

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Tacoma, 2013-2014  
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 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 2013-14,
- 2) the distribution of Services and Activities Fee for 2013-14; and
- 3) the operating budgets and expenditures recommended for 2013-14.

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.

2004-05	\$ 97	2009-10	\$136
2005-06	\$103	2010-11	\$149
2006-07	\$106	2011-12	\$159
2007-08	\$113	2012-13	\$159
2008-09	\$120	2013-14	\$159

The SAF Committee at UW Tacoma has recommended the following for academic year 2013-2014. Chancellor Debra Friedman has reviewed and concurs with these recommendations.

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Tacoma, 2013-2014  
Distribution of Fees and Allocation of Funds (continued p. 2)

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 2013-14 academic year.

2. Distribution of Fees:

It is currently estimated that at the close of Fiscal Year 2013 the UW Tacoma service and Activities short term contingency balance will be approximately \$675,000. The Committee has voted to allocate \*\$354,500 of this short-term balance to the \$1,825,923 FY 2014 distribution creating the total below of \$1,893,000 (see page 3). The remaining \$1,471,423 distribution will be from the FY 2014 fee.

Based upon estimated revenue of \$1,893,000 for fiscal year 2013-14, the Committee recommends that the fees be distributed as follows:

	2012-13 % Distribution	2012-13 Distribution Based on \$159 fee	2013-14 % Distribution	2013-14 Distribution Based on \$159 fee
Student Activities and Services	89.7%	\$1,547,639	77.7%	*\$1,471,423
Long-term student loans:	3.5%	\$59,833	3.5%	\$66,245
Long-term development	6.8%	\$117,528	18.8%	\$355,332
Total		\$1,725,000		\$1,893,000

3. 2013-14 Budget Allocations for Student Activities and Services

The Committee recommends the following distribution for Student Activities and Services for the 2013-14 year.

ASUWT (Student Government) – Stipends and Operations .....	\$141,602
Conference Training and Event Fund .....	135,000
Childcare assistance program .....	72,000
Diversity Resource Center .....	122,000
Health Services .....	305,048
Ledger .....	142,732

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Tacoma, 2013-2014  
Distribution of Fees and Allocation of Funds (continued p. 3)

Recreation and Fitness .....	140,145
Student Involvement .....	421,340
Registered Student Organizations.....	21,214
Student Activities Board .....	133,467
Student Health & Wellness Education & Promotions .....	18,300
oUWTpost.....	19,876
Student Mentoring Programs .....	90,000

2013-14 Budget Allocations for Student Activities and Services- cont'd

Tahoma West .....	38,915
Volunteer Services .....	24,284
<b>TOTAL.....</b>	<b>\$1,825,923</b>

<i>*Partial Short Term Contingency amount.....</i>	<i>\$ 354,500</i>
<i>*2013-2014 Student Activities and Services .....</i>	<i>\$1,471,423</i>
<i>Total Distributions</i>	<i>\$1,825,923</i>

Allocations which are unspent at the end of the fiscal year will revert to the contingency operating budget. 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.

*Attachments*

1. SAFC Letter to Chancellor Debra Friedman for 2013-2014 allocations
2. 2013-14 SAFC Preliminary Annual Allocation Recommendations
3. Letter from Chancellor Debra Friedman to SAF Committee
4. UW Tacoma SAFC Operational Guidelines

May 8, 2013

Chancellor Debra Friedman  
University of Washington Tacoma  
Box 358430  
Tacoma, WA 98402

Dear Chancellor Debra Friedman:

The Services & Activities Fee Committee (SAFC) met to discuss and approve recommendations regarding the collection and allocation of the Services & Activities Fees for the 2013-2014 fiscal year. This recommendation is the result of a lengthy process involving committee trainings and orientations, proposal presentations, and discussion of the long-term goals of the campus. In addition, the SAFC approved a fee for the University Y Student Center, and designated funding from long term reserves to the project.

Should you and the Board of Regents adopt our recommendations; the fees will optimally fund a diverse array of services and activities that are aligned with our values and will benefit the students of the University of Washington Tacoma.

