VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington, Seattle: 2015-16
Operating and Capital Allocations, and SAF Guidelines

RECOMMENDED ACTION

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve for the Seattle campus:

1. Raising the Student & Activity (S&A) Fee level for 2015-16 from $130 per full-time student per quarter to $131.

2. Allocating $15,910,758 (operating: $15,670,531; capital: $240,227) for 2015-16 S&A Fee operating and capital funds.

3. Allocating up to $340,000 from the accrued interest from the S&A Fee Fund Balance to fund one-time and non-recurring Innovation Fund grants to units to develop areas of growth and/or opportunities to research potential alternatives to current operations.

4. Decreasing the Student Facilities Renovation Fee (i.e., the Husky Union Building, Hall Health Primary Care Center, and Ethnic Cultural Center bond) from $84 per quarter to $73.

5. The S&A Fee Committee will maintain one year’s debt service ($7,398,522) in the fund balance for the Student Facilities Renovation Fee. Remaining funds over one year’s debt service will go to early debt retirement.

6. Allocating $61,755 from the S&A Fee Fund Balance to the 6 units who requested “bridge funding” to mitigate the minimum wage increase between January 1 and June 30, 2015.

7. Modifying the UW-Seattle S&A Fee Guidelines (Regental approval required):
   a. Title III.2.G – revising language in regard to filling committee vacancies
   b. Title IV.4.A and IV.4.D – updating Unit Orientations information
   c. Title IV.5.D – updates language that gives Chair permission to allow late budget submissions
VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington, Seattle 2015-16
Operating and Capital Allocations, and SAF Guidelines (continued p. 2)

d. Title V.4.A.vi – removes language that gives S&A Fee Committee
the opportunity to exempt students from paying the fee.

BACKGROUND:

Each year, on the basis of recommendations by the administration and the S&A
Fee Committee, the Board of Regents approves annual S&A Fee allocations for
the Seattle campus. Additional allocations may be approved during a given year.

The 2015-16 recommendations grew out of S&A Fee Committee discussions over
the course of the current academic year—discussions that included at different
times representatives of the units supported by the S&A Fee income. Based on
revenue projections provided by the Office of Planning and Budgeting, the S&A
Fee Committee estimates 2015-16 revenue for a $131 per quarter S&A Fee to be
$16,231,000 (projected revenue figures are net of waivers and funds set aside for
financial aid). Based on those projections, the S&A Fee Committee recommends
funding the operating allocations ($15,670,531) from revenue generated from the
quarterly S&A Fee and capital allocations ($240,227) from their fund balance.
The S&A Fee Committee submitted its written recommendations to the Vice
President for Student Life on May 26, 2015 (Attachment 1). The Vice President
concurred with the S&A Fee Committee’s recommendations on May 27, 2015
(Attachment 2).

The 2014-15 and recommended 2015-16 distributions of the quarterly S&A Fee
are displayed below:

<table>
<thead>
<tr>
<th></th>
<th>Full-time 2014-15</th>
<th>Full-time 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term Loan Fund</td>
<td>$6.50</td>
<td>$6.55</td>
</tr>
<tr>
<td>(based on 5% of the S&amp;A Fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities and Programming Account</td>
<td>$123.50</td>
<td>$124.45</td>
</tr>
<tr>
<td>Total</td>
<td>$130.00</td>
<td>$131.00</td>
</tr>
</tbody>
</table>

The proposed 2015-16 operations and capital budgets for each program are
included below:

Associated Students of the University of Washington (ASUW) – $1,006,385
(Operations) and $6,500 (Capital)
A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington, Seattle 2015-16
Operating and Capital Allocations, and SAF Guidelines (continued p. 3)

The recommended allocations support and expand ongoing functions, programs, student leader and assistant salaries, and general operating costs of ASUW.

Campus Sustainability Fund - $380,096 (Operations)
This funding allocates funds for projects that further the University’s commitment to environmental stewardship and campus sustainability. This fund is allocated by a student committee and managed by the UW Environmental Stewardship and Sustainability Office.

Counseling Center - $651,304 (Operations) and $19,500 (Capital)
The recommended allocations would add an additional psychologist to the staff, provide additional office furniture, and allow the Center to continue to offer visits at no costs to students.

Disability (D) Center - $35,447 (Operations)
The recommended allocation would support ongoing functions, programs, student salaries, and operating costs for the D Center.

