

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee - University of Washington Bothell:
2006–2007 Distribution of Fee and Allocation of FundsRECOMMENDED 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 2006–2007:

- 1) Use of Carry-Over Funds from 2005–06;
- 2) Recommended Services and Activities Fee Budget for 2006–07;
- 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	1999–00	93
1992–93	76	2000–01	83
1993–94	79	2001–02	83
1994–95	81	2002–03	83
1995–96	84	2003–04	86
1996–97	87	2004–05	89
1997–98	90	2005–06	91
1998–99	93		

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RECOMMENDED ACTION

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve the UWB Services and Activities Fee Committee's recommended budget for 2006–07.

1. Use of Carry-Over Funds from 2005-06

The Services and Activities Fee (SAF) Committee requests that its unspent funds from 2005–06 awards (estimated at \$25,000-\$30,000) be made available for use by the Committee to fund proposals throughout the following year (2006–07). The Committee proposes to use its current funding criteria to evaluate the requests for funding from the Contingency Account.

2. Recommend Services and Activities Budget for 2006-07

The SAF Committee recommends that the quarterly fee payable by full-time students be raised \$2 per student, per quarter (from \$91 to \$93), the maximum allowable amount under Initiative 601, for the 2006–07 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 2006. The total estimated fee collection for all four quarters (2006–07) is \$403,860. In addition, the Committee requests to carry forward the balance from its 2005-06 Contingency Account (estimated at \$35,275), and apply this balance as part of the 2006–07 Annual Budget. **The requested grand total for the 2006-07 Annual Budget is \$425,000, as illustrated in Schedule 1, below.**

Schedule 1: Distribution of Fees		
1,490 FTE @ \$93 X 3 Quarters	\$	415,710
Estimated Summer 2006 Revenue		30,000
Contingency Enrollment at 90%		(41,850)
Net Revenue	\$	403,860
Less Mandated Loan Fund (3.5%)		(14,135)
Revised Net Revenue	\$	389,725
Estimated Contingency Carry forward		35,275
Total	\$	425,000

A. Additional Enrollment

The Committee conservatively projects a 90% enrollment for the 2006–2007 Academic Year. Based on this projection, The Committee requests that any additional funding due to enrollment over our projection (up to a total of \$40,000) be available for the Contingency Cycle in October of 2006. The Committee proposes to use its current funding criteria to evaluate the requests for funding from the Contingency Account.

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B. 2006–07 Allocation of Student Activities and Services Funds:

ASUWB Programs and Operations:	\$43,400
Campus Events Board	52,395
Career Services	44,500
Childcare Voucher Program	35,000
CSS Graduation Reception	750
CSS Speakers Series	4,000
Delta Epsilon Chi	4,000
Intercultural Club	11,500
Learning Resource Center	21,000
<i>Literary Journal</i>	7,000
MBA Career Services	2,400
MBA Graduation Reception	750
MAPS Banquet	300
MAPS Speaker Series	900
Nursing Pinning and Graduation Reception	1,850
<i>Public Policy Journal</i>	7,000
Quantitative Skills Center	13,736
Student Life Program	139,069
Supporting Student Presentations	7,700
Teacher Cert. Commencement Celebration	2,000
Teacher Education Program Development	4,250
<i>The Commons</i> Newspaper	15,000
Women in Business Student Organization	6,500
Total	\$425,000

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

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UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security. Compensation is established once per year, during the Annual Budget cycle, and cannot be modified during the Contingency cycle.

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 unless expressly stated otherwise by the SAF committee at the time of allocation.
5. Promotional Items are designed to promote any student organization, group, or funded project or service are limited to a total value of \$200 per quarter unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation. Food and publicity (for specific events) are not considered a promotional item.
6. Cost of childcare for children of currently enrolled UWB students who are participating in UWB programs held on the UWB campus.
7. Travel Awards can only be granted to currently enrolled UWB students to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, registration fees, and incidental expenses such as costs associated with renting a state vehicle (may not exceed \$10 per day). Approved travel awards are reimbursements and are reimbursed only when receipts are presented. 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). Travel must benefit the broader student community through participation upon return from the trip. Maximum reimbursement will be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee.
8. Food and refreshments may be purchased for on-campus UWB-student functions (including award receptions, training programs), activities, or

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programs. Such funds are intended to support activities and programs open to the general student body. Funds are not intended to support routine meetings associated with student organizations (student government, campus events board, SAF, etc.). Services and Activities Fees may not be used to purchase or serve alcoholic beverages. In regards to off-campus activities, only 25% of the specific event funds can be used to purchase meals and/or refreshments.