#### **2013-2014 UW Tacoma Service and Activities Fee Level**

The Board of Regents is authorized to increase the Services & Activities Fee by an amount not to exceed the annual percentage increase in undergraduate tuition authorized by the legislature in the Omnibus Budget Bill. The SAFC voted unanimously to keep the Services & Activities Fee the same (\$159/quarter for full time students and prorated for part-time students).

We made the decision to keep the fee the same for two primary reasons. First, it demonstrates our commitment to keep student fees at a reasonable level, even with increases in tuition. Second, the fee is enough to adequately fund all the allocated programs even with the growth in student population.

#### **Program Allocations**

When determining funding of program allocations, the Committee considered a variety of factors, including, but not limited to, whether the service is or should be a core service and the level of benefit to students. The committee also completed a line-by-line budget review of actual usage, projected expenditures, and staffing costs. 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. Stipulations and recommendations on certain proposals are included on the attached SAFC 2013-14 Annual Recommendations.

#### ***Registered Student Organizations (RSOs) - \$21,214***

Registered Student Organizations are an integral part of student and campus life. They provide an opportunity for student engagement, camaraderie, and leadership development. RSOs also provide students with an opportunity to come together with people of similar interests, cultures, and viewpoints. The RSO proposal requested a slight increase in their budget, specifically for increasing the number of honor societies.



***Student Activities Board (SAB) - \$133,467***

The Committee recognized the important role the Student Activities Board plays on the campus and in our community, which placed it high on our list of priorities for funding. Diverse programming that promotes student engagement, provides opportunities to build a sense of student community, and activities deemed essential to student development and success are crucial. SAB asked for a small increase in their proposal due the addition of an outreach coordinator. The outreach coordinator will be in charge of multimedia and community outreach.

***Tahoma West - \$38,915***

Tahoma West provides a venue for students to express their art, culture, and literature through a student-centered publication. Tahoma West requested less funding this year. Their hope is to increase their digital presence and save funds through decreased printing costs.

***Volunteer Services - \$24,284***

Volunteer Services provides opportunities for students to serve in the community and advance our mission as an urban serving university. Therefore, the Committee thought it important to support a volunteer services program, which enhances opportunities for civic engagement. The increase in allocation is due to the addition of a breakaway coordinator who organizes the two spring breakaway trips.

***Steps/SSMP - \$90,000***

The Steps/Student Mentoring Programs proposal encompassed two programs. The first being a program that matches a faculty or staff member with a UW Tacoma student to serve as a mentor. The second pairs university student mentors with students from local high schools in a partnership focused on student development and success. STEPS mentors share knowledge and experience in navigating the complicated and challenging process of higher education, graduation and career exploration. The allocation increase is to fund a third STEPS coordinator as the program expands to Stadium High School.

***OUWTpost - \$19,876***

With the closure of Longshoreman's Hall to make way for the University Y Student Center project, improvements to the OUWTpost were requested. Staff and some activities will need to be moved to the OUWTpost for the next two years while the Y building is constructed. This will allow for better programming and gathering spaces for students.

***Health & Wellness Education and Promotions - \$18,300***

This proposal was to develop health and wellness awareness and education for the UWT community. The program serves to create a more holistic approach to Health and Wellness. The small increase is for additional staffing for outreach activities.

***Academic Advising Center - \$0***

The Academic Advising Center requested funding for 6 student workers to help with basic advising services. Although the Committee expressed a need for additional resources in the advising center due to waitlists, there were reservations expressed as to whether this was the

responsibility of the university to fund additional resources in the advising center. The Committee decided not to fund this proposal.

***Student Involvement - \$421,340***

Student Involvement provides much of the staffing and resources to administer the wide variety of student engagement activities on campus. The bulk of the increase in next year's allocation is to pay for a new position, the Assistant Director of Student Programs, as well as increasing overall student programming.

***The Ledger - \$142,732***

This proposal was for the campus student newspaper. The newspaper provides students an opportunity to write for a publication, and inform students about campus life/issues. The small increase in allocation is for a layout manager that provides additional assistance in putting together the weekly publication.

