

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;  
2012-13 Distribution of Fees and Allocation of Funds

RECOMMENDED ACTION

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

- 1) Recommended revisions to Services and Activities Fee guidelines
- 2) Recommended Services and Activities Fee Budget for 2012-13
- 3) Status report on Student Activities Center planning (information)

BACKGROUND

Services and Activities Fees at the UW Bothell and Tacoma campuses are collected separately from the Services and Activities Fees at the Seattle campus, but the process is handled in like manner. As provided under RCW 28B.15.045, a student committee recommends the annual allocations to the Board of Regents for approval. The Board of Regents, at the September 27, 1991 meeting, approved the Guidelines that established the Services and Activities Fees (SAF) Committee for the Bothell campus, including its operating procedures, and approved revisions June 9, 2011.

The Board of Regents is authorized to increase the Services and Activities Fee annually by a percentage not to exceed the annual percentage increase in tuition.

The quarterly rate history of the Services and Activities Fee at UW Bothell is:

<b>Academic Year</b>	<b>Fee</b>	<b>Academic Year</b>	<b>Fee</b>
1991-92	\$76	2002-03	\$83
1992-93	\$76	2003-04	\$86
1993-94	\$79	2004-05	\$89
1994-95	\$81	2005-06	\$91
1995-96	\$84	2006-07	\$93
1996-97	\$87	2007-08	\$95
1997-98	\$90	2008-09	\$101
1998-99	\$93	2009-10	\$108
1999-00	\$93	2010-11	\$123
2000-01	\$83	2011-12	\$123
2001-02	\$83		

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- 1) Recommended revisions to Guidelines (attached)
- 2) Recommended Services and Activities Fee Budget for 2012-2013:
  - A. Services and Activities Fee for 2012-2013  
 The SAF Committee is recommending a 5% increase (rounded up conservatively to the nearest whole dollar) in the Service and Activities Fee this coming year; an increase from \$123 per quarter to \$130.00. With this increase the annual SAF fee will be \$390.00. The fee revenue was calculated based on FY13 enrollment revenues (3,400 FTEs). The total estimated fee collection for all four quarters (2012-13) is \$1,476,378 as illustrated in Schedule 1, below.

<b>Schedule 1: Distribution of Fees</b>	
3,400 FTEs	\$ 1,371,378
Estimated Summer 2012 Revenue	\$105,000
Total Estimated Fee Revenues	\$1,476,378
Mandated Loan Fund (5%)	(\$73,819)
<b>2011-2012 Student Activities Fee Revenue</b>	<b>\$ 1,402,559</b>

B. 2012-13 Allocation of Student Activities and Services Funds

ASUWB	\$146,368
Beta Alpha Psi	\$7,881
Campus Events Board	\$143,188
Campus Radio	\$0.00
Career Center	\$74,008
Childcare Voucher Program	\$32,900
Collegiate Delta Epsilon Chi	\$24,160
Contingency Fund	\$77,004
Debate Society	\$3,948
Facilities Rentals	\$35,179
FMA Leadership Conference	\$11,455
FMA (Royal Roads International Competition)	\$2,668
Food for Thought	\$26,250
Freshman Council	\$11,327
Graduate Commons	\$2,618
Husky Herald (Newspaper)	\$47,279
Laptop Circulation and Support (Library Support)	\$16,317
Literary Journal (Clamor)	\$11,550
Policy Journal	\$6,063
Men's Basketball (Club)	\$0.00

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Recreation and Wellness Program	\$264,728
Student Civic Fellows	\$8,545
Student Life Operations	\$442,407
Sustainability Organization	\$6,345
Vocal Society	\$0.00
Total Requested Funding	\$1,402,559

### C. Proposed Operating Expenditures for SAF Funds

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

1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security. Compensation is established once per year, during the Annual Budget cycle, and cannot be modified during the Contingency cycle.
3. Necessary and reasonable fees, meals, lodging, and transportation expenses for entertainers, lecturers, guest speakers and others who provide personal services on a contractual basis.
4. Trophies, plaques or medals, certificates of award or articles of personal property that are of nominal value (\$50 or less) given to currently enrolled UWB students as recognition for participation, achievement, or excellence as part of the functions of student organizations, activities, or programs.
5. Promotional Items are designed to promote any student organization, group, or funded project or service are limited to a total value of \$200 per quarter unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation. Food and publicity (for specific events) are not considered a promotional item. Articles of clothing may be purchased with the approval of the Office of Student Life.
6. Cost of childcare for children of currently enrolled UWB students who are participating in UWB programs held on the UWB campus.

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7. Travel Awards can only be granted to currently enrolled UWB students and their advisor (UW faculty or staff) to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, transportation, registration fees, and incidental expenses as outlined by the SAF Committee. Approved travel awards are reimbursements and are reimbursed only when receipts are presented. All travel must comport with established UW travel policies and procedures. Travel must benefit the broader student community through participation upon return from the trip. Maximum reimbursement will be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee upon awarding of funds.
8. Food and refreshments may be purchased for on-campus UWB-student functions as outlined by the UW food policy (including award receptions, training programs), activities, or programs. Such funds are intended to support activities and programs open to the general student body. Funds are not intended to support routine meetings associated with student organizations (student government, campus events board, SAF, etc.). Services and Activities Fees may not be used to purchase or serve alcoholic beverages.
  - A. Consistent with state law, any expenditure of Services and Activities Fees, including loans, is considered a prohibited gift when made for the direct benefit of private individuals or groups. State law also prohibits contributions of Services and Activities Fees or property to a political candidate or cause in connection with any local, state, or federal election.
  - B. Services and Activities Fees shall not be used as fundraising contributions; matching funds for fundraising purposes; or for any expenses related to a meetings, event, or activities of which the principal purpose is fundraising.
  - C. When making allocations, the Committee may place stipulations on the use of funds or recommend guidelines in the operations of a program, or both. Stipulations shall be binding on the program.