Ethnic Cultural Center/Theater (ECC/T) - $846,370 (Operations) and $114,227 (Capital)
The recommended allocations would continue to support and expand the ongoing functions, staff, and general operations of the Ethnic Cultural Center/Theater.

Graduate and Professional Student Senate (GPSS) - $481,234 (Operations)
The recommended allocation would continue to support ongoing programs, functions, tuition stipends, student assistant salaries, and general operating costs of GPSS.

Hall Health Primary Care Center (HHPCC) - $6,643,106 (Operations)
The recommended allocation supports the HHPCC in its work to provide on-campus care for students, faculty, staff, and the community.

Husky Union Building (HUB) - $917,823 (Operations)
The recommended allocation will continue to support ongoing programs and services through the HUB, such as the Student Activities Office, Event Services, the RSO Event Fund, and the Student Organization Resource Center.

Peer Health Education Group - $60,815 (Operations)
The recommended allocation would support peer-to-peer educational programming in the areas of health and well-being. The program is overseen by
A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington, Seattle 2015-16 Operating and Capital Allocations, and SAF Guidelines (continued p. 4)

the staff in Health & Wellness.

Q Center - $319,843 (Operations)
The recommended allocations would expand the ongoing programs, services, wages, and general operating costs of the Q Center.

Recreational Sports Programs (RSP) - $2,236,986 (Operations) and $100,000 (Capital)
The recommended allocation will support related programs, staff, and general operations. The capital allocation will provide $100,000 in maintenance funding necessary to keep RSP facilities functional.

Services & Activities Fee Committee - $28,000 (Operations)
The recommended allocation provides for partial tuition waivers for the Committee Chairperson(s) and the student salaries of the S&A Fee Coordinator and Web/IT Coordinator.

Student Technology Fee (STF) Equipment Loan Program - $161,166 (Operations)
The recommended allocation would continue to support wages of student staff for the Equipment Loan Program.

Student Legal Services (SLS) - $200,134 (Operations)
The recommended allocations will fund the essential operations of the office, and the salaries of its staff.

Student Parent Resource Center - $1,400,000 (Operations)
The recommended allocation provides staff support of this unit and Childcare Assistance Program subsidies to student parents.

Student Publications - $301,822 (Operations)
The recommended allocations would support ongoing functions, salaries, and general operating costs of The Daily.

Attachments
1. 2015-16 Services and Activities Fee Committee Recommendations, May 26, 2015
2. Concurrence letter from Dr. Denzil J. Suite, Vice President for Student Life, May 27, 2015
3. Services and Activities Fee Committee Guidelines, revised May 22, 2015
4. Student Presenter Biographical Information
Dear Dr. Suite,

I am writing to request that the University of Washington Administration issue a concurrence for the Services and Activities Fee Committee’s recommendations to the University of Washington Board of Regents.

Many challenges manifested over the course of this Committee year. Language in the draft of the State budget has tied increases in student fees to the Consumer Price Index — this language has limited the Committee to a $1 increase of the SAF Fee. The City of Seattle's minimum wage has increased to $11 and will increase again to $13 effective January 1, 2016. The benefit loading rates for all employment classifications have increased significantly. These increases in statutory employment expenses have unfortunately coincided with a ceiling on revenue. The Committee has remained dynamic and has been able to address each of these issues which insures the long term fiscal solvency of student funds.
I am thrilled to announce that there will be a net decrease of the quarterly fee burden by $10. This is projected to save students on aggregate $1,168,300 over the course of the academic year.

The Committee members have embraced their duty as the students fiduciaries with stoic resolve. I have had the honor of leading this analytical and thoughtful group over the course of this year, and am resolute in my belief that the members who serve on SAF represent some of the best and brightest minds on the UW Campus. The nine students who serve on SAF represent a diversity of ideologies and perspectives that has allowed the Committee to optimize the utility of fees for all UW Students.

I have the pleasure of presenting to you at this time, the recommendations of the Services and Activities Fee Committee for the 2015 — 2016 Academic Year.

Sincerely,

Mac Zellem

Mac Zellem
Fee Levels

The SAF Committee recommends the following fee levels to be charged on a quarterly basis to full time students. The net fee burden per quarter of $236.00, represents a $10.00 decrease from the prior year. This is the largest decrease in the history of Student Fees at the University of Washington. This is projected to save students on aggregate $1,168,300.00 over the course of the upcoming academic year. The Committee is particularly proud of the decreased burden on financial aid which currently covers the SAF fees of many students. Financial aid will see the largest utility gain from this decrease.

