Academic and Student Affairs Committee

Approve Services and Activities Fee - University of Washington, Tacoma: Distribution of Fees, Allocation of Funds and SAF Guideline Revisions

RECOMMENDED ACTION

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents approve the following Services and Activities Fee proposals for the University of Washington Tacoma:

1) no increase in the Services and Activities Fee for academic year 2016-17,
2) the distribution of Services and Activities Fee for 2016-17,
3) the operating budgets and expenditures recommended for 2016-17, and
4) the revision to the Services and Activities Fee Guidelines.

BACKGROUND

Services and Activities Fees at UW Tacoma and UW Bothell are collected separately from the Services and Activities Fee at the Seattle campus, but the process is handled in like manner for each campus. As provided under RCW 28B.15.045, a student committee proposes the annual program priorities and budget allocation levels to the Board of Regents for approval. The Board of Regents has approved the Services and Activities Fee (SAF) Guidelines that established the Services and Activities Fee (SAF) Committee for UW Tacoma and its operating procedures.

The Board of Regents is authorized to increase the Services and Activities Fee by an amount not to exceed the annual percentage increase in undergraduate tuition authorized by the legislature in the Omnibus Budget Bill.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Year</th>
<th>Amount</th>
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<tr>
<td>2004-05</td>
<td>$ 97</td>
<td>2009-10</td>
<td>$136</td>
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<tr>
<td>2005-06</td>
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<tr>
<td></td>
<td></td>
<td>2016-17</td>
<td>$159</td>
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</table>
The SAF Committee at UW Tacoma has recommended the following for academic year 2016-2017. Chancellor Mark A. Pagano has reviewed and concurs with these recommendations.

1. **Level of Fee:**

   The quarterly fee payable by a full-time student will remain at $159 per quarter for a full-time student for the 2016-17 academic year.

2. **Distribution of Fees:**

   Based upon estimated revenue of $2,000,000 for fiscal year 2016-17, the Committee recommends that the fees be distributed as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015-16 % Distribution</th>
<th>2015-16 Distribution Based on $159 fee</th>
<th>2016-17 % Distribution</th>
<th>2016-17 Distribution Based on $159 fee</th>
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<tbody>
<tr>
<td>Student Activities and Services</td>
<td>96.5%</td>
<td>$1,923,866</td>
<td>96.5%</td>
<td>$2,000,000</td>
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<td>Long-term student loans:</td>
<td>3 ½%</td>
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<td>Long-term development</td>
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<td>$59,500</td>
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<td>Total</td>
<td></td>
<td>$2,055,301</td>
<td>100%</td>
<td>$2,072,539</td>
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</table>
3. **2016-17 Budget Allocations for Student Activities and Services:**

The Committee recommends the following distribution for Student Activities and Services for the 2016-17 year.

- ASUWT (Student Government) – Stipends and Operations…………$163,171
- Conference and Event Fund ..........................................................165,000
- Childcare assistance program..........................................................89,000
- Center for Equity & Inclusion............................................................207,539
- Student Health Center...............................................................309,410
- Student Publications.................................................................189,693
- UWY & Dawg House.................................................................210,900
- Student Engagement.................................................................538,360
- Registered Student Organizations..................................................39,879
- Student Activities Board............................................................143,542
- Student Support Programs..........................................................39,277
- Center for Service and Leadership..............................................36,883
- Outdoor LED Sign.................................................................0
- SAFC Committee Operations......................................................7,500
- Short-Term Contingency (FLSA overtime exempt threshold)...........8,000
- Programs Total........................................................................2,148,154
- Transfer from Short-Term Contingency to FY17 allocations........(148,154)

**TOTAL** $2,000,000

Allocations which are unspent at the end of the fiscal year will revert to the Short Term Contingency fund. Any additional revenue generated as a result of implementation of a fee in the amount of $159 or due to excess enrollment will remain in the Long-Term Development fund.
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4. Proposed revisions to the Services and Activities Fee Guidelines:

The Board of Regents approved the original version of these guidelines on September 27, 1991. Subsequent revisions were approved on June 14, 2002, June 10, 2005, and June 8, 2006.

(Changes are noted in red)

SECTION I: THE SERVICES AND ACTIVITIES FEE

A. The Services and 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, acquisition, construction, equipping, and betterment of lands, buildings, and facilities (RCW 28B.10.300).

B. S&A Fees are defined as “fees, other than tuition and fees, charged to all students registering at the…state universities” (RCW 28B.15.041). For the purpose of these Guidelines, the S&A Fee is defined as a compilation of such fees charged to all students registering at the University of Washington Tacoma campus.

C. S&A Fees and revenues generated by programs and activities funded by such fees are deposited and expended through the offices of 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).

D. The allowable level of S&A Fee increases is authorized by the State Legislature.

E. In addition to the laws, rules and regulations governing the use of S&A Fees, two provisions of the State Constitution impact the use of public funds (S&A Fee funds are considered to be public funds). The first is Article VIII, Section 5 that prohibits the making of gifts or loans of money or property from public funds. A gift exists when there is a “transfer of property without consideration and with donative intent”. The second is
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Article I, Section 11 that prohibits public money or property being appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment.

