background material, and staff help will be provided by the Office of the Vice President for Student Affairs.

The original version of these guidelines was approved by the President of the University on August 18, 1972. Subsequent revisions were approved by the President on July 14, 1978, June 8, 1979, October 4, 1980 and January 8, 1982. As mandated by newly adopted law, the Board of Regents approved later revisions on December 12, 1980 and January 15, 1982 and July 19, 1991. The present version was approved by the Services and Activities Fee Committee on June 3, 1999 and by the University Board of Regents on September 17, 1999.