Services and Activities Fee

- **Recommended Quarterly Fee:** $131
- **Projected Annual Revenue:** $16,231,000
- **Recommended Annual expenditures:** $15,670,531

This amount represents a $1 increase from the prior year. The ability to raise the fee beyond $1 was constrained by the Washington State Legislature. The majority of this increase will go to funding increases in salaries, wages, and benefits. Some of this increase however, will be used to expand existing programs. The Committee felt it would be prudent to significantly underspend revenue in order to be able to cover the increases in expenditures a $15 minimum wage will cause starting in Fiscal Year 2017. The recommendations for operational allocations for individual units are outlined below in the Services and Activities Fee Fiscal Year 2016 budget at the end of this document.

Intramural Athletics Bond Fee

- **Recommended Quarterly Fee:** $32
- **Projected Annual Revenue:** $3,698,048
- **Annual Debt Service:** $3,420,500
- **Projected Reserve Balance at the end of Fiscal Year:** $3,777,548

The Committee recommends holding the IMA Bond Fee constant at a coverage ratio of 1.08 of annual debt service. This bond was issued prior to the creation of the Internal Lending Program (ILP) and was structured outside of the UW Treasury. Due to the variability of the municipal bond market, the SAF Committee felt it prudent to allow reserves equal to one year’s debt payment to accumulate in the bond account before considering further adjustments. This bond will be paid off at the end of Fiscal Year 2030. Holding FTE constant, the account will accumulate enough reserves at the end of Fiscal Year 2028 to pay off the remaining principle and interest of the bond, this would allow the SAF Committee to cease raising revenue starting in Academic Year 2028 — 2029.
Student Facilities Renovation Bond Fee

Recommended Quarterly Fee: $73 Projected
Annual Revenue: $8,551,736
Service: $7,398,522
Projected Reserve Balance at the end of Fiscal Year: $7,398,522

This fee level represents a coverage ratio of 1.14 — 0.04 above the ratio that the UW Board of Regents requires for student-backed bonds issued though the ILP. I have worked very closely with the UW Treasury this year to update our model that projects the required fee level needed to meet out debt payments. By taking into account summer quarter, interest earned on funds held in the bond account, and increased FTE we were able to lower the fee level by $11.00. The UW Treasury will be re-amortizing the Student Facilities Renovation Bond in the upcoming academic year. The Committee has decided to hold one year’s debt service in the account at all times and to have all funds over this amount — currently $7,398,522.00 — automatically go to early debt payment. Over service occurs as a result of interest earned, FTE higher than projected, and falling interest rates. Using this updated model we should be able to lower this bond fee by $1 every four academic years. This bond is currently scheduled to be paid off in Fiscal Year 2042, however by updating the model we have the option of paying the bond off earlier — thus saving on future interest.

General Fund Allocations

The SAF General Fund is currently at a health level and after these allocations its projected level is $9,756,822. The Committee is committed to stability in our General Fund and past Committees have shown financial prudence over the last 30 years by building it up.

Research and Development “Innovation” Fund

Recommended Grant Allocation: $340,000

The SAF Committee recommends allocating this amount, from the interest earned on the SAF General Fund, to be awarded as Innovation Grants by the current Committee and unspent funds by next year’s Committee. Current requests for Innovation Grants include Husky United Military Veterans (HUMV), an RSO that is requesting to become a SAF funded unit under the name “The Office of Veteran Life” within the Department of Student Life. Per the SAF New Unit Application Process Policy, potential new units are funded using Innovation Grants until it is determined that the group warrants the right to be funded by Services and Activities Fees. Other requests come from the Counseling Center to establish a Mindfulness Center aimed at improving student mental health, and the Technology Loan Program, which wishes to establish a new loan office in the HUB.
Bridge Funds to Cover the Midyear Increase in the Minimum Wage

Recommended Fund Allocation: $61,755

Effective April 1, 2015, the minimum wage rose from $10.10 to $11. This is about a 9% increase from the previously budgeted minimum wage for units. The Committee determined it had an obligation to prevent budget shortfalls for the remainder of Fiscal Year 2015 and has moved to provide bridge funds to units who have requested them to cover this increase. The ASUW, The Ethnic and Cultural Center, The HUB, Recreational Sports Programs, Student Publications, and the Technology Loan Program have all requested bridge funds — which on aggregate equal the amount above.