F. The S&A Fee Long-Term Fund (also known as the “reserve fund”) shall consist of all unallocated revenue derived from the collection of the Services and Activities Fees from students and accrued interest.

G. The S&A Fee Contingency Fee (also known as the “special allocation fund”) shall consist of funds which are derived through annual allocations and reversion of previous year unspent funds.

H. Members of the Board of Regents shall adhere to the principle that desires of the Services and Activities Fee Committee (SAFC) be given priority consideration on funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students.

I. With the exception of any funds needed for bond covenant obligations, once the annual budget for expending S&A Fees is approved by the Board of Regents, funds shall not be shifted from funds budgeted for associated students or departmentally-related categories or the reserve fund until the administration provides written justification to the SAFC and the Board of Regents give their express approval.

SECTION II: COMMITTEE ON SERVICES AND ACTIVITIES FEE

The Services and Activities Committee (hereby called the “Committee”) is appointed by the Chancellor of the University of Washington Tacoma, pursuant to RCW 28B.15.045, to review all requests for funding from Services and Activities Fee, to recommend program priorities and budget levels, and to serve in an advisory capacity to the Chancellor.

A. Membership

1. The Committee shall consist of a minimum of seven (7) voting members and four (4) non-voting ex-officio members, and one (1) non-voting compliance officer.
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2. The voting members shall be regularly enrolled students at UW Tacoma, recommended by the Associated Students of the University of Washington Tacoma (ASUWT) and appointed by the Chancellor. No more than one (1) voting members shall be an elected ASUWT member.

3. When making recommendations for Committee appointments, ASUWT should strive to recommend a Committee whose voting members represent the diverse interests and perspectives of University of Washington Tacoma students.

4. To aid in continuity of process and information, wherever possible, ASUWT should seek to appoint at least one (1) member, and no more than three (3) members, who served on the prior year’s SAFC.

5. A majority of voting members (but no more than five (5)) shall be recommended by the end of Spring Quarter. The remainder must be recommended by the end of the 3rd week of Autumn Quarter.

6. The ex-officio members shall be:
   i. A staff employee from Student Affairs, to be recommended by the Associate Vice Chancellor for Student Affairs;
   ii. A faculty member, to be recommended by the Faculty Assembly;
   iii. A staff employee from the Office of the Vice Chancellor for Finance and Administration (F&A), to be recommended by the Vice Chancellor for Finance and Administrations;
   iv. A student representative from the Associated Students of the University of Washington Tacoma, and
   v. A Compliance Officer, appointed at the discretion of the Chancellor

B. Term of Membership
   1. Voting members begin their term when appointed and end their term on June 30th of the corresponding fiscal year. No individual may serve more than two terms.
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2. Voting members appointed in Spring Quarter for the following academic year will begin immediately transitioning with the members of the outgoing committee.

3. The ex-officio members from Student Affairs, Finance & Administration, and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member and ASUWT ex-officio shall be appointed to a renewable one (1) year term, running from July 1st to June 30th.

4. Any vacancies in membership will be replaced in the same manner provided for new appointments and for the unexpired term of the original appointment.

C. Responsibilities of Voting Members

1. The Committee shall elect a Chair from its membership no later than the 5th week of Autumn Quarter. The Committee may decide to elect a Vice Chair to assist the Chair no later than the 5th week of Autumn Quarter.

2. Attend all meetings, unless excused by the Chair.

3. Members shall participate in all Committee trainings and required transition events.

4. The Chair and Vice Chair (if applicable) shall facilitate transition/orientation of Spring-appointed incoming committee members.

5. Members shall develop and maintain effective communication within the Committee and the campus community, including an annual report of allocations publicized through communication resources provided by the University.

6. Demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee and actively participate in the deliberations of the Committee.
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7. Adhere to all rules and regulations governing the Committee.

8. A member whose conduct is deemed unethical or whose performance clearly demonstrates a lack of commitment to their responsibilities may be recommended for removal from the Committee by either a unanimous vote of the remaining voting members of the Committee or at the sole discretion of the Chancellor.

9. Respond to all campus queries within five (5) business days.

10. Abstain from discussing, deliberating, or voting on any proposal submitted by a group, department, or organization with which they are affiliated with the exception of annual SAFC request(s).

11. Recommend funding for the employment of Committee staff using funds generated by the S&A Fee, if deemed necessary, under the following conditions:
   i. Each staff position must have a written job description detailing qualifications and expectation of the position.
   ii. The Committee Chair will as a liaison between the Committee and the Committee staff.
   iii. 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.

12. During their term in office, the Committee shall delegate to ASUWT and the Chancellor of the University of Washington Tacoma responsibility for establishing the annual stipend, if any, that voting members shall be paid during the following academic year.

D. Responsibilities of Ex-Officio Members and the Compliance Officer

1. Advise the Committee on the laws and regulations of the State and the policies and procedures of the University pertaining to Services and Activities Fees.
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2. Advise the Committee on procedural questions pertaining to the conduct of meetings.