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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Services and Activities Fee Committee Recommended 2006–07 Annual Budget			
<u>Associated Students of UW Bothell</u>¹			
Salaries	\$	16,200	
Benefits		1,784	
Officer Training (Travel)		2,500	
ASUWB Events		4,500	
Recreation Program		12,000	
Food and Refreshments		900	
Decorations		600	
Newsletter		1,500	
Student Congress		1,000	
Supply Stations		2,000	
Transportation to Olympia		416	
		416	\$ 43,400
<u>Campus Events Board</u>²			
Salaries	\$	15,000	
Benefits		1,650	
Events		24,000	
Spring Party		6,000	
Honoraria		600	
Field Trip Insurance		170	
Decorations		600	
Ropes Course		375	
NACA Conference		4,000	
		4,000	52,395
<u>Career Services</u>³			
Salaries	\$	25,200	
Benefits		2,800	
Honoraria		2,000	
Facilities/Rentals		2,500	
Printing/Photocopying		2,000	
Software		3,500	
Decorations		1,000	
Food/Refreshments		3,000	
Equipment Rental/Purchase		2,000	
Miscellaneous Resources		500	
		500	44,500
<u>Childcare Assistance Program Vouchers</u>			35,000
<u>CSS Graduation</u>⁴			750
<u>CSS Speaker Series</u>			4,000
<u>Delta Epsilon Chi</u>⁵			4,000
<u>Intercultural Club</u>			11,500
<u>Learning Resource Center</u>⁶			
Salaries and Benefits	\$	20,000	
Supplies and Expenses	\$	1,000	
		1,000	21,000
<u>Literary and Arts Journal</u>			7,000

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<u>MBA Career Services</u>			2,400
<u>MBA Graduation</u>⁴			750
<u>MAPS Banquet</u>⁴			300
<u>MAPS Speaker Series</u>			900
<u>Nursing Graduation</u>⁴			1,850
<u>Policy Journal</u>			7,000
<u>Quantitative Skills Center</u>			
Salaries and Benefits	\$	13,586	
Food/Refreshments for Training	\$	150	
			13,736
<u>Student Life Program</u>⁷			
Salaries and Benefits	\$	63,000	
Honoraria		1,500	
Telecommunications		5,000	
Office Supplies		10,000	
Decorations		500	
Food/Refreshments		20,000	
Miscellaneous Expenses		3,069	
Freshman Programming Series		6,000	
Club Funding		30,000	
			139,069
<u>Supporting Student Presentations</u>			7,700
<u>Teacher Certification Celebration</u>⁸			2,000
<u>Teacher Education Program Development</u>⁹			4,250
<u>The Commons Newspaper</u>¹⁰			
Salaries and Benefits	\$	14,485	
Honoraria		5,000	
Printing/Photocopying		5,000	
Operations		5,515	
Cascadia Contribution		(15,000)	
			15,000
<u>Women in Business</u>¹¹			6,500
2006-07 Annual Budget Total			\$ 425,000

2006-07 Long-Term Funding Requests

<u>Designing Effective Student Gathering Places</u>¹²			
Furniture for the Commons, UW1 LL Lounge	\$	75,000	
Redesign the Common Grounds Coffee Shop		60,000	
Replace Carpeting		20,000	
Contingency Fund		10,000	
			\$ 165,000
<u>MAPS Lab Furniture</u>			2,000
2006-07 Long-Term Funding Requests Total			\$ 167,000

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2006-07 Budget Notes and Funding Stipulations