Unit Capital Allocations

Recommended Capital Allocation: $240,227

The SAF Committee recommends using funds from the SAF General fund to cover the cost of large one time capital improvements. The individual unit capital allocation recommendations are outlined below in the Services and Activities Fee Fiscal Year 2016 budget.

Guidelines

The SAF Committee is requesting approval of its Committee guidelines, including a few changes, from the Board of Regents. The first change updates and clarifies the language concerning Unit Budget Hearings and includes a clause referring to the New Unit Application Process the SAF Committee created this year. The second change allows that ASUW and GPSS, and not the SAF Committee — as it previously was — fill vacancies if they arise mid-year. The third, a most significant change, removes the power of the Committee to create “Classes of Students exempt from the SAF fees.” The Committee strongly felt that it is inappropriate to even consider creating classes of students. Regardless of whether students use the services funded by SAF, by paying the fee, they are paying for their right to use the services. The Committee was uncomfortable with a scenario were some students would be exempt from paying fees but could still use services provided. The Committee has codified that it does not and will not create classes of students who are exempt from paying the Services and Activities Fees.
Associated Students of the University of Washington

Operating | $1,006,385 Capital |
| $6,500

The Associated Students of the University of Washington (ASUW) have been awarded an increase of $188,571.00 which is a 23% expansion. The vast majority of this increase is going towards salaries and wages. The ASUW is a labor heavy unit with many hourly employees. The Committee did agree to allocate funds to cover the Husky Leadership Retreat and the Pac 12 Conference. The Committee did not support the expansion of the Rainy Dawg Birthday Fest and recommends a scaling back of that event from its current level. Furthermore the Committee did not agree to further subsidize ASUW Arts and Entertainment due to lost revenue.

The capital allocation is for the replacement of aging computer hardware.

Campus Sustainability Fund

Operating | $380,096

The SAF Committee lauds the student led Campus Sustainability Fund (CSF) for its successful efforts improving the environmental sustainability of our campus. The students who lead the CSF have developed a strong and sustainable model of operation. The CSF has been awarded an increase of $10,096 or 2.73%. This increase goes to covering wage increases and a slight increase in grant funding. The Committee strongly supports the CSF’s long term planning and efforts to create a “Large Projects Fund”. Unfortunately, during this tough budget year we are unable to allocate funds that will be set aside and not immediately expended.

Counseling Center

Operating | $651,304 Capital |
| $19,500

The Counseling Center is receiving an additional $113,068 in funding, or a 21% increase. The majority of this is going to hire a new psychologist to help meet the rapidly increasing demand. The Committee feels that as the Counseling Center grows, the administration must increase funding as SAF does, so that the burden does not increasingly fall on student fees. The capital allocation is for the purchase of sit-stand desks for the counselors.
D Center

Operating | $35,447

The D Center is one of the youngest SAF-supported units and is in the midst of a transformative period. This award is a $2,053 decrease from their prior allocation. This allocation is the result of the desire of the SAF Committee that the D Center spend down their fund balance. The D Center has underspent their allocation the last few years. The SAF Committee is committed to working with the D Center to enable them to continue to grow, realize their potential to be a center for the disabled community to congregate, and feel they have a space of their own on the UW Campus.

Samuel E. Kelly Ethnic Cultural Center

Operating | $846,370 Capital | $114,227

The Ethnic Cultural Center (ECC) is receiving a $82,724 or 10.83% increase. The majority of this increase is to cover the increase in benefit loading rates and the rising minimum wage. The Committee supports expanding the First Year Retreat Program, but has only granted $13,000 of the $25,000 increase requested. We ask that the ECC lower the per student cost of the retreat. We are increasing funding for scholarships for students to attend the ID Tech Camp. The Committee does not support the use of student fees for the purpose of reclassification of two classified staff as professional staff. The SAF Committee is thrilled with the increased revenue that the ECC has been able to collect by renting out space.

The capital allocation is for a number of items. We have awarded the full amounts requested for the purchase of new theater seating and a new light console for the ECC Theater. We have also awarded the funds to replace the lighting and repaint the theater lobby. We have awarded partial funds requested for the purchase of new tables and chairs. We have denied the requests for speaker replacements.