3. Provide the Committee with summaries of fund balances in accounts funded by S&A Fees and projections of revenue and expenditures.

4. Advise the Committee on the status of registered student organizations at UW Tacoma.

5. Assist the Committee with matters of continuity and historical perspective as required for the Committee to effectively and efficiently act on requests to fund programs and budgets.

6. Provide the Committee with perspectives of the campus community and the University administration.

E. Committee Meetings

1. Meetings shall be held on a regularly scheduled basis, not less than two (2) per year.

2. The Compliance Officer shall serve as Interim Chair of the Committee until a Chair is elected by its membership.
   i. The Compliance Officer will be a neutral, non-voting member, who maintains compliance with the relevant laws of the state of Washington, University policies, parliamentary procedures, as well as the guidelines laid out in this document.

3. Special meetings may be called by the Committee Chair, at the request of three (3) or more members of the Committee, at the request of three (3) or more members of the campus community; at the request of the Compliance Officer, or at the request of the Chancellor.

4. The Committee Chair shall post notifications of all meetings in compliance with these guidelines and the Open Public Meetings Act (OPMA) and shall be responsible for presiding over such
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meetings. An acting Chair will be designed, by the Chair, should it be necessary for him/her to be absent from any meeting.

5. An agenda and a copy of all funding requests to be considered by the Committee will be sent to members of the Committee and be publicly posted in compliance with the OPMA by the Chair or the Chair’s designee.

6. A quorum required for the conduct of business at any meeting shall consist of two-thirds (2/3) of the current voting members and one (1) ex-officio member of the Committee.

7. Proxies will not be permitted for voting.

8. All meetings shall be conducted in accordance with the most current edition of Robert’s Rule of Parliamentary Procedure, which encourage and do not preclude general discussion when conducting committee business, in accordance with Small Board Rules.

9. Program and budget decisions of the Committee shall be made in open public meetings of the Committee, and the reasons for the decisions shall be discussed at those meetings. Minutes will be taken at all meetings and the unofficial minutes shall be publicly posted within five (5) business days after a meeting. The minutes shall include the results of all program and budget decisions made by the Committee.

10. The Committee shall provide full disclosure to the University community concerning programs or budgets funded from S&A Fees.

SECTION III: BUDGETING

A. General

1. RCW 28B.15 defines the authority to collect S&A Fees, the general purposes for which fees may be used, and the budgeting process for administering their expenditure. The law specifically states: “It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or
University administration and governing board to the extent that such budget recommendations are intended to be funded by Services and Activities Fees” and “the legislature recognized that institutional governing boards have a responsibility to manage and protect institutions of higher education”. It is clear that the legislature deemed that the mechanism for student input in the S&A Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the S&A Fees budget.

2. Any member of the campus community may submit a request for funding through either the annual budgeting process or special allocation budgeting process, with the exception of:
   i. Academic funding
      1. Academic funding requests shall only be considered if the request is for services and/or activities that are:
         a. not directly related to an academic program.
         b. initiated by UW Tacoma students.
         c. open to all UW Tacoma students.

3. The Committee shall establish both the annual budget and special allocation processes. Procedures and criteria adopted by the Committee for the submission of budget requests shall apply to every proposer and shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, political orientation, or physical or mental ability.

4. The Committee has the responsibility to review all proposals submitted for funding from S&A Fees, whether for capital expenditures or operating programs and budgets.

5. All funding proposals must contain adequate information which will include, at a minimum, the following:
   i. Detailed line-item breakdown of proposed expenditures (e.g. salaries, travel, supplies, services, etc.)
   ii. Verification of strategic plan alignment
   iii. Additional funding sources being sought or available to fund the program or event
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iv. Revenues expected to be derived from the program or event
v. If previously funded, an accountability of how funds were spent
vi. A report of the program’s scope and impact for the prior funding cycle.

6. Budget allocation decisions of the Committee shall be posted on the SAFC website and sent the requester within ten (10) business days of its respective action.

7. Allocations of S&A Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. All unspent and unencumbered funds, at the end of each fiscal year, shall revert to the Contingency Fund and shall be carried forward for future reallocation.

8. Each fiscal year shall begin on July 1st and end on June 30th.

B. Annual Budget Process
1. The annual budget process will be the preliminary process for recommending the distribution of S&A Fees for the ensuing fiscal year. As a part of the annual budget process, the Committee shall:
   i. Formulate a recommendation for the level of the S&A Fees to be assessed during the ensuing fiscal year.
   ii. Place in the Long-Term Fund up to five (5) percent of the projected incoming S&A Fees. Unless a designated purpose has been defined and approved, the Long-Term Fund should not exceed $2,000,000.
   iii. Place in the Contingency Fund up to five (5) percent of the projected incoming S&A Fees. Unless a designated purpose has been defined and approved, the Contingency Fund should not exceed $250,000.

1. Program and budget proposals considered during the annual budget process will be to fund general annual operating costs necessary to run an organization, department, or service.
2. No later than the 1st Friday in December of each year, the Committee will announce the annual budget request submission process.