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D. 2012-13 Budget Notes and Funding Stipulations

**ASUWB**

Line Item	Requested	Awarded	Notes
			<ul style="list-style-type: none"> <li>• President: working 25 hours/week x 48 weeks/year (July 1 to June 30 with 4 weeks off) x \$14/hour = \$16,800 (stipend)</li> <li>• Vice president: working 25 hours/week x 48 weeks/year \$13/hour = \$15,600 (stipend)</li> <li>• Exec. Reps: working 19.5 hours/week x 40 weeks/year (8 of 10 summer weeks off) x \$12/hour x 4 representatives = \$37,440 (stipend)</li> <li>• Senators: working 3 hours/week x 30 weeks/year x \$12/hour x 10 senators = \$10,800 (stipend)</li> <li>• Office Assistant: working 15 hours/week x 30 weeks/year x \$10/hour = \$4,500 (hourly)</li> <li>• Holly: working 80 hours/year x \$12/hour = \$960 (hourly)</li> </ul>
Salary/Wages	\$86,550.00	\$86,105.00	
Benefits	\$12,896.00	\$14,208.00	

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Honoraria/ Awards	\$570.00	\$150.00	Student of the Month awards are allocated \$50 total. Distinguished faculty and staff awards are limited to \$100 total.
Printing/ Photocopying	\$600.00	\$600.00	
Transportation	\$2,000.00	\$1,500.00	This amount is for in-state transportation only, not for conferences.
Office Supplies	\$2,200.00	\$700.00	Bookmarks are not funded.
Food/ Refreshments	\$300.00	\$300.00	
Equipment rentals/ Purchase	\$15,103.00	\$0.00	This amount is requested to be funded from Long Term.
			<p>The “Other” amount is inclusive of:</p> <ul style="list-style-type: none"> <li>• \$12,997 for a travel/conferences fund including, but not limited to, meals, lodging, travel, and registration fees</li> <li>• \$7,800 for events (inclusive of food)</li> <li>• \$3,000 for the rainy day fund to be used as needed</li> <li>• \$900 for promotional items</li> <li>• \$14,000 for the SAEF grant</li> <li>• \$3,728 for governmental relations (WSA Membership and Training, Tri-campus Legislative</li> </ul>

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Other	\$49,855.00	\$42,805.00	Reception, & Tri-Campus Higher Education Advocacy Day) <ul style="list-style-type: none"> <li>• \$50 for Holly’s maintenance</li> <li>• \$330 for the website</li> </ul>
Totals:	\$170,074.00	\$146,368.00	

**Beta Alpha Psi**

Line Item	Requested	Awarded	Notes
Other	\$8,485.00	\$7,881.00	\$7,881 is reserved for a conference and induction ceremony fund including, but not limited to, meals, lodging, travel, and registration fees.
Totals:	\$8,485.00	\$7,881.00	

**Campus Events Board**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$75,920.00	\$49,208.00	The programmers are funded at \$12 an hour with the guideline that they work 15 hours a week for 42 weeks. The Chair is funded \$13 an hour for a suggested 19.5 hours for 45 weeks.
Benefits	\$7,270.00	\$8,120.00	
Honoraria/ Programming	\$75,000.00	\$60,860.00	
			<ul style="list-style-type: none"> <li>• \$10,000.00 unforeseen costs</li> <li>• \$12,000.00 to be used for a conference fund including, but not</li> </ul>

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Other*	\$35,000.00	\$25,000.00	limited to, meals, lodging, travel, and registration fees. <ul style="list-style-type: none"> <li>\$3,000.00 for training and development.</li> </ul>
Totals:	\$193,190.00	\$143,188.00	

\*The total requested amount accounted for \$35,000 under "Other" while the category itself only stated \$34,000.

**Campus Radio**

Line Item	Requested	Awarded	Notes
Telecommunications	\$35.00	\$0.00	
Other	\$1,321.00	\$0.00	
Totals:	\$1,356.00	\$0.00	The Committee suggests that this group seek alternative sources of funding.

**Career Services**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$48,800.00	\$44,745.00	\$44,745.00 to be used for student salary/wages.
Benefits	\$7,447.00	\$7,383.00	
Honoraria/ Programming	\$2,980.00	\$1,880.00	
Facilities Rental/ Set-up*	\$6,000.00	\$6,000.00	
Printing/ Photocopying	\$3,000.00	\$3,000.00	
Food/ Refreshments	\$5,000.00	\$4,000.00	This amount reflects a suggested \$200 food budget per event.
Other	\$7,000.00	\$7,000.00	This amount is inclusive of electronic and print resources.
Totals:	\$80,227.00	\$74,008.00	

\*This amount is adjusted, as the requested amount was miscalculated at \$400, but the total amount reflected the additional \$2000. The Committee suggests that the

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Career Services look for alternative sources of funding for the next budgeting cycle such as the General Operating Fund.

