

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures

RECOMMENDED ACTION:

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

- 1) Recommended Services and Activities Fee Budget for 2008-09;
- 2) Recommendations for Long Term fund Expenditures; and
- 3) 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 quarterly rate history of the Services and Activities Fee at UW Bothell is:

1991-92	\$76	2000-01	\$83
1992-93	\$76	2001-02	\$83
1993-94	\$79	2002-03	\$83
1994-95	\$81	2003-04	\$86
1995-96	\$84	2004-05	\$89
1996-97	\$87	2005-06	\$91
1997-98	\$90	2006-07	\$93
1998-99	\$93	2007-08	\$95
1999-00	\$93		

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 2)

1) Recommended Services and Activities Fee Budget for the University of Washington Bothell:

A. Services and Activities Fee for 2008-09

The SAF Committee recommends that the quarterly fee payable by full-time students be raised \$6.65 per student, per quarter (from \$95 to \$101.65), the maximum allowable amount under Initiative 601, for the 2008-09 academic year. The fee revenue was calculated conservatively by using 90% of the estimated annualized FTE target of 2,045 for three quarters (Autumn, Winter, and Spring), plus an estimated fee collection of \$48,000 for Summer 2008. The total estimated fee collection for all four quarters (2008-09) is illustrated in Schedule 1, below.

Schedule 1: Distribution of Fees		
2,045 FTE @ \$101.65 X 3 Quarters	\$	623,623
Estimated Summer 2008 Revenue		48,000
Less 10% contingency for under enrollment		(67,162)
Net Revenue	\$	604,461
Less Mandated Loan Fund (3.5%)		(21,156)
Revised Net Revenue	\$	583,305

B. 2008-09 Allocation of Student Activities and Services Funds:

ASUWB	\$59,242
Association of Computing Machinery	2,000
Campus Events Board	88,590
Career Center	102,000
Childcare Voucher Program	25,000
Delta Epsilon Chi	2,500
Intercultural Club	8,000
Literary Journal	7,000
MBA Association	1,750
Policy Journal	6,400
Recreation and Wellness Program	77,050
Student Entrepreneur's Network	2,500
Student Life Operations	146,274
Teacher Education Professional Development	3,500
SAF Contingency Fund	33,000
SAF Long-Term Fund Contribution	18,499
Total	\$583,305

C. Proposed Operating Expenditures for SAF Funds

If specifically authorized by the Services and Activities Fee Committee at the time of allocation, the following expenditures are acceptable in support of bona fide school-related curricular or extracurricular functions, activities, or programs participated in by UWB students in the furtherance of their education:

1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program. Business cards may not be purchased with Services and Activities Fees.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security. 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.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 4)

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 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.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 5)

D. 2008-09 Budget Notes and Funding Stipulations

Associated Students of the University of Washington Bothell (\$59,242)

ASUWB's budget request was submitted four-days late; the standard 10% penalty was assessed on the overall total of \$65,824. With the 10% penalty of \$6,582, the total award is \$59,242). The below figures reflect the gross award **prior** to the penalty. ASUWB may decide where and how it wishes to apply the \$6,582 penalty; however, it is the hope of the committee that the Student Academic Enhancement Funds not suffer more than their equitable portion of the penalty. Details of the award are as follows:

Compensation

President and V.P. (37 wks x 20 hrs/wk x \$11/hour x 2 positions	\$16,280
Executive Reps (37 wks x 10 hrs/week x \$11/hr x 3 positions	\$12,210
Benefits (11% of the above)	<u>\$ 3,134</u>
Total	\$31,624

Officer Training and Development

Up to \$1,500 per officer x 5 officers + 1 advisor **\$ 9,000**

ASUWB Election Events and Town Hall Meetings

\$ 2,700

Transportation

\$ 500

Mileage reimbursement for ASUWB officers to attend local meetings

Supply Stations

\$ 500

Office supplies to restock supply stations around campus

Office Equipment Replacement

\$ 6,500

4 computers and 1 printer to be replaced in the ASUWB office

Student Academic Enhancement Funds (SAEF)