3. Annual budget request forms and all supporting documentation must be returned to the Committee no later than 12:00pm (noon) the 1st Friday of February. Late submissions will be accepted and/or reviewed at the sole discretion of the SAFC.

4. When considering Annual Allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions from the Committee.

5. The Committee shall have a minimum of two (2) weeks to consider Annual proposals from the time they are submitted until formal deliberations begin.

6. The Chancellor may meet with the Committee at appropriate intervals during its annual budget formulation process to respond to emergent ideas and issues and to apprise the Committee of the general position of the administration. 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.

7. The Committee will release preliminary program and budget allocation recommendations no later than the 1st Friday in April. An appeal of the Committee’s decision on any specific budget request may be made as described in Section III.C.1 by the end of business on the 2nd Friday in April, at which time no further appeals will be accepted.

8. The Committee will respond to all allocation appeals as described in Section III.A no later than the end of business on the 4th Friday in April.

9. In addition to allocations to fund specific requests that have been approved by the Committee, the annual budget will contain an allocation to a budget line-item entitled “Contingency”. The
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The purpose of the “Contingency” budget is to provide the necessary flexibility during the budget execution year to authorize special allocations for capital project expenditures or for emergency expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget allocations or authorization of expenditures from the “Contingency” budget will be accomplished through the Special Allocation process.

10. The Chair shall transmit the final annual budget recommendations of Committee with support documentation, including mandatory dissenting opinions on any decision of the Committee that was unanimous, to the Chancellor no later than the 1st Friday in May.

11. Within fourteen (14) business days after receipt of the Committee’s annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating the response to the Committee and/or recommendations to the Board of Regents, the Chancellor may seek the views of other affected University groups. In the event that the Chancellor disagrees with any of the Committee budget distribution recommendations, the UW Tacoma dispute resolution process described in Section III.C.2 will be invoked.

12. At the time that the Chancellor submits his/her proposed budget recommendations for the expenditure of S&A Fees to the Board of Regents, he/she shall also submit a copy of the Committee recommendations, along with any supporting documentation provided by the Committee, and a copy of the administration’s response to the Committee recommendations. If a dispute exists between the Chancellor and Committee, which has not been resolved by the UW Tacoma dispute resolution process, the UW dispute resolution process described in Section III.C.2 will be invoked.

13. The Board of Regents may take action on those portions of the S&A Fee budget not in dispute and shall consider the results, if any, of the dispute resolution committee appointed in accordance with the dispute resolution process described in Section III.C.2.b
14. At the point in the review process at which recommendations on the distribution of S&A Fee budget and dispute resolutions are presented to the Board of Regents, the Board shall provide opportunity for the Committee to present its view.

15. Upon approval of the Board of Regents, the annual budget will be provided to the UW Tacoma Finance and Administration Office for establishment of budget numbers and recording of the necessary revenue transfers in the University accounting system to implement the approved distribution of funds.

16. The Committee may appeal to the Board of Regents if they feel that these guidelines have not been followed, that their participation has been unduly curtail, or that S&A Fee funds have been used for purposes outside of these guidelines. The decision of the Board of Regents shall be final.

17. Voting and ex-officio members are restricted from presenting annual or contingency budget proposals to the Committee.

B. Annual Budget Allocation Appeals and Disputes
   1. Budget Allocation Appeal
      i. If a proposer or any other student objects to a budget allocation of Services and Activities Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by 12:00pm (noon) on the 2nd Friday in April. An extension of the deadline shall not be granted.
      ii. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal. The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.
      iii. A special meeting of the Committee will be called by the Chair to address the appeal within five (5) business days of
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the receipt of the appeal. The Committee must have responded to all appeals no later than the 4th Friday in April. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.

iv. If the appeal is denied, the Chair shall transmit a copy of the appeal and the results of the Committee’s decision, with all supporting documentation, for consideration by the Chancellor. The decision of the Chancellor will be final.

2. Budget Allocation Disputes
   i. UW Tacoma Allocation Dispute Resolution Process
      1. If, during the review of the final annual budget recommendations submitted by the Committee, the administration should dispute any of the recommended allocations, the Chancellor shall provide the Committee Chair with written notification of the disputed allocation that includes the administration’s rationale or justification.
      2. Within five (5) business days after receipt of written notification of a disputed allocation recommendation, the Chair shall schedule a special meeting of the Committee with the Chancellor for the purpose of making a good faith effort to resolve the dispute.
      3. In the event that the dispute is not resolved within fourteen (14) business days from the date of the initial special meeting called to consider the dispute, the Chancellor will provide the Committee with the administration’s written response to the Committee’s final annual budget recommendations, which will include any unresolved dispute. A copy of the response, together with a copy of the Committee’s recommendations and any supporting documentation, will be submitted to the Board of Regents with the Chancellor’s proposed budget recommendations for the expenditure of S&A Fees.
   ii. UW Dispute Resolution Process
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1. Upon receipt of the administration’ written response to the Committee’s final annual budget recommendation that includes an unresolved dispute, the Committee Chair shall convene a Dispute Resolution Committee.