**Childcare**

Line Item	Requested	Awarded	Notes
Other*	\$35,000.00	\$32,900.00	
Totals:	\$35,000.00	\$32,900.00	

**Collegiate DECA**

Line Item	Requested	Awarded	Notes
Facilities Rental/Set-up	\$1,030.00	\$0.00	
Printing/ Photocopying	\$50.00	\$400.00	Due to the size and nature of DECA's programs and events, printing is a higher need and, as such, SAF has increased this line to assist in the success of these programs. Printing requests should be submitted to the Office of Student Life to accurately track the printing.
Transportation	\$18,900.00	\$0.00	*Moved to "other" as part of a conference fund.
Meals and Lodging	\$14,890.00	\$0.00	*Moved to "other" as part of a conference fund.
Food/ Refreshments	\$4,500.00	\$0.00	
			\$23,760.00 to be used for a conference fund for State and Nationals including, but not limited to, transportation, meals, lodging, and registration

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Other	\$9,750.00	\$23,760.00	fees for a suggested 25 students attending State and a suggested 20 students attending Nationals.
Totals:	\$49,120.00	\$24,160.00	

**Debate Society**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$10,500.00	\$0.00	
Facilities			
Rental/Set-up	\$500.00	\$500.00	
Transportation	\$3,200.00	\$3,074.00	
Food/Refreshments	\$500.00	\$374.00	
Totals:	\$14,700.00	\$3,948.00	

All students must have equal opportunity to attend all competitions. The Committee suggests the Debate Society have multiple teams to rotate competitors.

**Facilities Rental**

Line Item	Requested	Awarded	Notes
Facilities			
Rentals/Set-ups	\$40,000.00	\$34,722.00	
Total	\$40,000.00	\$34,722.00	

**FMA Leadership Conference**

Line Item	Requested	Awarded	Notes
Transportation*	\$7,675.00	\$0.00	*Moved to other
Meals/Lodging for Travel*	\$14,140.00	\$0.00	*Moved to other
			\$11,455.00 to be used for a conference fund including, but not limited to, meals, lodging, transportation, and registration fees for a suggested 15 students. There was a calculated assumption of at least 3

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Other	\$3,375.00	\$11,455.00	students to a room. The CTA Pass will not be funded.
Total	\$25,190.00	\$11,455.00	

**FMA Royal Roads**

Line Item	Requested	Awarded	Notes
Transportation*	\$319.00	\$0.00	*Moved to other
Other	\$2,520.00	\$2,668.00	\$2,668.00 to be used for a conference fund including, but not limited to, meals, lodging, transportation, and registration fees.
Total	\$2,839.00	\$2,668.00	

**Food for Thought Café and Student Lounge**

Line Item	Requested	Awarded	Notes
Facilities Rentals/Set-ups	\$30,000.00	\$26,250.00	
Total	\$30,000.00	\$26,250.00	

**Freshman Council**

Line Item	Requested	Awarded	Notes
Facilities Rentals/Set-ups	\$3,000.00	\$0.00	
Transportation	\$2,000.00	\$1,759.00	Transportation costs for in-state travel.
Meals/Lodging for Travel	\$1,600.00	\$0.00	Funding for this item is included under "Other."
Food/Refreshments	\$1,800.00	\$0.00	

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			<ul style="list-style-type: none"> <li>• \$50.00 for awards for Freshman of the Month</li> <li>• \$7259.00 to be used for a conference fund including, but not limited to travel, lodging, meals, and registration fees. The conference costs are based on a guideline of 10 students attending.</li> <li>• \$2259.00 is for advocacy events and the Freshman Focus.</li> </ul>
Other	\$16,600.00	\$9,568.00	
Total*	\$25,000.00	\$11,327.00	

\*The line item totals requested did not match the grand total requested. In this total, SAF accounted for all of the stated line items. The Committee used the total of \$23,300 provided to the Committee in the Freshman Council's application.

**Graduate Commons**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$1,000.00	\$0.00	
Benefits	\$150.00	\$0.00	
Telecommunications	\$420.00	\$420.00	
Printing/ Photocopying	\$350.00	\$0.00	
Office Supplies	\$200.00	\$200.00	
Equipment Rentals/ Purchase	\$2,350.00	\$1,998.00	These funds are for the furnishing of the Graduate Commons excluding the purchase of a fridge, microwave, and printer.
Total	\$4,470.00	\$2,618.00	

**Husky Herald**

Line Item	Requested	Awarded	Notes
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Salary/Wages	\$57,660.00	\$34,512.00	<ul style="list-style-type: none"> <li>• The Editor in Chief is funded at a \$12/hour with a guideline of 19.5 hours a week for a suggested 32 weeks for a total of \$7,488.</li> <li>• The junior staff is comprised of one Marketing &amp; Web Officer and two Assistant Editors. The Marketing &amp; Web Officer is funded at \$11/hour with a guideline of 19.5 hours a week for a suggested 32 weeks and is funded at \$6,864.</li> <li>• The two Assistant Editors are funded at \$11/hour with a guideline of 15 hours a week for a suggested 32 weeks for a total of \$10,560.</li> <li>• The writing staff is comprised of four writers and is funded at \$10/hour with a guideline of 6 hours a week for a suggested 30 weeks for a total of \$7,200.</li> <li>• Freelance work will be funded at \$40 an article and \$10 a photo for a freelance total of \$2,400.</li> </ul>
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Benefits	\$8591.34	\$5,695.00	
Honoraria/ Programming	\$800.00	\$800.00	
Facilities Rentals/Set-ups	\$500.00	\$300.00	
Transportation	\$2,400.00	\$0.00	Moved to other.*
Meals/Lodging for Travel	\$2,034.00	\$0.00	Moved to other.*
Food/ Refreshments	\$1,000.00	\$250.00	
			<ul style="list-style-type: none"> <li>• \$4,665.00 for a conference fund including, but not limited to, lodging, meals, transportation, and registration fees.</li> <li>• \$600.00 for promotional items at \$200 a quarter.</li> <li>• \$457.00 is to be used for ACP membership, webserver fees, and books.</li> </ul>
Other	\$1,790.85	\$5,722.00	
Total	\$74,776.19	\$47,279.00	