\$15,000

Administered by ASUWB, grants of up to \$1,500 are available to help fund students' educational travel in accordance with the following priorities:

1. The first priority for funding will be given to those students who have been offered the opportunity to present a research paper or project at a professional conference and who have the endorsement of a UWB faculty member in his or her discipline.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 6)

2. The second priority for funding will be given to those students who wish to enhance their current leadership role on campus by attending a skills-building conference or workshop. The student's application must be endorsed by the student life advisor (Jen Droege).
3. The third priority for funding will be given to those students who wish to attend a conference or workshop in order to create or enhance a project or service that will directly benefit UWB students. The student's application must be endorsed by a UWB faculty or staff member intimately familiar with the project.

Association of Computing Machinery (\$2,000)

Full funding was awarded for the group's various events. Due to the size of this award, ACM is ineligible for additional club funding in 2008-09.

Campus Events Board (\$88,590)

A total of \$10,000 was reduced from CEB's original request of \$98,590: \$5,000 from the proposed CSS Speakers Series and \$5,000 from general events.

Compensation

37 weeks x 10 hours per week x \$11 per hour x 5 programmers	\$20,350
Benefits (11%)	<u>\$ 2,240</u>
Total	\$22,590

Training and Development

Up to \$1,500 per programmer (n=5) to attend the NACA regional conference plus one advisor

\$ 9,000

CEB-Sponsored Events

\$50,000

Co-Sponsored Programs

CSS Speakers Series	\$ 5,000
CUSP Discovery Café	\$ 2,000
Total	\$ 7,000

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 7)

Career Center (\$102,000)

The Committee recommends full funding for the Career Center:

Compensation

Hourly peer advisors (60 hours per week x 40 weeks @\$15/hr.)	\$36,000
Benefits for peer advisors (11%)	\$ 4,000
Half-time professional Employer Relations Coordinator*	\$25,000
Benefits for Coordinator (32%)	<u>\$ 8,000</u>
Total	\$73,000

Honoraria

10 seminars @ \$200 each	\$ 2,000
MBA career coach	<u>\$ 2,000</u>
Total	\$ 4,000

Facilities

20 events @ \$250 each	\$ 5,000
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<u>Printing/Publicity</u>	\$ 3,000
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<u>Refreshments and Decorations</u>	\$ 5,000
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<u>Software and Licenses</u>	\$ 6,000
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<u>Equipment Rentals and Purchases</u>	\$ 2,000
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<u>Career Assessments</u>	\$ 3,000
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<u>Misc. operating supplies/resources</u>	\$ 1,000
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**The committee understands that the university will do its best to assume the cost for this position in a future budgeting cycle.*

Childcare Assistance Program (\$25,000)

The recommended funding for Childcare Vouchers is at the same level as in 2007-08.

The committee understands that more students desire assistance than what funds permit.

(\$40,000 was requested.) When applying for future awards, the committee requests written details on how the grants are to be administered

Delta Epsilon Chi (\$2,500)

The majority of DEC's request of \$22,090 was sought for travel. Questions arose over how the organization's travel would benefit the student community as whole. \$2,500 is awarded in accordance with SAF Guidelines on travel. Due to the size of this award, DEC is ineligible for additional club funding in 2008-09.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 8)

Intercultural Club (\$8,000)

The original request (\$16,200) was later modified to \$11,700 after the club president met with a member of the Student Life staff. The revised request more closely reflects the actual attendance by currently enrolled UWB students at the intercultural night event. In addition, participation exceeded the safe capacity of the North Creek Events Center. The committee strongly encourages the club to continue working collaboratively with the Campus Events Board to produce its annual intercultural night. CEB is experienced and successful in managing large and complex activities. The committee further directs the Intercultural Club to better organize and justify future requests for funding as well as to seek funding from other sources for underwriting expenses associated with non-UWB student participants. Due to the size of this award, the Intercultural Club is ineligible for additional club funding in 2008-09.