2. The Dispute Resolution Committee shall be selected as follows: the Chancellor shall appoint one (1) non-voting advisory member; the Board of Regents shall appoint two (2) voting members; and the Committee Chair shall appoint two (2) student members of the Committee as voting members, and one (1) student representing the Committee who will Chair the Dispute Resolution Committee and be a non-voting member, except in the case of a tie vote.

3. The Board of Regents shall consider the results, if any, of the Dispute Resolution Committee, and shall provide opportunity for the Committee to present its view, prior to taking action on any disputed portion of the budget.

C. Special Allocation Process

1. The Special Allocation process is designed to provide funding for capital expenditures, or for SAF funded programs to request funding for emergency expenditures that could not be specifically identified or foreseen at the time they prepared and submitted their annual budget request.

2. In general, the funding of Special Allocation requests shall be made from the “Contingency” operating budget line-item that was included in the annual budget. If there is insufficient funding in the “Contingency” budget, the Committee may submit a request through the Chancellor to the Board of Regents for approval of an additional distribution of from the reserve fund.

3. There will be two Special Allocation processes during the year, which will occur in Autumn and Spring Quarter. A call for Special Allocation requests will be announced by the Committee within the first two weeks of each quarter and will be accepted through
the end of the quarter. All Special Allocation requests received shall be placed under the “New Business” section of the agenda for the next meeting. The Committee will review proposals on a rolling basis within two weeks of submission.

4. When considering Special Allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions by the Committee.

5. The Committee will release and post decisions on Special Allocation requests no later than five (5) business days after the meeting at which the allocation was considered.

6. An appeal of the Committee’s decision on any specific Special Allocation may be made as described in Section III.5 within five (5) business days of the decision being released, after which no appeals will be appealed.

7. Decisions on appeals will be made within five (5) business days of receipt of the appeal.

8. Upon final approval of a Special Allocation, the Committee Chair shall authorize the Compliance Officer to work with the UW Tacoma Finance and Administration Office to establish a budget number and transfer revenue from the “Contingency” budget to implement the approved allocation.

9. Any change in the intent of an approved allocation that alters its objectives as originally described and appropriated must approval of the Committee before any changes occurs.

D. Special Allocation Appeal

1. If a proposer or any other student objects to an allocation of S&A Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by the end of business on the fifth (5th) business day after the Committee posted the allocation decisions. An extension of the deadline shall not be granted.
2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. **An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal.** The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.

3. A special meeting of the Committee will be called by the Chair to address the appeal within five (5) business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.

4. If the appeal is denied, the Chair shall transmit a copy of the appeal and the results of the Committee’s decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor is final.

E. **Stipulations**

1. The Committee may place stipulations on the use of funds and/or recommend guidelines in the operations of a program as long as they are in compliance with University policy, state and federal law. All stipulations shall be binding.

2. Actual expenditures shall not exceed the amount of approved budget allocations without prior approval of the Committee. If prior notification to the Committee is not possible, the University entity in question must submit sufficient reasons and documentation.

3. Funding recipients may not use funds allocated to a specific budget line-item for another purpose without prior approval from the committee.

**SECTION IV: CAMPUS ENGAGEMENT**

A. **Community Forums**
Academic and Student Affairs Committee

Approve Services and Activities Fee - University of Washington, Tacoma: Distribution of Fees, Allocation of Funds and SAF Guideline Revisions (continued p. 20)

1. The Committee shall host a community forum, no less than one (1) per year, to update the campus community about the Committee’s process and operations.

B. Annual Report
   1. Each year, the Committee must publish an annual report of the allocation of funding.

SECTION V: Review of Guidelines
   1. The Committee may propose changes to these bylaws at any time. Changes are subjective to the review and approval of the Chancellor of the University of Washington Tacoma and the University of Washington Regents.

Attachments
   1. 2016-17 Recommendations from SAFC Co-Chair William Towey to Chancellor Pagano, May 2, 2016
   2. 2016-17 Approval letter from Chancellor Pagano to SAFC Co-Chair William Towey, May 11, 2016
   3. Presenters’ Biographical Information
May 2, 2016

Chancellor Mark Pagano  
University of Washington Tacoma  
1900 Commerce Street  
Box 358430  
Tacoma, WA 98402

Dear Chancellor Pagano:

Thank you again for your recent visit to the SAFC meeting and willingness to acknowledge and consider our feedback.

I am pleased to provide you with our recommendations for the 2016-17 Services & Activities Fee (SAF) level, program allocations and contingency allocations.

In addition to our 2016-17 budget recommendations, this letter makes two requests: (1) that you partner with ASUWT to consider awarding stipends to future SAFC members and (2) that your administration partner with next year’s SAFC to reallocate some SAF expenses to be paid by UW Tacoma’s general operating funds. We have provided more details on the second request below and I am confident that your insightful comments during our recent meeting regarding the historical pressures of recessionary budget measures can be ameliorated somewhat in the coming years.

Also included is an update on the Committee’s progress toward meeting your charge that we update the SAFC bylaws.