The Committee requires the Husky Herald pursue strong marketing and public relations on campus to ensure the success and increased readership of the paper. The Committee suggests doing this by incorporating new and innovative marketing techniques on campus.

**Laptop Circulation and Support (ASUWB Library Support)**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$14,900.00	\$14,006.00	
Benefits	\$2,220.10	\$2,311.00	
Total	\$17,120.10	\$16,317.00	

For the 2013-2014 budgeting cycle, the committee suggests Library Laptops collaborate with IT for check-in, check-out, and reimaging. For the 2013-2014

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budgeting cycle, the committee requires setting up a meeting with the committee regarding outside contracting.

**Literary Journal (Clamor)**

Line Item	Requested	Awarded	Notes
Printing/ Photocopying	\$10,000.00	\$10,000.00	
Office Supplies	\$325.00	\$325.00	
Food/ Refreshments	\$250.00	\$200.00	
Other	\$2,425.00	\$1,025.00	This amount is inclusive of \$1,000 for media production and \$25 for domain registration.
Totals:	\$13,000.00	\$11,550.00	

No more than 5 free copies are to be provided per department. If departments require more than 5 copies, they must cover the cost of printing additional copies. The Committee wishes to ensure that currently enrolled UWB students are given first priority in regards to the disbursement of the printed journals. The Committee asks that Clamor continue to track their distribution of the journal and be prepared to present the results to the committee in the next budgeting cycle. The Committee asks that Clamor look into sustainable options such as online journals for the next budgeting cycle.

**Men’s Basketball (Club)**

Line Item	Requested	Awarded	
Other	\$547.00	\$0.00	
Total	\$547.00	\$0.00	

This request submitted by error. It was meant to be requested from Student Club funds from the Office of Student Life.

**Policy Journal**

Line Item	Requested	Awarded	Notes
Honoraria	\$500.00	\$500.00	
Facilities Rentals/Set-ups	\$300.00	\$300.00	
Printing/ Photocopying	\$5,000.00	\$5,000.00	
Transportation	\$200.00	\$113.00	

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Office Supplies	\$350.00	\$150.00	
Food/ Refreshments	\$300.00	\$0.00	
Total	\$6,650.00	\$6,063.00	

No more than 5 free copies are to be provided per department. If departments require more than 5 copies, they must cover the cost of printing additional copies. The Committee wishes to ensure that currently enrolled UWB students are given first priority in regards to the disbursement of the printed journals. The Committee asks that the Policy Journal continue to track their distribution of the journal and be prepared to present the results to the committee in the next budgeting cycle. The Committee asks that the Policy Journal look into sustainable options such as online journals for the next budgeting cycle.

**Recreation and Wellness Program**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$169,480.00	\$164,680.00	<ul style="list-style-type: none"> <li>• HEROs at \$25,200.00 (5HEROs x \$10 x 12/hours for 42weeks)</li> <li>• Rec Supervisors funded at \$31,680.00 (5Rec x \$12 x 12hours/44weeks)</li> <li>• Officials funded at \$10,800.00</li> <li>• Assistant Director funded at \$52,000.00</li> <li>• Program Manager funded at \$45,000.00</li> </ul>
Benefits	\$43,197.52	\$44,148.00	
Facilities Rentals/Set-ups	\$20,000.00	\$20,000.00	
Telecommunications	\$2,300.00	\$0.00	
Equipment Rentals/ Purchase	\$10,000.00	\$10,000.00	
			<ul style="list-style-type: none"> <li>• Programming at \$62,308.74</li> <li>• Training at \$7,000</li> <li>• Fitness Center at \$5,000</li> <li>• Utilities at \$34,650</li> </ul>

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Other (including Sports Field support, health, and fitness program operations)	\$179,500.00	\$130,959.00	(33 weeks) <ul style="list-style-type: none"> <li>• Professional Development at \$7,000</li> <li>• Contingency at \$10,000</li> <li>• Student Health at \$5,000</li> </ul>
Sub Total	\$424,477.52	\$370,380.00	
Sports Field Revenue	<\$105,652.00>	<\$105,652.00>	
Total	\$318,825.52	\$264,728.00	

The Committee strongly suggests Recreation and Wellness assess usage and explore alternative sources of funding such as revenue from CCC students and outside teams.