MAPS Alumni and Student Committee (\$0)

The request of \$1,750 is not recommended for funding. It appears that funding is sought for orientation/welcome and graduation events in addition to support for alumni participation. The committee no longer funds graduation events. Student Life and CEB plan quarterly welcomes for students. Alumni cannot be supported with student fees. The committee further directs the MAPS Alumni and Student Committee to better organize and justify future requests for funding. As a registered student organization, the group is eligible for up to \$750 in club funding during the 2008-09 year.

Literary Journal (\$7,000)

During the appeals process, the committee awarded \$7,000 in funding for the Literary Journal (*Clamor*). Prof. Jeanne Heuving, the faculty member in charge of the journal, apologized for overlooking the deadline to apply for funding. Dr. Heuving expressed her passion for the journal and how sorry she was for missing the deadline. She explained that several students benefit by both publishing the journal and getting their work included in the publication. Inclusiveness and excellence are the two hallmarks for publishing. Dr. Diane Gillespie, Associate Director of IAS, informed the committee that her department is prepared to fund up \$1,700 (about 20% of the costs for publishing the journal) as a penalty for late consideration. Dr. Gillespie also mentioned that her office staff will ensure that future deadlines are met. A total of \$8,600 is needed to publish the journal in 2008-09.

MBA Association (\$1,750)

\$5,600 was originally requested for the organization's parties and subsequently denied funding by the committee. During the appeals process, the association revised its original request and asked for \$1,750 in funding to support networking and mentoring activities. The committee awarded full funding based on the revised proposal. Due to the size of this award, the MBA Association is ineligible for additional club funding in 2008-09.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 9)

Media Center's Power Point Workshops (\$0)

The \$2,400 request appeared to be very similar to last year's submission and lacked the data necessary to judge the merits of the proposal. No funding is recommended. The committee encourages the Media Center to find an alternate source of funding for 2008-09 and beyond.

Policy Journal (\$6,400)

The Journal's request of \$7,000 was reduced by \$600 (\$500 honorarium for an advisor and \$100 for software). The committee noted that the Journal is produced as part of an academic course (but available to the student body as a whole), so no honorarium should be needed for the advisor. The proposed software is available to students as part of the Microsoft package funded by the Student Technology Fee Committee.

Recreation and Wellness Program (\$77,050)

Funding for the Recreation and Wellness Program was recommended as submitted with two exceptions: (1) The committee is unable to afford a .50 FTE health educator position at this time, valued at \$39,600 with benefits; and (2) As per its Guidelines, the committee is unable to fund the screening and set-up charges associated with sports jerseys for recreation leagues. During the appeals process, the committee agreed to increase the recommended funding of the Program Coordinator from .50 to .70 FTE in consideration of the additional responsibilities associated with managing the new Fitness Center. At the request of the Director of Student Life, the committee increased the original Recreation budget by \$6,250 and reduced the Student Life Operations budget by the same amount.

Program Coordinator (.70 FTE)	\$30,100
Benefits (31%)	\$ 9,600
Recreation league fees	\$ 6,300
Fitness classes (on campus)	\$ 4,500
Recreational outings and sporting events	\$ 2,250
Wellness programs and seminars	\$ 7,500
Fitness and wellness equipment and supplies	\$ 2,000
Maintenance of fitness room equipment	\$ 4,800
Contingency for unanticipated operations of fitness center	\$10,000

Student Entrepreneur's Network (\$2,500)

A total of \$4,220 was sought to sponsor an off-campus retreat, two socials, a dinner, and office supplies. The committee is recommending funding for the retreat in the amount of \$2,500 based on SAF guidelines regarding travel; however, it is unable to fund organization-specific parties and socials in the amount requested. Due to the size of this award, the Student Entrepreneur's Network is ineligible for additional club funding in 2008-09.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 10)

Teacher Certification Professional Development and Mentoring (\$3,500)

The committee recommends funding at roughly 50% of the requested \$6,325, which is consistent with the stipulations for the current year's award. The committee believes that the university should assume some financial responsibility for the events as they are in direct support of the curriculum.