Recommendation: 2016-17 UW Tacoma Services & Activities Fee

The SAFC voted to maintain UW Tacoma’s SAF at $159 per quarter for 2016-17.

2016-17 Budget Assumptions

In consultation with UW Tacoma’s Office of Finance and Administration, this year’s committee projected $2,000,000 in SAF revenue for 2016-17. This number is based on an enrollment of 4,193 FTE’s and a Services and Activities Fee (SAF) of $159 per quarter. In addition, the committee voted to supplement its projected revenue by allocating $148,154 from its contingency reserve to fund programs and services in 2016-17.

Our decision to utilize contingency funds for annual operating expenses is rooted in the conversation you had with the committee on February 26, 2016. The committee appreciated your time and heard your commitment to partner with students to ensure programs and services that are central to UW
Tacoma’s mission are paid by university dollars, rather than student fees. In that spirit, we are requesting that your administration begin planning to share financial responsibility for two programs and services we believe are currently disproportionately funded by the SAF - Student Engagement and the Center for Equity and Inclusion (CEI). (We detail our rationale for this request later in this document.)

We are optimistic SAF’s annual funding for these programs can be reduced over the next several years. In the meantime, our contingency reserve is sufficient to supplement our annual revenue for one or two additional funding cycles, while the university identifies additional resources. Rather than wait, using contingency funds to build the 2016-17 budget allowed us to immediately expand programs and services that are solely in SAF’s domain (e.g. childcare programs, registered student organizations and the conference and event fund). Additionally, this budgeting approach lessens the rate at which our contingency reserve accumulates, relative to our annual budget, due to the annual return of unused allocations.

**Recommendation: 2016-17 SAF Programs**

When determining funding of program allocations, the Committee considered a variety of factors including, but not limited to, whether the service has been funded in the past, assessment data, alignment with UW Tacoma’s mission as an urban serving university and the Committee’s strong acknowledgment of the increasing importance of institutional competency regarding issues of equity and inclusion. For past SAF recipients, the Committee also completed a line-by-line budget review of actual usage, projected expenditures, and staffing costs for each program. This was done in an effort to enhance fiscal efficiency and full use of SAF funds before increasing the amount allocated to any given program.

**Department of Student Engagement | $538,360 (5% increase)**

Student Engagement coordinates the majority of staffing and resources to administer and facilitate student involvement on-campus. Student Engagement’s 2016 - 2017 budget is almost entirely allocated for staffing (93%) with the remaining costs being overhead supplies, professional development and student recognition. The committee requests that UW Tacoma administration plan to increase its investment in Student Engagement (see “Request for SAF / University Partnership,” below) which will allow the SAF to decrease its allocation to this program.

**Student Health Services | $309,410 (1% increase)**

Student Health Services (SHS) serves as a vital entity at this University, allowing students the opportunity to receive convenient, no-fee basic healthcare. Our committee is aware that our decision to fund SHS for 2016-17 cements a three year SAF commitment to the University’s new contract with Franciscan Health, and that the SAF must accommodate a 3% annual increase over the term of that agreement.

**Center for Equity and Inclusion | $207,539 (3% increase)**

The Center for Equity and Inclusion is a service to the students, which strives to create a welcoming and inclusive environment that enables all members of the UW Tacoma community to learn through the exploration of human differences. CEI provides programs and support in three main areas: enhancing campus education, developing community partnerships, and building a diverse campus community. The committee requests that UW Tacoma administration plan to increase its investment in The Center for Equity and Inclusion (see
“Request for SAF / University Partnership,” below) which will allow the SAFC to decrease its allocation to this program.

**University Y and Dawg House | $210,900 (5% increase)**
The committee sees the benefits of the University Y Student Center and continued relevance of the Dawg House Student Lounge. It is continuing its investment in these vital spaces for students to socialize, connect with others, while studying and relaxing. The funds will be used for staffing and operational costs at both locations.

**Conference & Event Fund | $165,000 (18% increase)**
The Conference & Event Fund (CEF) allows students, faculty and staff to submit requests to bring a broad spectrum of activities to our campus for the benefit of students; it provides opportunities for students who are not directly involved with Registered Student Organizations to be involved in planning events for the campus. In addition, the CEF supports students’ attendance at conferences and training events—often affiliated with their academic program or service activities—that provide skill enhancement and enrichment.

**Associated Students of University of Washington Tacoma (ASUWT) | $163,171 (21% increase)**
The Associated Students of UW Tacoma represents and promotes student interests, needs, and welfare within the University community through committee representation and administrative-level interactions. It also provides for the expression of student opinion and interests to the community at-large and assists the University in providing physical and social environments that are student-centered.

**Student Publications | $189,693 (44% increase)**
The committee increased personnel funding for the Ledger and Tahoma West to provide the Ledger with additional reporter hours.

**Student Activities Board (SAB) | $143,542 (13% increase)**
The Committee recognizes the important role the Student Activities Board plays at this University and in our community. Diverse programming that promotes student involvement provides opportunities to build a sense of student community, and activities deemed essential to student development and success.