***Diversity Resource Center - \$122,000***

The Diversity Resource Center is a service to the students, which strives to create a welcoming and inclusive campus environment that enables all members of the UW Tacoma community to learn through the exploration of human differences. The DRC provides programs and support in three main areas: enhancing campus education; developing Community Partnerships; and building a diverse campus community. The increase in allocation was for a program coordinator and additional student hours to help with the operation and administration of the center.

***Recreation & Fitness Center - \$140,145***

The Fitness Center provides recreational, educational, and fitness opportunities to the students of UW Tacoma, all of which are essential to the student experience. Recreation & Fitness will continue to expand and provide additional fitness offerings for students. The increased allocation is for replacement equipment, student leader training, facility rentals, and fitness classes.

***Childcare Assistance Program - \$72,000***

This program is important to the campus as it allows students with children to receive funding for childcare that gives them space/time to attend classes. This program was funded at the same amount. The program will be under new leadership and the Committee wants the program to develop guidelines and timelines for growth.

***Conference and Event Fund (CEF) - \$135,000***

The Committee supports funding for the Conference and Event Fund as it allows opportunities for students who are not directly involved with the SAB to be involved in the event planning process. Through this fund students, faculty, and staff can submit a request for funding to bring a broad spectrum of activities to our campus for the benefit of the students. The fund also supports students to attend conferences and training which provide skill enhancement and enrichment. A small increase was allocated to pay for additional training funds to meet demand.

***Associated Students of the University of Washington Tacoma (ASUWT) - \$141,602***

ASUWT (student government) 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 through community involvement and assists the University in providing physical and social environments that are student centered. The small increase in allocation was for tri-campus meetings, and student government training.

***Student Health Services - \$305,048***

Health Services provide basic primary care for students. As the student population has grown, need for additional health services has grown as well. Due to rising medical costs, the annual request from Health Services has seen a marginal increase. The Committee deemed these costs just and necessary in light of how many students have been using the services.

**University Y Student Center**

The SAFC approved two motions regarding the University Y Student Center. First, they approved a student fee of \$180/quarter to pay for the project. The fee will begin when the University Y Student Center opens; expected to begin for the 2015-16 fiscal year. Second, the SAFC approved the \$4 million in long term reserves be released for use in this project along with the \$4 million contribution from the University.

**Operational Guideline Changes**

The SAFC made some revisions to its by-laws to ensure better efficiency and clarity about roles and expectations of its members. Throughout the year, the Committee discussed how to improve the efficiency of our process as well as ensure best practices and best use of student funds. The revisions will be submitted to the Chancellor and Board of Regents for approval.

**Closing Comments**

SAFC believes that if the Chancellor and the Board of Regents approve these recommendations, these services and activities will positively enhance the lives of the students at UW Tacoma. We thank you for your time and consideration.

Regards,



Nikolay Sorochuk  
Chair, 2012-13 Services and Activities Fee Committee  
University of Washington Tacoma

### 2013-2014 SAFC Preliminary Annual Allocation Recommendations

TITLES OF PROPOSALS	11-12 Approvals	12-13 Approvals	13-14 Requests	13-14 Approvals	Comments	Stipulations
<b>REGISTERED STUDENT ORGANIZATIONS (RSO)</b>						
Personnel and Fringe	\$8,694	\$8,770	\$16,402		Reject hire of grad student at this time	
Supplies	\$750	\$750	\$1,000			
Events/Activities	\$5,000	\$5,000	\$5,000			
Other operational costs	\$6,400	\$6,400	\$7,000			
<b>Total:</b>	<b>\$20,844</b>	<b>\$20,920</b>	<b>\$29,402</b>	<b>\$21,214</b>		
<b>STUDENT ACTIVITIES BOARD (SAB)</b>						
Personnel and Fringe	\$54,832	\$50,631	\$55,967			Complete report on effectiveness of outreach coor.
Travel/Training	\$0	\$0	\$3,550		Add NACA Conf./Member	
Events/Activities	\$70,000	\$70,000	\$70,000			
Other operational costs	\$7,500	\$7,500	\$3,950			
<b>Total:</b>	<b>\$132,332</b>	<b>\$128,131</b>	<b>\$133,467</b>	<b>\$133,467</b>		
<b>TAHOMA WEST</b>						
Personnel and Fringe	\$5,750	\$23,367	\$19,223			
Travel/Training	\$0	\$0	\$500		3 day training for	
Supplies	\$1,470	\$1,470	\$600			
Equipment	\$0	\$0	\$600		3 desks	
Events/Activities	\$1,000	\$1,000	\$2,400	\$1,000.00	increase to 3 quarterly events	Would like to see better marketing to students digitally
Printing	\$17,000	\$15,500	\$15,000			
Other operational costs	\$2,000	\$2,000	\$1,992			
<b>Total:</b>	<b>\$27,220</b>	<b>\$43,337</b>	<b>\$40,315</b>	<b>\$38,915</b>		
<b>VOLUNTEER SERVICES</b>						
Personnel and Fringe	\$8,815	\$13,447	\$20,844		Add breakaway coord.	Complete outcomes report on how increase in hours impacted program/students