Honoraria	\$1,100
Meals and lodging for speakers	\$ 700
Facilities set ups	\$ 300
Food/decorations	\$1,400

Student Life Operations (\$146,274)

Full funding is recommended for Student Life Operations:

<u>Compensation</u>	
Program Coordinator salary	\$45,000
Coordinator's benefits (32%)	\$14,400
Hourly marketing assistant (15 hrs/wk x 44 wks x \$13/hr)	\$ 8,580
Hourly administrative assistance to student fee committees	\$ 9,000
Hourly positions' benefits (11%)	<u>\$ 2,044</u>
Total	\$79,024

<u>Honoraria</u>	
Leadership retreat facilitators	\$ 2,500
Intercultural event facilitators	<u>\$ 3,500</u>
Total	\$ 6,000

<u>Facilities</u>	
Facilities set ups and clean ups for on-campus workshops	\$ 750
Venue rental for off-campus retreats	\$ 2,000
Venue for alternative spring break	<u>\$ 1,000</u>
Total	\$ 3,750

<u>Telecommunications</u>	
7 handsets, data ports, and long distance charges for ASUWB, CEB, Student Life, and student organization offices	\$ 5,000

<u>Printing and Publicity</u>	\$ 5,250
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Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 11)

Transportation

For alternative spring break and leadership retreats **\$ 2,000**

Club Funding

(40 clubs @ \$750 average per group) **\$30,000**

Food/Refreshments

\$ 5,250

Office supplies and misc. expenses for student offices

\$10,000

2) Recommended Long Term Fund Expenditures:

In addition to the annual operating budget for 2008-09, the committee is recommending funding for two long-term projects: A campus fitness center (\$175,000 for gym equipment, plasma screens, and facilities modifications) and improvements to campus recycling efforts (\$13,400 for additional receptacles around campus). These projects will be financed through the long-term fund, with a balance of approximately \$1.9 million.

3) Recommended Revisions to the Services and Activities Fees Guidelines and Operating Procedures for the University of Washington Bothell:

The SAF Committee recommends a few revisions to Section 2 (Committee Membership) of its current Guidelines and Operating Procedures, which were last amended on June 7, 2007.

- Subsection A: Adds “class level” to the list of criteria for selecting committee members and allows a voting representative from ASUWB:

The intent of this Committee is to be comprised of at least five (5) and no more than seven (7) voting members who are currently matriculated students at UWB and not elected or appointed officers of the Campus Events Board, Student Technology Fee Committee, or serving in an editorial position for the student newspaper. The voting membership of the Committee should strive for a committee that is strongly representative of the student body, considering academic programs, class level, gender, cultural backgrounds, and other characteristics of the student body.

Services and Activities Fees - University Of Washington Bothell:
2008-09 Distribution of Fees and Allocation of Funds and Revised Guidelines and
Operating Procedures (continued p. 12)

- Subsection B: Removes reference to ASUWB as an ex-officio representative:

Ex-officio, non-voting members of the Committee may include 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.

- Subsection C: Increases the length of terms that a limited number of members may serve in order to ensure continuity of membership and self-governance while acknowledging the growth of the university from a two-year to a four-year campus.

Voting members will generally serve for one term, and each term is for a period of one year (from July 1 to June 30). A voting member may be reappointed for a second and third term, and up to two members may be allowed to serve for a fourth term; such reappointments are subject to the procedures described in Section 2.D. 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 chairperson. Vacancies will be replaced in the same manner as provided for new appointments and for the un-expired term of the original appointment.

- Subsection D: Stipulates that the ASUWB representative is ineligible to serve as the SAF chair:

Members of the Services and Activities Fee Committee are nominated according to established procedures for appointing students to University committees and boards. The ASUWB president shall appoint, in consultation with his or her executive committee, a member of the ASUWB Executive Committee to serve as one of the voting members of the Committee. The Chancellor makes the official appointment for all members sans the ASUWB representative. 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; however, the ASUWB representative is ineligible to serve as chairperson. 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.