**Student Civic Fellows**

Line Item	Requested	Awarded	Notes
Salary/Wages	\$6,000.00	\$5,400.00	The Committee suggests a \$300 stipend per quarter for a suggested 6 fellows.
Benefits	\$0.00	\$891.00	
Facilities Rentals/Set-ups	\$800.00	\$500.00	The Committee suggests that other than the North Creek Events Center, this group attempt to use a classroom space so facilities costs are kept low.
Printing/ Photocopying	\$100.00	\$100.00	
Transportation	\$191.76	\$0.00	This line item has been moved to other.
Meals/Lodging for Travel	\$1,074.00	\$0.00	This line item has been moved to other.
			\$1,654.00 to be used for a conference fund including, but not

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			limited to, meals, lodging, transportation, and registration fees.
Other	\$750.00	\$1,654.00	
Total	\$8,915.76	\$8,545.00	

The Committee believes that civic engagement and fellowship is core to UW Bothell's experiential academic mission and alternative sources of funding should be found in the University for the 2013-2014 Budget as SAF will consider not funding Student Civic Fellows in the coming years.

**Student Life Operations**

Line Item	Requested	Awarded	Notes
			<ul style="list-style-type: none"> <li>• \$45,000.00 for the Student Activities Program Manager</li> <li>• \$45,000.00 for the Student Life Advisor</li> <li>• \$16,500.00 for the Student Activities Program Assistant</li> <li>• \$45,000.00 for the Student Activities &amp; Organizations Program Manager</li> <li>• \$45,000.00 Student Life Fiscal Specialist</li> <li>• Marketing coordinators at \$12/hour for a suggested 15 hours a week for a total of \$19,200</li> <li>• The Student Assistants are funded at \$10/hour for a suggested 48 weeks for a total of \$28,100</li> <li>• The Diversity Programmers are</li> </ul>

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A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;  
2012-13 Distribution of Fees and Allocation of Funds (continued p. 19)

			funded at \$10/hour for a suggested 42 weeks and recommended 15 hours a week for a total of \$12,600.
Salary/Wages	\$303,480.00	\$256,400.00	
Benefits	\$79,895.00	\$74,795.00	
Honoraria/ Programming	\$21,000.00	\$21,000.00	
Facilities Rentals/Set-ups	\$7,000.00	\$4,000.00	
Telecommunications	\$6,500.00	\$3,500.00	
Transportation	\$4,500.00	\$4,500.00	
Meals/Lodging for Travel*	\$10,000.00	\$0.00	
Office Supplies	\$20,000.00	\$20,000.00	
Food/ Refreshments	\$18,800.00	\$11,612.00	
Equipment Rentals/ Purchases	\$3,600.00	\$3,600.00	
Other	\$50,000.00	\$43,000.00	<ul style="list-style-type: none"> <li>• \$10,000 to be used for a conference fund including, but not limited to, meals, lodging, travel, and registration fees.</li> <li>• The Office of Student Life is to make \$33,000 of this category available to student clubs and organizations.</li> </ul>
<b>Total</b>	<b>\$524,775.00</b>	<b>\$442,407.00</b>	

**Sustainability Organization**

<b>Line Item</b>	<b>Requested</b>	<b>Awarded</b>	<b>Notes</b>
Honoraria	\$100.00	\$50.00	
Facilities Rentals/ Set-ups*	\$700.00	\$0.00	

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee – University of Washington Bothell;  
2012-13 Distribution of Fees and Allocation of Funds (continued p. 20)

Printing/ Photocopying	\$600.00	\$500.00	
Equipment Rentals/ Purchase*	\$500.00	\$0.00	
Other	\$5,000.00	\$5,795.00	This amount is inclusive of programming dollars for events.
<b>Total</b>	<b>\$6,900.00</b>	<b>\$6,345.00</b>	

\*The funding for these amounts is included under "Other."

**Vocal Society**

<b>Line Item</b>	<b>Requested</b>	<b>Funded</b>	<b>Notes</b>
Honoraria	\$200.00	\$0.00	
Printing/ Photocopying	\$50.00	\$0.00	
Food/ Refreshments	\$100.00	\$0.00	
Equipment Rentals/ Purchase*	\$50.00	\$0.00	
<b>Total*</b>	<b>\$400.00</b>	<b>\$0.00</b>	

\*The Committee suggested this club utilize the club and organization funding provided to the Office of Student Life in the annual funding process.

**Long Term Budget Request**

<b>Long-term Fund Request</b>	
ASUWB Furniture Request	\$15,103.00
<b>Total Long Term Fund Request</b>	<b>\$15,103.00</b>

3) Status report on Student Activities Center planning

During the past two years UW Bothell students and Cascadia Community College (CCC) students have worked together to support the development of a Student Activity Center project. A concept and massing study was completed for this project in March 2011, and in January 2012 the Regents approved the use of \$300,000 from the UW Bothell Student Long Term Fund to continue confirmation of program, initial schematic design, and cost estimating. LMN Architects has been selected as the design firm for the Student Activity Center and students have met with the design team during the past several months to move the project forward. A significant part of this phase has involved

## VII. STANDING COMMITTEES

### A. Academic and Student Affairs Committee

#### Services and Activities Fee – University of Washington Bothell; 2012-13 Distribution of Fees and Allocation of Funds (continued p. 21)

exploration of funding participation from CCC and development of a sound financing structure for the project. Once the final financing plan has been determined UW Bothell will come back to the Regents for adoption of the project budget, approval of the issuance of bonds, and delegation of authority to award a construction contract.

#### *Attachment*

Services and Activities Fees Committee Guidelines and Operating Procedures

# Services and Activities Fees Committee Guidelines and Operating Procedures

## Section 1. Services and Activities Fees

A. Services and Activities Fees are defined in [RCW 28B.15.041](#) to mean “fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs” of their particular institution.