### 2013-2014 SAFC Preliminary Annual Allocation Recommendations

TITLES OF PROPOSALS	11-12 Approvals	12-13 Approvals	13-14 Requests	13-14 Approvals	Comments	Stipulations
Travel/Training	\$0	\$0	\$200		Student leader training	
Supplies	\$0	\$0	\$120			
Events/Activities	\$4,800	\$3,500	\$3,500			
Other operational costs	\$500	\$350	\$500			
<b>Total:</b>	<b>\$14,115</b>	<b>\$17,297</b>	<b>\$25,164</b>	<b>\$24,284</b>		
<b>STEPS/SSMP</b>						
Personnel and Fringe	\$68,322	\$72,913	\$81,161		Add 3rd std prog asst	Complete report on impact of adding third school and prog asst
Travel/Training	\$2,400	\$3,400	\$4,937		Add'l mentor/mentee training	
Supplies	\$3,112	\$0	\$1,200			
Events/Activities	\$0	\$0	\$1,000			
Other operational costs	\$3,000	\$3,000	\$4,000		Add'l marketiing/outreach	
<b>Total:</b>	<b>\$76,834</b>	<b>\$79,313</b>	<b>\$92,298</b>	<b>\$90,000</b>		
<b>oUWTpost</b>						
Equipment	n/a	n/a	\$17,376		Refitting ouwtpost	
Other operational costs	n/a	n/a	\$2,500		Contingencies	
<b>Total:</b>	<b>n/a</b>	<b>n/a</b>	<b>\$19,876</b>	<b>\$19,876</b>		
<b>HEALTH AND WELLNESS EDUCATION &amp; PROMOTION</b>						
Personnel and Fringe	\$10,935	\$11,136	\$12,815		More staffing hours	The increase in funding is for increased staff hours
Supplies	\$2,000	\$250	\$240			
Events/Activities	\$2,000	\$2,000	\$2,400			
Other operational costs	\$800	\$3,250	\$8,500		Increase outreach materials and events	
<b>Total:</b>	<b>\$15,735</b>	<b>\$16,636</b>	<b>\$23,955</b>	<b>\$18,300</b>		
<b>ACADEMIC ADVISING CENTER</b>						
Personnel and Fringe	n/a	n/a	\$81,783		PAAWS personnel	