1. Student Government salaries are paid in fall, winter, and spring amounts as follows: \$1,200 for the President, \$1,100 for the Vice-President, and \$1,000 for the Executive Representatives. The salaries shall be paid in nine (9) equal monthly amounts. Student government will also be responsible for managing the Recreation Program. They shall have the ability to use the funds for sports, health, wellness and other related recreational activities; or they may allocate the funding to student groups who wish to start programs.
2. Salaries for Campus Events Board members are paid in fall, winter, and spring amounts of \$1,000 and paid in nine (9) equal monthly amounts.
3. Salaries shall be allocated at an average of \$14/hr for 45 hours a week, 40 weeks.
4. All graduation celebrations are funded based on Registrar data from the previous year. The formula accounts for last year's number of graduates and assumes 75% of those graduates, plus a 5% growth rate. That number is multiplied by \$25 per student and rounded to determine the funded amount.
5. Delta Epsilon Chi (DEC) shall be funded to travel to their Career Development Conference. The funding is based on 8 student participants, at a maximum of \$500 per student. All funding is based on state regulations for travel. DEC receives funding based on the expectation that they obtain an advisor, apply to be a student organization, and use the club funding to provide services to the campus community.
6. Learning Resource Center salaries are funded at 60 hours a week for 30 weeks at \$10 per hour.
7. The miscellaneous costs include any costs associated with the SAF Committee expenses. Club funding is allotted for a minimum of 20 clubs at \$1,500 each. If funding is not exhausted in Fall quarter, Winter applicants can receive \$1,000 and Spring applicants may receive \$500. A contingency fund is created with the difference between these amounts and the \$1,500 amount so additional clubs may apply or current clubs under the \$1,500 amount may apply for additional funding. Additional details appear below:
 - Clubs that complete their registration by the fifth Friday of autumn quarter will be eligible to receive maximum annual funding of \$1,500 to spend by the end of the fiscal year (June 30, 2007).
 - Clubs that complete their registration materials by the fifth Friday of winter quarter will have access to a maximum of \$1,000 to spend by the end of the fiscal year (June 30, 2007).
 - Clubs that complete their registration materials by the fifth Friday of spring quarter will have access to a maximum \$500 to spend by the end of the fiscal year (June 30, 2007).

General Assumptions

- Clubs that complete their registration process early in the academic year (by the fifth Friday of autumn quarter) should be rewarded for their eagerness to provide services and activities to the campus community. As such, they should have access to the maximum amount of funds (\$1,500). Clubs registering later in the academic year should receive proportionate funding (see above section).
- The SAF Committee desires to fund as many clubs as possible with its allocation. In order to do so, funds

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not encumbered by the fifth Friday of autumn quarter will qualify for the second funding cycle. For example (20 clubs and \$30,000 total funding), if only 15 clubs register by the priority deadline in fall quarter, then \$7,500 (5 groups X \$1,500) would carry forward to the second funding cycle (\$1,000 per club) allowing additional clubs the opportunity to receive funding. This same principle will apply between winter and spring quarters.

- At the time of registration, clubs will be asked if they desire funding. If they decline funding, then the money will roll forward accordingly (see preceding bullet).

8. Teacher Certification Celebration is funded similarly to the graduation receptions except that it applies a 90% amount to the Registrar data. Please see Note #4, above, for additional detail on the formula.

9. This amount combines funding for the Teacher Education Mentoring Certification and the Teacher Education Program Student Professional Development Days.

10. The Commons Newspaper has the potential to receive \$15,000 throughout the 2006-07 Academic year. An initial budget of \$5,000 will be provided. In order to receive additional funding, The Commons must provide a completed Business Plan to the SAF Committee for review. The Business Plan is due to the committee at the same date Contingency Proposals are due (late October 2006). If the committee approves the Plan, an additional \$5,000 will be provided to The Commons. At the end of Winter quarter, a second review of The Commons progress will determine if the final \$5,000 will be awarded. The 2005-06 SAF Committee contributions are contingent upon equal funding from Cascadia's S & A Committee as discussed during the funding process.

11. Funding will be provided for honoraria (\$2,000), facilities and rentals (\$2,000), printing and copying (\$400), decorations (\$200), food and refreshments (\$1,500), and off campus events (\$400).

12. The funding for the Common Grounds remodel should include student input. Any amount not spent on the Coffee Shop may be used to supplement additional furniture in the Commons.

RECOMMENDED ACTION

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3. **Recommendations for Long Term Fund Expenditures**

A. The Services and Activities Fee Committee recommends the allocation of funds for the following projects:

- i. Replace the tables and chairs in the Commons and the lower level lobby area of UW1 with more inviting and comfortable sofas and chairs - **\$75,000**
- ii. Redesign the Common Grounds Coffee Shop in order to expand offerings and improve service - **\$60,000**
- iii. Replace the original carpeting in the Commons - **\$20,000**
- iv. Contingency fund for the above projects - **\$10,000**
- v. Purchase new furniture for the Masters in Policy Studies student lounge - **\$2,000**