B. “It is the intent of the legislature that the governing boards ensure that students have a strong voice in recommending budgets for Services and Activities Fees” ([RCW 28B.15.045](#)), and that Services and Activities Fees expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas ([RCW 28.15.044](#)).

C. The level of the services and activities fees is recommended by the Services and Activities Fee Committee pursuant to [RCW 28B.15.045](#) and approved by the Board of Regents. Increases in the fee are subject to limitations set by the state legislature.

D. The Board of Regents shall adhere to the principle that the desires of the Services and Activities Fee Committee be given priority consideration for funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students ([RCW 28B.15.045\(2\)](#)). Expenditures of Services and Activities Fees, however, are permitted for the construction, equipping, and betterment of buildings and facilities for student activities and services ([RCW 28B.10.300](#)).

E. The Services and Activities Fee long-term fund shall consist of all unallocated revenue (refer to sections 9 and 10) derived from the collection of services and activities fees and accrued interest.

F. Services and Activities Fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the Office of Finance and Administration and will be reduced, unless otherwise stipulated by the Services and Activities Fee Committee, from the allocation awarded for that program or activity. The expenditure of Services and Activities Fees and associated revenues are subject to all applicable University policies, regulations, and procedures and to the Budget and Accounting Act of the State of Washington ([RCW 43.88](#)).

G. In addition to the regulations governing the use of Services and Activities Fees, provisions of the State Constitution prohibit the use of public funds (Services and Activities Fees are considered public funds) with regard to making gifts or loans of money or property.

H. With the exception of any funds needed for bond covenant obligations, once the budget for expending Service and Activities Fees is approved by the Board of Regents, funds shall not be shifted from funds allocated by the Services and Activities Fee Committee until the administration

provides written justification to the Committee and the Regents, and the Regents and the Committee give their express approval. In the event of a fund-transfer dispute among the Committee, the administration, or the Regents, said dispute shall be resolved pursuant to Section 6 of these Guidelines ([RCW 28B.15.045 \(12\)](#)).

## **Section 2. Committee Membership**

A. The intent of this Committee is to be comprised of at least seven (7) and no more than nine (9) voting members who are currently matriculated students at UW Bothell and not elected or appointed officers of the ASUWB Senate, Student Technology Fee Committee, or serving in an officer or staff position for any student news media. The voting membership of the Committee should strive for a committee that is strongly representative of the student body, considering academic programs, class level, gender, cultural backgrounds, and other characteristics of the student body.

B. Ex-officio, non-voting members of the Committee should include a representative from Budget and Fiscal Services, and a representative from Student Affairs. The Chair of the Committee, with approval of the Chancellor, may appoint any other ex-officio member. The role of the representatives from Budget and Fiscal Services and Student Affairs is to provide information and orientation, background materials, and general support and guidance to the Committee.

C. Voting members will generally serve for one term, and each term is for a period of one year (from July 1 to June 30). A voting member may be reappointed for a second and third term, and up to two members may be allowed to serve for a fourth term; such reappointments are subject to the procedures described in Section 2.D. Majority of voting members should be selected before June 1st while leaving two open spots for incoming fall quarter students. The Committee may replace any of its voting members only for reasons spelled out in these Guidelines and Operating Procedures. Members who resign during their term(s) will submit a written resignation to the Committee chairperson. Vacancies will be replaced in the same manner as provided for new appointments and for the un-expired term of the original appointment.

D. The ASUWB Senate appoints members of the Services and Activities Fee Committee according to procedures for appointing students to University committees and boards established by the ASUWB Senate application process. The ASUWB president shall appoint, in consultation with his or her executive committee, a member of the ASUWB Executive Committee to serve as one of the voting members. The Chancellor makes the final appointment for all members sans the ASUWB representative. The chairperson of the Services and Activities Fee Committee shall be selected by the members of that Committee ([RCW 28B.15.045 \(3\)](#)) at its first business meeting. The chairperson will ideally possess monetary experience and have knowledge of the student fees. The chairperson shall call and preside over Committee meetings, prepare agendas, and serve as liaison to the broader University community where appropriate.

E. Voting members are expected to attend all meetings unless excused in advance by the Chair; develop and maintain effective communication within the Committee and across the campus community, demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee, actively participate in the deliberations of the Committee, and adhere

to the rules and regulations governing the Committee. Members may request the resignation of a particular member if absences or conduct are deemed detrimental to the work of the Committee. A request for resignation to remove a member from the Committee requires a unanimous vote by all voting members of the Committee, except for the party whose resignation is being requested, and concurrence by the Chancellor.

### **Section 3. Committee Meetings**

A. Regular meetings shall be held at least three times per quarter (Autumn, Winter, and Spring) and more frequently as needed. During the winter and spring quarter, meetings will be held at least two (2) to three (3) times per month. All business, other than those items appropriate for consideration during executive session, will be conducted during open session and in full compliance with the Open Public Meetings Act.

B. An agenda and a copy of all funding requests to be considered by the Committee shall be sent to members and be publicly posted at least three-school days in advance of all regular meetings and shall specify the time and place of the meeting as well as the business to be transacted.

C. A special meeting of the Committee may be called at any time by the chair, by a simple majority of the voting members of the Committee, or by the Chancellor by delivering personally or by mail written notice to each member of the Committee at least 24-hours before the time of such meeting as specified in the notice. The time and place shall be decided by simple majority and absence(s) may be excused by the chair. The call and notice shall specify the time and place of the special meeting and the business to be transacted; final disposition shall not be taken on any other matter at such meetings.