**2013-2014 SAFC Preliminary Annual Allocation Recommendations**

<b>TITLES OF PROPOSALS</b>	<b>11-12 Approvals</b>	<b>12-13 Approvals</b>	<b>13-14 Requests</b>	<b>13-14 Approvals</b>	<b>Comments</b>	<b>Stipulations</b>
<b>Total:</b>	<b>n/a</b>	<b>n/a</b>	<b>\$81,783</b>	<b>\$0.00</b>	Not sure if proposal should be funded through student fees	
<b><i>STUDENT INVOLVEMENT</i></b>						
Personnel and Fringe	\$306,231	\$295,519	\$388,947		Add Asst Director, Hendrix	Students need to be significantly involved in screening and interviewing candidates
Events/Activities	\$7,500	\$7,500	\$12,500		Add Welcome Days program	
Other operational costs	\$18,728	\$18,796	\$19,893		Add new computers for 2 staff	
<b>Total:</b>	<b>\$332,459</b>	<b>\$321,815</b>	<b>\$421,340</b>	<b>\$421,340</b>		
<b><i>LEDGER</i></b>						
Personnel and Fringe	\$72,925	\$113,027	\$135,508		Add'l staffing	Layout mgr limited to 15 hrs/wk
Supplies	\$4,600	\$4,600	\$4,600			Request report on online presence
Printing	\$19,500	\$19,500	\$21,000			
Projected Ad Revenue	-\$7,000	-\$7,000	-\$16,000			
<b>Total:</b>	<b>\$90,025</b>	<b>\$130,127</b>	<b>\$145,108</b>	<b>\$142,732</b>		
<b><i>DIVERSITY RESOURCE CENTER</i></b>						
Personnel and Fringe	\$27,815	\$37,515	\$105,141		Add Prog Coord., Std Asst hrs	Require assessment data on services/outcomes
Travel/Training	\$0	\$0	\$2,000		Training for staff/stds	
Supplies	\$2,000	\$2,000	\$3,000			
Other operational costs	\$25,000	\$23,000	\$24,000			
<b>Total:</b>	<b>\$54,815</b>	<b>\$62,515</b>	<b>\$134,141</b>	<b>\$122,000</b>		

**2013-2014 SAFC Preliminary Annual Allocation Recommendations**

<b>TITLES OF PROPOSALS</b>	<b>11-12 Approvals</b>	<b>12-13 Approvals</b>	<b>13-14 Requests</b>	<b>13-14 Approvals</b>	<b>Comments</b>	<b>Stipulations</b>
<b>RECREATION AND FITNESS</b>						
Personnel and Fringe	\$56,833	\$75,902	\$78,665			
Travel/Training	\$0	\$0	\$11,780		Std leader and summer training	
Supplies	\$0	\$0	\$1,200		General office supplies	
Equipment	\$0	\$0	\$8,000		New and replacement equip/repairs	
Events/Activities	\$0	\$0	\$33,500		Facility rentals, classes, tickets	
Other operational costs	\$10,400	\$18,650	\$7,000			
<b>Total:</b>	<b>\$67,233</b>	<b>\$94,552</b>	<b>\$140,145</b>	<b>\$140,145</b>		
<b>CHILDCARE ASSISTANCE PROGRAM</b>						
Other operational costs	\$57,500	\$72,000	\$72,000			Develop guidelines for growth
<b>Total:</b>	<b>\$57,500</b>	<b>\$72,000</b>	<b>\$72,000</b>	<b>\$72,000</b>		
<b>CONFERENCE AND EVENT FUND</b>						
Travel/Training	\$65,000	\$65,000	\$75,000		Add'l training funds to meet demand	
Events/Activities	\$45,000	\$60,000	\$60,000			
<b>Total:</b>	<b>\$110,000</b>	<b>\$125,000</b>	<b>\$135,000</b>	<b>\$135,000</b>		
<b>ASUWT</b>						
Personnel and Fringe	\$89,873	\$120,118	\$132,577		Add 9th senator	No funding given for 9th senator. Committee does not feel it is needed.
Travel/Training	\$0	\$0	\$3,500		Tri-campus mtgs, std gov training	
Supplies	\$0	\$0	\$1,500		General office supplies	
Other operational costs	\$16,375	\$14,150	\$11,490			
<b>Total:</b>	<b>\$106,248</b>	<b>\$134,268</b>	<b>\$149,067</b>	<b>\$141,602</b>		
<b>STUDENT HEALTH CENTER</b>						
Personnel and Fringe	\$262,644	\$282,708	\$284,188			

**2013-2014 SAFC Preliminary Annual Allocation Recommendations**

<b>TITLES OF PROPOSALS</b>	<b>11-12 Approvals</b>	<b>12-13 Approvals</b>	<b>13-14 Requests</b>	<b>13-14 Approvals</b>	<b>Comments</b>	<b>Stipulations</b>
Supplies	\$4,000	\$5,000	\$8,400		Add'l marketing, outreach	
Other operational costs	\$15,652	\$14,020	\$12,460			
<b>Total:</b>	<b>\$282,296</b>	<b>\$301,728</b>	<b>\$305,048</b>	<b>\$305,048</b>		
<b>Grand Total:</b>	<b>\$1,387,656</b>	<b>\$1,547,639</b>	<b>\$1,948,109</b>	<b>\$1,825,923</b>		
<b>2013-2014 Anticipated Collections \$1.875 Million</b>						