Total Recommended Long Term Expenditures - \$167,000

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

A. The SAF Committee recommends a revision to its current Guidelines and Operating Procedures, which were last amended on June 9, 2005. The proposed Guidelines and Operating Procedures appear as Attachment A; the affected sections are bolded. The current version of the Guidelines appears as Attachment B. Specifically, the revised Guidelines seek to:

- i. Amend the compensation guideline to reflect the availability of funding during the academic year;
- ii. Revise multiple guidelines to reflect the SAF committee's ability to supersede funding limits as deemed necessary;
- iii. Revise the phrase "give-aways" to reflect promotional items, change the funding limit, and improve the language to limit confusion;

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- iv. Amend the travel guidelines to reflect the newly implemented SAF policy for travel;
- v. Establish a clearly stated language for food and refreshments in connection with priority for on-campus events;
- vi. Initiate a review process of the current budget status so organizations and the SAF committee can better track the uses of funding; and
- vii. Address the role of the committee in reviewing and freezing funding and stating the importance of tracking budgetary information.

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APPENDIX: 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.
- 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,

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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 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. 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

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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.
- 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.

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- 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).
- 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

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designate shall review and approve all such recommendations from the Committee.

- 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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- 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

- A. 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:
 - 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.

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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. **Compensation is established once per year, during the Annual Budget cycle, and cannot be modified during the Contingency cycle.**
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 **unless expressly stated otherwise by the SAF committee at the time of allocation.**
5. **Promotional** Items **are** designed to promote any student organization, group, or funded project or service are limited to a total value of \$200 **per quarter** unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation. **Food and publicity (for specific events) are not considered a promotional item.**
6. Cost of childcare for children of currently enrolled UWB students who are participating in UWB programs held on the UWB campus.
7. **Travel Awards can only be granted to** currently enrolled UWB students to participate in approved student functions, activities, or programs. **Awards are limited to paying accommodations, registration fees, and incidental expenses such as costs associated with renting a state vehicle (may not exceed \$10 per day). Approved travel awards are reimbursements and are reimbursed only when receipts are presented.** 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). **Travel must benefit the broader student community through participation upon return from the trip. Maximum reimbursement will be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee.**

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8. **Food and refreshments may be purchased for on-campus UWB-student functions (including award receptions, training programs), activities, or programs.** Such funds are intended to support activities and programs open to the general student body. Funds are not intended to support routine meetings associated with student organizations (student government, campus events board, SAF, etc.). Services and Activities Fees may not be used to purchase or serve alcoholic beverages. **In regards to off-campus activities, only 25% of the specific event funds can be used to purchase meals and/or refreshments.**
- B. 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.
- C. 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.
- D. 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;

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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
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

- A. **The Committee will review the status of the current Annual Budget in the middle of each quarter (excluding Summer Quarter). The information will be provided by award recipients and supplemented by information from the Finance Administration. The purpose of the quarterly review should be**

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to assess the flow of funding and to have current budget information available for reference during funding cycles.

- B.** 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; in accordance with these Guidelines and Operating Procedures; and/or failure to report information as stated in Section 8.A.** During a freeze, no further obligations may be incurred against the budget until the freeze is removed. A freeze may remain in effect until the Committee is satisfied with the program's progress. **Therefore, it is in the best interest of ALL organizations funded by the Services and Activities Fee to keep up to date records of their expenditures.**

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APPENDIX: B ***Current 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.
- 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

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A. Academic and Student Affairs Committee

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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 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. The Committee may replace any of its voting members only for reasons spelled out in these Guidelines and Operating Procedures. Members who

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A. Academic and Student Affairs Committee

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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.
- 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

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A. Academic and Student Affairs Committee

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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).
- 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

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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.

- 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

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- 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

- A. 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:
 - 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.

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A. Academic and Student Affairs Committee

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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 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

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A. Academic and Student Affairs Committee

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organizations. Services and Activities Fees may not be used to purchase or serve alcoholic beverages.

- B. 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.
- C. 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.
- D. 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
 - 5. other criteria approved in advance by the Committee and the Chancellor or his or her designate.

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A. Academic and Student Affairs Committee

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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 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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Notes:

- i. The SAF Guidelines and Operating Procedures were originally authorized by the Board of Regents on September 27, 1991 and later amended by the Regents on June 12, 1998.
- ii. Revised SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 8, 2005, approved by the Chancellor on May 22, 2005, and authorized by the Board of Regents on June 9, 2005.
- iii. Further revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 7, 2006, and forwarded them to the Chancellor for approval.