**Childcare Assistance Program | $89,000 (24% increase)**
This program is important to this campus as it allows students with children to receive funding for childcare, which would then give student-parents space and time to attend classes and/or take advantage of campus programs and services. The Committee funded the Childcare Assistance Program (CAP) with more money than CAP requested; we calculated the amount required to provide childcare support to students on the waitlist and determined the additional investment ($11,000) was feasible and that the impact for students would be significant and worthwhile.

**Center for Service and Leadership | $36,883 (4% increase)**
The Center for Service and Leadership provides leadership, personal and professional development for students through their participation and reflection in community engagement and opportunities. Consisting of Volunteer Services and Leadership Endorsement, CSL provides a
wide range of experiences for students, based on their passion and commitment, while enhancing their leadership skills and community engagement.

**Student Support Programs | $39,277 (46% increase)**

A newly-funded entity, Student Support Programs provide programming for new and returning students, departments, faculty, and staff that assist with recruitment and retention activities, and help facilitate the experience of a broad spectrum of special need students, including underrepresented, veteran and military, first-generation, low income, and at-risk students.

**Registered Student Organizations (RSOs) | $39,879 (185% increase)**

Registered Student Organizations (RSOs) are an integral part of student and campus life. They provide opportunities for student involvement, camaraderie, and leadership development. RSOs also provide students with an opportunity to come together with people of similar interests, cultures, and viewpoints. As RSOs create significant connections for students, the committee has funded a new student position to increase support for the development of RSOs and organization leaders.

**Outdoor LED Sign | $0**

The Committee supports the concept of a centrally located, outdoor LED sign that would advertise campus events, programs and services. However, we believe the proposal that was submitted should be submitted to other funding entities – including the Student Technology Fee Committee and UW Tacoma Finance and Administration – and that it needed more detail before being considered fully.

**Recommendation: Contingency Allocations**

The committee recommends allocating $8,000 to its short-term contingency reserve. These funds are earmarked to offset anticipated salary and fringe increases that would result from pending federal legislation affecting the overtime-exempt status of SAF funded positions.

**Recommendation: SAF Operating Funds & Compensating SAFC Members**

The committee recommends allocating $7,500 to its Operating Fund. Of this amount, $500 is reserved for supplies and operating expenses. We request that you partner with the ASUWT President prior to recruiting the 2016-17 committee to authorize allocation of the remaining $7,000 to compensate students who serve on the 2016-17 SAFC. This would allow up to $1,000 each for 7 committee members. Long-term, a process for compensating committee members would need to be written into the SAFC bylaws – a provision we are including in our proposed revisions.

While it is an honor to allocate $2M annually, and a tremendous learning experience, we believe SAFC members deserve compensation similar to other campus leadership positions. Committee members take on a significant responsibility and devote tremendous amounts of time during a single year to learn the history and legalities of SAF, understand budgeting nuances, read proposals, participate in hearings and engage in deliberations. The commitment is significant on any campus, but we are particularly mindful that this opportunity may pose barriers and non-financial costs for our many UW Tacoma peers who must prioritize work and family responsibilities. Compensating SAFC members will level the playing field so more students can serve, acknowledges the committee’s hard work for our campus community, and also will encourage multi-year participation. This element of continuity—that is currently missing—is a crucial component in ensuring that the Committee functions in a way that meets, not only the spirit and intention of the RCW upon which it draws its authority, but also the letter of the law itself.
**Stipulation on Funding Awards**

The Committee requested that all 2016-17 SAF recipients align their programs and services with UW Tacoma’s Strategic Plan, once it is released. The 2017-18 funding request process will ask applicants to provide evidence that programs and services support UW Tacoma’s top priorities.

**Request: SAF / University Partnership**

The SAF makes a significant investment in the personnel and operating expenses of Student Engagement and the Center for Equity and Inclusion (CEI).

With regard to the CEI: Given recent events nationally and locally, it is crucial that the University of Washington Race & Equity Initiative provide more than rhetorical mollycoddling. As chair of the SAFC committee I remain startled, alarmed and confused by the level of funding support from the University for the CEI.

With regard to Student Engagement: There remains considerable discomfort that nearly twenty five percent of our funds are being used to fund staff positions. For many students these positions appear to be University staff and they are disconcerted to learn they are paid for by students.

Nationally, programs like these are recognized as playing a significant role in student retention and building campus community. Locally, they are instrumental for advancing UW Tacoma’s mission and campus priorities. We recognize these offices coordinate many programs and services that are student-directed and deserving of SAF support. However, they do so in the context of mission-critical co-curricular functions that the university should be investing in as well.

For example, at least three of Student Engagement’s SAF-funded positions (Assistant Director of Student Engagement, Civic Engagement Specialist, Student Publications Manager) coordinate programs that dovetail with academic programs and priorities such as facilitating service learning, funding student travel to academic conferences, sponsoring faculty/student initiated campus events and supporting student organizations affiliated with academic programs. The Center for Equity and Inclusion is a symbolic and functional hub for the University’s Race & Equity Initiative and we would argue that on our campus—which prides itself in its diversity and urban-serving mission—equity and inclusion initiatives geared to students should be proudly supported at the institutional level and not because students opt to do so through a fee allocation. As students, we are putting our money where our mouth is and we ask that the University do the same.