<b>Current Balance in Contingency Fund: \$500,000.</b>
<b>Current Balance in Long Term Fund \$3.2 Million</b>





**W** UNIVERSITY *of* WASHINGTON | TACOMA

May 13, 2013

Nikolay Sorochuk  
Chair, 2012-2013 Services and Activities Fee Committee  
University of Washington Tacoma

Dear Nikolay:

Thank you for submitting the recommendations of the Services and Activities Fee dated May 8, 2013. I accept the recommendations, and extend thanks to you and the committee for your thoughtful deliberations.

Sincerely,

Debra Friedman  
Chancellor



## Operational Guidelines

### **I. Services & Activities Fees**

- 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 the S&A Fee is authorized by the State Legislature.
- F. 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 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 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.

- G. The S&A Fee Long-term Fund (also known as the reserve fund) shall consist of all unallocated revenue derived from the collection of Services and Activities Fees from students and accrued interest.
- H. The S&A Fee Contingency Fund (also known as the special allocation fund) shall consist of funds which are derived through annual allocations and reversion of previous year unspent funds.
- I. Members of the Board of Regents shall adhere to the principle that desires of the Service 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.
- J. 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.
- K. The Core Values of SAFC include funding student activities and programs that students find most vital to the overall student development experience on campus. Core values include funding programs and services that provide:
  - a. Training and/or personal/professional development
  - b. Health and wellness
  - c. Opportunities to build future career skills
  - d. Opportunities to pursue interests and broaden overall development
  - e. Leadership development
  - f. Assistance so that students can complete their degree
  - g. Intercultural experiences

This does not limit SAFC from funding programs and services outside of these core values, but provides a list of ideals that SAFC finds most valuable to the overall development of students on campus.

## **II. Committee on Services and Activities Fees**

The Services and Activities Fee Committee (hereafter 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 Fees, 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 five (5) and up to seven (7) voting members, and three (3) non-voting ex-officio members, and one (1) compliance officer.
2. The voting members shall be regularly enrolled students at UW Tacoma, recommended by the Associated Students of the University of Washington, Tacoma (ASUWT) Student Government and appointed by the Chancellor. Voting members shall not be compensated, elected or appointed ASUWT members.
3. When making its recommendations for Committee appointments, the ASUWT student government should strive to recommend a Committee that represents diverse student interests, and wherever possible, provide for a continuity of membership through individual willingness to commit to serve more than one term.
4. All of the voting members shall be recommended by the 2<sup>nd</sup> Friday of October.
5. The ex-officio members shall be:
  - a. A staff employee from Student and Enrollment Services, to be recommended by the Associate Vice Chancellor for Student and Enrollment Services
  - b. A faculty member, to be recommended by the Faculty Assembly;
  - c. A staff employee from the Office of the Vice Chancellor for Administrative Services (AS), to be recommended by the Vice Chancellor for Administrative Services; and
  - d. A Compliance Officer, appointed at the discretion of the Chancellor.

## **B. Term of Membership**

1. The voting members recommended by the 2<sup>nd</sup> Friday of October shall be appointed for one-year terms running from November 1<sup>st</sup> to 2<sup>nd</sup> Friday of October in the following year.
2. The ex-officio members from Student and Enrollment Services, AS and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member shall be appointed to a renewable one-year term running from November 1<sup>st</sup> to October 31<sup>st</sup>.
3. Any vacancies in membership will be replaced in the same manner provide for new appointments and for the unexpired term of the original appointment.