D. The Committee may hold an executive session during a regular or special meeting only to consider matters permitted under the Open Public Meetings Act ([RCW 42.30.110](#)).

E. A quorum shall consist of a simple majority (50% + 1) of the current voting membership of the Committee. The chairperson shall be included as a voting member. Proxies shall not be considered for voting purposes.

F. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Deviations from such procedures will be at the discretion of the Chair with a simple-majority approval of the Committee present and voting.

G. Minutes shall be taken at all meetings of the Committee and shall be publicly posted not later than five-business days after the meeting concludes. Said minutes shall include the results of every action item taken by the Committee.

### **Section 4: Budgeting Process**

A. The Services and Activities Fee Committee shall notify the campus community of the opportunity to submit requests for annual funding no later than December 1:

1. The Committee shall establish the format and related deadlines for receiving budget requests in advance of notifying the campus community of the opportunity to apply for funding. At least 15-business days must be provided to members of the campus community for preparing their requests.

2. Any member of the University of Washington Bothell campus community may submit a request for annual funding.

3. The intent of the annual operating budget is to support on-going student activities, services, and programs. It is the intent that the funds deemed "long-term" shall be used to purchase capital (non-recurring) equipment and furnishings, lease and/or bond obligations, and other related expenditures.

B. A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

1. The Committee shall establish the format, priorities for funding, and related deadlines for receiving contingency requests. At least 10-business days must be provided to students for preparing their requests.

2. The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

C. All proposals for either annual or contingency funding must contain adequate information about how a program will serve currently enrolled UWB students as well as a detailed breakdown of proposed expenditures and anticipated revenues.

D. The Committee shall review all requests for support from the services and activities fees, serving in an advisory capacity to the Chancellor and the Board of Regents.

E. At the Committee's discretion, a hearing may be required for those requests that lack sufficient detail or justification. The Committee should provide at least 10-business days' notice of a hearing to those individuals requested to be in attendance.

F. The Committee shall organize and publicize at least one open forum on its proposed annual funding allocations at least 10-calendar days prior to adopting a final budget.

G. The Chancellor may meet with the Committee at appropriate intervals in its budget formation process to respond to emergent ideas and issues and to apprise it of the general position of the Regents. The Chancellor may respond in writing to specific written proposals submitted by the Committee and take other actions as needed to assure that the lines of communication to the Committee remain open. The Chancellor may delegate these duties to another senior administrator.

H. The Committee shall send its final recommendations for an annual operating budget and long-term capital expenditures along with supporting documentation to the Chancellor on or about May 1 of each year. Within 10-business days after receiving the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating his or her response, the Chancellor may seek the view of other affected University groups and senior administrators as to the final recommendations of the Committee prior to making his or her recommendation to the Board of Regents. In the event the Chancellor disagrees with any of the Committee's recommendations, the dispute resolution process described in Section 7 will be invoked.

I. At the time the Chancellor submits his or her proposed budget recommendations to the Board of Regents for the expenditure of services and activities fees, he or she shall also submit a copy of the Committee's recommendations and supporting documents along with any response from the administration.

J. Members of the Service and Activities Fee Committee shall have an opportunity to address the Board of Regents before the Regent's decisions on services and activities fee budgets and dispute resolution actions are made ([RCW 28B.15.045 \(1\)](#)).

K. If, during the year, there are unanticipated non-recurring expenses, and if there are sufficient long-term funds to not only fund the expenditures but also other long-term commitments, the Committee can request that the necessary funds be transferred from the long-term account to the current operating account.

## **Section 5. Guidelines for Funding**

A. Operating expenditures may be proposed in support of bona fide school-related curricular or extracurricular functions, activities, or programs participated in by UWB students in the furtherance of their education:

1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student government, student activities, student life, financial aid, counseling, testing, placement, and security. Compensation is established once per year, during the Annual Budget cycle, and cannot be modified during the Contingency cycle.

3. Necessary and reasonable fees, meals, lodging, and transportation expenses for entertainers, lecturers, guest speakers and others who provide personal services on a contractual basis.

4. Trophies, plaques or medals, certificates of award or articles of personal property that are of nominal value (\$50 or less) given to currently enrolled UWB students as recognition for participation, achievement, or excellence as part of the functions of student organizations, activities, or programs.

5. Promotional Items are designed to promote any student organization, group, or funded project or service and are limited to a total value of \$800 per year unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation. Food and publicity (for specific events) are not considered a promotional item. Articles of clothing may be purchased with the guidance and approval of the Office of Student Life and the Club Council. Promotional items must be purchased in compliance with University policies and procedures.

6. Cost of childcare for children of currently enrolled UW Bothell students who are participating in UW Bothell programs held on the UW Bothell campus.

7. Travel Awards can only be granted to currently enrolled UW Bothell students and their advisor(s), who shall be UW faculty or staff, to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, transportation, registration fees, and incidental expenses as outlined by the SAF Committee. All travel must comply with established UW travel policies and procedures. Approved travel awards are reimbursed only when receipts are presented. Travel must benefit the broader student community through participation upon return from the trip. Maximum reimbursement will be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee upon awarding of funds.

8. Food and refreshments may be purchased for UW Bothell-student functions as outlined by the UW food policy, which includes award receptions, training, activities, or programs. Such funds are intended to support activities and programs open to the general student body. Funds are not intended to support routine meetings associated with student organizations (student government, campus events board, SAF, etc.). Services and Activities Fees may not be used to purchase or serve alcoholic beverages.