The committee believes that many, if not most, functions of Student Engagement and CEI fall within the SAF’s jurisdiction and we do not seek to stop funding them altogether. We do think there should be shared investment with the university at-large. We would welcome the opportunity to discuss this with you before our term ends, and look forward to learning how next year’s committee will collaborate with your team to make this recommendation a reality. The committee will direct the incoming SAFC chair to meet with you about this and other matters within his/her first month of service. We also respectfully ask that you update the committee about this request no later than October 31, 2016.

**Update: SAFC Bylaws**

The committee is actively working on revisions to the SAFC bylaws and is doing so in partnership with ASUWT. Because our committee was appointed later in autumn quarter than anticipated, we launched immediately into our contingency and annual allocation processes and necessarily delayed getting
started on our bylaws. We anticipate submitting revisions to you in time for review by the Board of Regents at their June 2016 meeting. However, we may need to ask that our bylaws be reviewed in July 2016. I will update you no later than May 13 about our timeline.

**Closing Comments:**
Serving as the chair of the SAFC continues to be an enlightening and rewarding experience for which I am grateful. Our committee members have come together to form a solid working group. I would also like to acknowledge the invaluable role Kathleen Farrell has played in our efforts. Simply put, we could not have done it without her insight and assistance. We thank you for your continued support and consideration and I personally look forward to speaking with you again soon.

Best Regards,

William Towey
Services & Activities Fee Committee
Chair
May 11, 2016

Mr. William Towey
2015-16 Student and Activities Fee Committee Chair
Student and Enrollment Services Planning and Administration
Box 358403
1900 Commerce Street
Tacoma, WA 98402-3100

Dear William,

First, I must thank you for your outstanding service as our 2015-2016 Service and Activities Fee Committee (SAFC) chair. I have heard several positive comments about your diligence and leadership.

I congratulate your committee on an extremely thoughtful conclusion to your deliberations and listening sessions. I am also impressed by the results. Your recommendations are both thoughtful and innovative. I will approve your recommendations in total and will begin discussions immediately with our campus budget committee concerning your committee’s recommendations that the campus administration begin to accept some of the ongoing responsibility to fund the Student Engagement and Equity and Inclusion Programs. I will work with next year’s student government leaders and SAFC group to continue the discussions that we have begun. We look forward to the updated draft of your By-laws. We will begin to prepare the necessary paperwork to have your proposal and By-laws submitted to the June 2016 Board of Regents Agenda. Thank you again for your service on behalf of the students of UW Tacoma.

Sincerely,

Mark A. Pagano
Chancellor
William Towey is a graduate student in the Master of Arts Interdisciplinary Studies program taking the Community and Social Change track and 2016 Co-chair of the SAF Committee at UW Tacoma. His research is in the area of self-sustaining systems of community based intergenerational wealth. He is also a member of the UWT Race and Equity Steering Committee. Professionally, William is a program manager for the Tacoma Urban League and community advocate for social justice, Active in the local community, he sits on the boards of the “Hilltop Action Coalition” and “Downtown On the Go!” as well as being involved with several other local community advocacy groups.

Cedric Howard, Vice Chancellor for Student and Enrollment Services. Since 2007, he has served as the Senior Student Affairs Officer at the University of Washington Tacoma. In his current capacity as Vice Chancellor for Student and Enrollment Services, Cedric has led formal development of two distinct units (Student Affairs and Enrollment Management) into one highly-effective student services operation. His professional responsibilities include Student Enrollment (pre-college programs, recruitment, financial aid, and registration), Student Success (counseling, health services, career development, disability, veterans and international support services), Student Engagement (student government, clubs, student activities, conduct, and peer advisors), Student Administration (strategic planning, budget management, and student funding committees), and Student Fellowship and Awards (competitive student fellowships and national merit scholarships).
Youcef Bennour, 2016 Co-chair SAF Committee.
My name is Youcef Bennour. I’m a sophomore double majoring in Computer Science and Mathematics. Since I entered the University of Washington Tacoma, I have searched for different ways to make this campus my place in which I feel like home. One way I was able to do this is by volunteering to serve the students and be their representative on different committees. I serve as a committee member on the Student Activity Fee Committee (SAFC) and as a vice chair. Having the opportunity to serve the university students is an opportunity that I’m very much proud of. SAFC has allowed me to impact the student body experience through the funding of different departments. One interesting fact about me is that I grew up in Algeria and lived there for almost fifteen years. In addition, I also speak Arabic, French, and Barbra. Moreover, the majority of the courses that I have taken have helped me better serve the campus community, but also represent diverse students from different backgrounds. Having the Algerian background I believe provides me with a special lens, which I can use to advocate for students. As a committee member on SAFC I have had the honor to represent UW Tacoma students. I look forward to serving the student body in the different roles I hope to hold on campus.