### **C. Responsibilities of Voting Members**

1. In the first of two (2) meetings, any candidate interested in pursuing the Chair or Vice Chair position will be given an opportunity to state their candidacy and qualifications for the position they are seeking. In the next meeting, but no later than the 3<sup>rd</sup> Friday of December, SAFC shall vote on electing a Chair and Vice Chair.
2. Attend all meetings unless excused by the chair at least twenty-four (24) hours in advance.
3. Develop and maintain effective communication within the Committee and the campus community.
4. 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.
5. Adhere to all rules and regulations governing the Committee.
6. A member whose conduct is deemed unethical or whose performance clearly demonstrates a lack of commitment to the discharge of 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. The Chancellor shall be notified at the same time the SAFC member is notified that a removal will be taking place at the following meeting.
7. Respond to all campus queries within two (2) school days.
8. Abstain from discussing, deliberating, or voting on any proposal submitted by a group, department, or organization of which they are affiliated with the exception of annual SAFC request(s).
9. Recommend funding for the employment of Committee staff using funds generated by the S&A Fee, if deemed necessary, under the following conditions.
  - a. Each staff position must have a written job description detailing qualifications and expectations of the position.
  - b. The Committee Chair will act as a liaison between the Committee and the Committee Staff.
  - c. 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.

10. Responsibilities of Chair:

- a. Have a working knowledge and understanding of the SAFC Operational Guidelines and Parliamentary Procedures.
- b. Chair each SAFC meeting, unless absent or unable to perform duties.
- c. Respond to all emails within two (2) school days.
- d. Attend all SAFC meetings unless excused by the Vice Chair at least twenty-four (24) hours in advance.
- e. Work with the Vice Chair on:
  1. Ensuring agendas are completed and posted within OPMA guidelines for each SAFC Meeting.
  2. The Contingency and Annual Allocation Processes, and ensuring their completion is in compliance with the SAFC Operational Guidelines.
- f. Communicate details of processes to campus community and requestors.
- g. Coordinate administrative tasks: timeline of Special and Annual Allocation processes, scheduling proposal interviews, organization of binders, etc.

11. Responsibilities of the Vice Chair

- a. Have a working knowledge and understanding of the SAFC Operational Guidelines and Parliamentary Procedures.
- b. Assume the responsibilities of the Chair if they are absent during a meeting or are unable to perform their duties.
- c. Respond to all emails within two (2) school days.
- d. Attend all SAFC meetings unless excused by the Chair at least twenty-four (24) hours in advance.
- e. Take meeting minutes at each SAFC Meeting and ensure the proper posting of minutes within one (1) week of each meeting.
  1. If the Vice Chair is absent from meeting, the Chair or Vice Chair can appoint another SAFC member to take meeting minutes.
- f. Work with the Chair on:
  1. Agendas for each SAFC Meeting.
  2. The Contingency and Annual Allocation Processes, and ensuring their completion is in compliance with the SAFC Operational Guidelines.

12. Act as conduit that outreaches to students.

13. Create opportunities for students-at-large to provide feedback to SAFC (i.e. Husky Hangouts, SORT Meetings, ASUWT Senate Meetings, ASUWT Open Public Forums, meetings with the Ledger, etc.)

#### **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.
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 climate and the university community.
7. The Compliance Officer shall serve as interim chair of the Committee until a chair is elected by its membership or in the absence of the Chair and Vice Chair.
  - a. 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.

#### **E. Committee Meetings**

1. Meetings shall be held on a regularly scheduled basis, not less than two (2) per academic year.
2. 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.
3. 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 meetings. An acting chair will be designated, by the chair, should it be necessary for him/her to be absent from any meeting.

4. 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.
5. 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.
6. The use of proxies will not be permitted. They are not allowed to sit in the place of, or vote for a member.
7. All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Parliamentary Procedures, Newly Revised. Deviations from such procedures will be at the discretion of the chair.
8. 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) school days after a meeting. The minutes shall include the results of all program and budget decisions made by the Committee.
9. The Committee shall provide full disclosure to the University community concerning programs or budgets funded from S&A Fees.

### **III. Budgeting**

#### **A. General**

1. RCW 28B.15 defines the authority to collect S&A Fees, the general purposes for which the 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 recognizes 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 or special allocation process, with the exception of:
  - a. Event Funding
    - i. Event funding requests shall be at the sole discretion of the SAB, who derive their funds through the annual budgeting process



b. Academic Funding

- i. Academic funding requests shall only be considered if the request is for services and/or activities that are not directly related to an academic program.
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:
    - a. Detailed line-item breakdown of proposed expenditures (e.g., salaries, travel, supplies, services, etc.);
    - b. Verification of strategic plan alignment
    - c. Demonstrate a need for funds
    - d. Outcomes data that demonstrates impact of services.
    - e. Revenues expected to be derived from the program or event.
    - f. An accountability of funds expended, if previously funded
  6. Budget allocation decisions of the Committee shall be posted on the SAFC website and sent to the requester within ten (10) school 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 1 and end on June 30.