B. Consistent with state law, any expenditure of Services and Activities Fees, including loans, is considered a prohibited gift when made for the direct benefit of private individuals or groups. State law also prohibits contributions of Services and Activities Fees or property to a political candidate or cause in connection with any local, state, or federal election.

C. Services and Activities Fees shall not be used as fundraising contributions; matching funds for fundraising purposes; or for any expenses related to a meetings, event, or activities of which the principal purpose is fundraising.

D. When making allocations, the Committee may place stipulations on the use of funds or recommend guidelines in the operations of a program, or both. The approved budget and stipulations, not the original request, shall be binding on the program.

E. Any program may move up to 5% of their annual or contingency budget between line items at the discretion of the Office of Student Life. Other changes to the approved budget and amounts above 5% require the approval of the Committee.

## **Section 6. General Criteria for Evaluating Funding Requests**

A. Requests for funding are evaluated by:

1. The degree to which the request supports a UWB student program or activity or provides a direct service that is of general interest and has broad appeal to currently enrolled UWB students;
2. How well the proposed program, activity, or service is conceived and organized and, if previously funded, its track record for success;
3. The likelihood of partial or full funding from another source or the probability that alternative funding (full or partial) is available from another source;
4. The number and diversity of currently enrolled UWB students likely to benefit from the program, activity, or service in proportion to the level of proposed funding; and
5. All other criteria approved in advance by the Committee and the Chancellor or his or her designate.

## **Section 7. Budget Disputes**

A. The Chancellor or his or her designate shall respond to the Committee recommendations in writing, outlining areas of agreement and potential areas of disagreement, allowing reasonable time for response, and clearly setting forth the next step in the review process. In the event of a dispute(s) involving the Committee recommendations, the administration shall meet with the Committee in a good faith effort to resolve such dispute(s) prior to submission of final recommendations to the Board of Regents ([RCW 28B.15.045\(5\)](#)).

B. If the dispute is not resolved within fourteen-calendar days, a dispute resolution committee shall be convened by the chair of the Committee within fourteen-calendar days ([RCW 28B.15.045\(6b\)](#)).

C. The dispute resolution committee shall be selected as follows: The administration shall appoint two nonvoting advisory members; the Board of Regents shall appoint three voting members; and the Committee chairperson shall appoint three student members of the Committee who will have a vote, and one student representing the Committee who will chair the dispute resolution committee

and be nonvoting except in the case of a tie vote. The dispute resolution committee shall meet in good faith and settle by vote any and all disputes. ([RCW 28B.15.045\(7\)](#))

D. The Board of Regents may take action on those portions of the Services and Activities Fees budget not in dispute and shall consider the results, if any, of the dispute resolution committee and shall take action ([RCW 28B.15.045\(8\)](#)).

## **Section 8. Review of Budget Allocations**

A. The Committee may choose to review the status of the current Annual Budget at any time during the year. The purpose of these reviews is to assess the status of awards and to have current budget information available for reference during future funding cycles.

B. The Committee may choose to conduct discretionary reviews of funded programs at any time during the year. Recipients of funding may be asked to provide the committee with spending records and projections inclusive of, but not limited to: budget request forms, receipts, and food request forms.

C. If the review finds that a program or organization is not spending in alignment with its allocation, is not in accordance with these Guidelines and Operating Procedures, or is failing to report information as stated in Section B, the Committee may freeze the remaining unexpended portion of that program or organization's budget. Until the freeze is removed, no further expenditures may be incurred against the budget. A freeze may remain in effect until the Committee is satisfied with the program's progress. Therefore, it is in the best interest of all organizations funded by the Services and Activities Fee to keep up to date records of their expenditures.

## **Section 9. Long Term Funds**

A. The Long Term Fund will maintain 30% of the projected annual Services and Activities Fee revenue and any additional funds designated for future projects or expenditures.

## **Section 10. Excess Funds**

- A. Excess funds are defined as unallocated or unspent annual or contingency dollars in any given academic year.
- B. A sufficient portion of the excess funds must be returned to the Long Term Fund to restore it to the 30% minimum annual projection should it fall below that level.
- C. Additional excess funds collected over the course of the academic year may be allocated in the contingency process or the annual process in the following academic year at the discretion of the Committee.

## **Section 11. Budget Spending and Reconciliation**

A. Groups receiving SAF funds are responsible for following all guidelines, procedures and reconciliation of funds as set forth by the SAF Committee, Student Life, and University policy and procedures.

### **Notes:**

i. The SAF Guidelines and Operating Procedures were originally authorized by the Board of Regents on September 27, 1991 and later amended by the Regents on June 12, 1998.

ii. Revised SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 8, 2005, approved by the Chancellor on May 22, 2005, and authorized by the Board of Regents on June 9, 2005.

iii. Further revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 7, 2006, approved by the Chancellor on May 22, 2006, and authorized by the Board of Regents on June 8, 2006.

iv. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 27, 2007, approved by the Chancellor on May 1, 2007, and authorized by the Board of Regents on June 7, 2007.

v. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on April 11, 2008, approved by the Chancellor on April 14, 2008, and authorized by the Board of Regents on June 12, 2008.

vi. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on May 23, 2011, approved by the Chancellor on May 23, 2011, and authorized by the Board of Regents on June 9, 2011