Graduate and Professional Student Senate

Operating | $481,234

The Committee recognizes that the Graduate and Professional Student Senate (GPSS) has gone through a restructuring and would like to congratulate the current financial leadership in their ability to partially fund the new executive officer position by eliminating waste and optimizing efficiency. The GPSS is receiving a $76,174 increase which is an 18.81% expansion. This entire amount will go to paying increased wages and benefits.
Hall Health Primary Care Center

Operating | $6,643,106

This amount represents a $156,046 or 2.14% increase for Hall Health. This amount will cover the increase in the benefit loading rates and the taking over of the Tobacco Cessation Program, founded by the Snoqualmie Indian Tribe. The SAF Committee has complete and total faith in the leadership of Hall Health, but is extremely concerned about the effect that changes in the healthcare industry are having on their business model. Due to decreases in the Medicaid reimbursement rate, Hall Health will be running a $919,963 deficit this upcoming year. They can sustain themselves at this deficit level through their fund balance only for a few years. The SAF Committee was displeased to learn that the cost of maintaining the medical records system EPIC increased to $1,831,891 this year and that the leadership of Hall Health has had no role in determining which record system to use going forward. We request that the Department of Health Sciences engage the Hall Health leadership in regard to these decisions. Moving forward, SAF will work with Hall Health to develop solutions to address these structural issues.

Husky Union Building

Operating | $917,823

The HUB employs a significant number of students, and the majority of their $118,028, 14.76%, increase is due to the rising minimum wage. The Committee supports the incorporation of the HUBCaPP program into the regular budget, as well as the RSO Travel Grant Program. Unfortunately, we are unable to fully fund either of these programs at this time. We request that the HUB leadership look into reallocating existing funds in order to fully fund these programs.

Peer Health Educators

Operating | $60,815

Peer Health Educators requested a significant increase this year. The Committee agreed to expand the program by $23,767, a 64.15% increase. This increase will cover the costs associated with the increase of the minimum wage, and the hiring of a coordinator for the Green Dot Program. The Committee will not allow the shifting over of the salaries of some Health and Wellness staff to the Peer Health Educators budget. The Committee also does not support the sending of Peer Health Educators staff to conferences and has denied the request for a travel budget.
Q Center

Operating | $319,843

The Q Center has seen exponential growth in the usage of its services over the last few years, and this has been meet with similar growth in its budget. This year the Q Center is receiving a $50,221 - 18.63% expansion. This increase is mostly intended to cover the costs associated with hiring an additional staff member. The Committee is requesting that the Q Center hire a GSA at this time.

Recreational Sports Programs

Operating | $2,236,986 Capital | $100,000

Recreational Sports (IMA) is SAF’s most labor market sensitive unit. The increase in the minimum wage and benefit loading rates had a profound effect on their budget. The vast majority of this $230,215, 11.47%, expansion is to cover increased labor costs. The Committee supports the creation of an Outdoor Program Assistant Director position. The Committee is instructing the IMA to raise additional revenue by increasing the fees they charge all non-students to use their facilities.

The capital allocation is for the maintenance and upgrading of the IMA’s equipment and facilities.

Services and Activities Fee Committee

Operating | $28,000

The SAF Chair has combed through the Committee budget and eliminated wasteful expenses and long standing contract services no longer in use, but yet paid for. A small — but significant — accumulation has occurred in the budget due to yearly rollover. This decrease of $5,464 is due to the efforts of the Committee to spend down this accumulation. The budget this year also includes a line item for the hiring of an Evan’s School student to reform the Student Parent Resource Center’s business model. The budget will naturally have to return closer to its previous level in a few years once the accumulation has been returned to a reasonable level.
Equipment Loan Program

Operating | $161,166

This award level reflects a $29,262 or 22.18% increase. The entirety of this increase will go towards student salaries. The effect of the minimum wage had a large impact on this units' budget, but the Committee was able to fully fund this increase in costs. The Committee has allocated funds for the hiring of an additional student employee to meet increased demand.

Student Legal Services

Operating | $200,134

Student Legal Services provides valuable assistance and services to students. The Committee is expanding their budget by $16,150 or 8.78%. This increase is entirely for increased salary, wages, and benefits.

Student Parent Resource Center

Operating | $1,400,000

The Committee is concerned with the business model of the Student Parent Resource Center (SPRC) and has moved to hire an Evan’s School student though their Public Policy Clinic to design a more efficient program. The Committee recognizes the importance of the services provided by the SPRC, but was dismayed to learn that over the last two years there was a significant surplus of funds that went unexpended due to low demand. The Committee has decreased the SPRC’s budget by $100,000—a 6.67% decrease—to better reflect current demand for their services. Once the new business model is finalized we will revisit their funding levels.