**B. Annual Budgeting Process**

1. The annual budget process will be the primary 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:
  - a. Formulate a recommendation for the level of the S&A Fees to be assessed during the ensuing fiscal year.
  - b. Place in the Long Term Fund up to five (5) % of the projected incoming S&A Fees, not to exceed \$2,000,000 dollars, unless a designated purpose has been defined and approved.

- c. Place in the Contingency Fund up to five (5) % of the projected incoming S&A Fees, not to exceed \$250,000.00, unless a designated purpose has been defined and approved.
2. 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. Annual budgets will not include capital expenditures.
3. No later than the 3<sup>rd</sup> Friday in January of each year, the Committee will announce the annual budget request submission process
4. Annual budget request forms and all supporting documentation must be returned to the Committee not later than 12:00pm (noon) the 3<sup>rd</sup> Friday in February. Late submissions will be accepted and/or reviewed at the sole discretion of the SAFC.
5. When considering annual allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions of the Committee.
6. The committee shall have a minimum of two (2) weeks to consider annual proposals from the time they are submitted until formal deliberation begins.
7. 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.
8. The Committee will release preliminary program and budget allocation recommendations no later than the first 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 second Friday in April, at which time no further appeals will be accepted.
9. The Committee will respond to all allocation appeals as described in Section III C 1) not later than the end of business on the fourth Friday in April.
10. 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 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.

11. The chair shall transmit the final annual budget recommendations of Committee with supporting documentation (including mandatory dissenting opinions on any decision of the Committee that was not unanimous) to the Chancellor not later than the first Friday in May.
12. Within fourteen (14) school 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 UWT dispute resolution process described in Section III C 2) a. will be invoked.
13. 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 UWT dispute resolution process, the UW dispute resolution process described Section III C 2) b. will be invoked.
14. 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.
15. 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.
16. Upon approval of the Board of Regents, the annual budget will be provided to the UWT Finance 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.
17. 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 curtailed, 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.
18. Voting and ex-officio members are restricted from presenting annual or contingency budget proposals to the committee.

## **C. Annual Budget Allocation Appeals and Disputes**

### **1. Budget Allocation Appeal**

- a. 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 12:00 noon on the second Friday in April. An extension of the deadline shall not be granted.
- b. 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.
- c. A special meeting of the Committee will be called by the chair to address the appeal within five (5) school days of the receipt of the appeal. The Committee must have responded to all appeals not later than the fourth 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.
- d. 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**

#### **a. UWT Allocation Dispute Resolution Process**

- i. 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.
- ii. Within five (5) school 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.
- iii. In the event that the dispute is not resolved within fourteen (14) school 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.

#### **b. UW Dispute Resolution Process**

- i. Upon receipt of the administration's written response to the Committee's final annual budget recommendations that includes an unresolved dispute, the Committee chair shall convene a dispute resolution committee.
- ii. 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 non-voting member, except in the case of a tie vote.
- iii. 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.

#### **D. Special Allocation Process**

1. The special allocation process is designed to provide funding for capital 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.
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 from the reserve fund.
3. A call for special allocation requests will be announced by the Committee in Winter quarter. All special allocation requests received shall be placed under the new business section of the agenda for the next meeting.

4. When considering special allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions of the Committee.
5. The Committee will release and post decisions on special allocation requests not later than five (5) school 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 E within five (5) school days of the decision being released, after which no appeals will be accepted.
7. Decisions on appeals will be made within five (5) school 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 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 have the approval of the Committee before any change occurs.

#### **E. 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 (5) school 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) school 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 will be final.

## A. 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.
  3. If prior notification to the Committee is not possible, the University entity in question must submit sufficient reasons and documentation.
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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. The Board of Regents approved the present version on June 9, 2011. Proposed updates would be effective on June 13, 2013 if approved.