Student Publications

Operating | $301,822

The Committee supports increasing funding to Student Publications to partially cover the costs of the salary of the Husky Media Manager, with the explicit hope that the position will be able to raise some revenue and become partially self-funded. We are increasing their budget by $28,822, a 10.56% increase. The Committee recognizes that the media is in the midst of a transitional period. We applaud the effort of the students and staff of Student Publications as they work to adapt to the new market. The Committee supports the role of the Daily as an independent news source that reports on campus events.
May 27, 2015

Mr. Mac Zellem
Services and Activities Fee Committee

Dear Mac,

Thank you for your letter of May 26, 2015, providing the details of the allocations proposed by the Services and Activities Fee (S&A Fee) Committee for 2015–16. The Committee has recommended increasing the S&A Fee from $130 to $131 per quarter and maintaining the IMA Bond at $32 per quarter and decreasing the Student Facilities Renovation Fee from $84 to $73 per quarter. Overall, these adjustments result in a net decrease of $10 per quarter per student, which reflects the Committee’s goal of balancing the need to ensure sufficient revenues to support programs that are important to students while recognizing the need to minimize overall cost increases for students. I believe the Committee has achieved that balance and it is to be commended for doing so in such a thoughtful manner.

The Committee’s recommended allocations are strategic and responsive to student needs. All of the programs and services the Committee intends to fund are important to our students and I am especially appreciative of the work of the Committee in light of the financial constraints on raising the fee while meeting minimum wage demands.

After careful review, I concur in the recommendations for fee assessment levels and all operational and minor capital allocations. The budget will be presented to the Board of Regents for its consideration and action at its meeting on June 11, 2015, information on which will be communicated to you in the near future. I look forward to making this presentation with you.

Congratulations on a job well done. Your leadership and collaboration have been greatly appreciated.

Sincerely,

Denzil Suite
Vice President

cc: Interim Provost Jerry Baldasty w/enclosure
    Members of the Services and Activities Fee Committee
    Ms. Christina Xiao w/enclosure
    Ms. Alice Popejoy w/enclosure

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206.543.4972 djsuite@u.washington.edu
SERVICES AND ACTIVITIES FEE COMMITTEE
Guidelines

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
   A. 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.
   B. 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.
   C. 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 submission of its annual budget recommendations to the administration.
      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.
      iv. 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.
      v. 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.

   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 Regential 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 delegate), and shall consist of nine 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. Five 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. Four 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 delegate 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 continued funding from the S&A Fee must submit an orientation document prior to the submission of their budget request deadline set by the committee.
B. Units not previously supported by the S&A Fee must submit a new unit orientation document prior to the deadline set by the committee.
C. Orientation documents 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.
D. Units are requested, but not required, to submit relevant information to the committee for review prior to their orientation documents.
E. The Committee may request, and units will provide, additional information as needed.
F. 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 Chair 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 allow 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 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.
   C. 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.

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. Regental 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. The recommendations of the Committee, University Administration, and the Resolution Process will be presented by the Committee Chairperson and the University Administration Designee.
   C. 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)
   D. 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 & Limitations
1. 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. The use of SAF fund balances, collected through either operational or capital fees, for purposes within the committee’s purview.
      iv. Alterations to allocations for the current academic year.
      v. Issuing bonds to which S&A Fee funds will be obligated.
         vi. Classes of students to be exempted from the S&A Fee.
      vii. The creation of new specialized S&A Fees.
      viii. Capital expenditures and savings plans.
      ix. The management of the Fund Balance.
      x. Revisions to related State Statutes and Committee Guidelines.
      xi. 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.
Student Presenter Biographical Information

Services and Activities Fee – University of Washington, Seattle:
2015-16 Operating and Capital Allocations, and SAF Guidelines

Mac Zellem is originally from Rollinsford, New Hampshire and came to Seattle to attend the UW in 2012. Currently in his junior year Mac is a double major in Economics and International Studies. His area of interests are international trade and development. Mac studied abroad in the spring of 2013 in Vienna Austria, the program focused on the German language and literature. An avid sailor, Mac is a member of the UW Sailing Club. Mac has chaired the Student Publications Board the last two years and has served as the SAF Chair this last year.