

VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell, 2013-2014
Distribution of Fees and Allocation of FundsRECOMMENDED ACTION

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

- 1) Recommended Services and Activities Fee Budget for 2013-14; which is inclusive of spending authority on excess fees.
- 2) Recommended use of long term funds in the amount of \$120,824 for the relocation and associated costs to move the fitness center from its current location to Husky Hall.

BACKGROUND

Services and Activities Fees at the UW Bothell and Tacoma campuses are collected separately from the Services and Activities Fees at the Seattle campus, but the process is handled in like manner. As provided under RCW 28B.15.045, a student committee recommends the annual allocations to the Board of Regents for approval. The Board of Regents, at the September 27, 1991 meeting, approved the Guidelines that established the Services and Activities Fees (SAF) Committee for the Bothell campus and its operating procedures, and approved revisions June 7, 2012.

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

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

Academic Year	Fee	Academic Year	Fee
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

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2000-01	\$83	2011-12	\$123
2001-02	\$83	2012-13	\$130

1. **Recommended Services and Activities Fee Budget for 2013-2014:**

A. Services and Activities Fee for 2013-2014

The SAF committee is recommending the SAF fee to remain at \$130. The fee revenue was calculated by using FY 2014 enrollment revenues (3,900 annualized and 950 summer FTE). Prior to allocating any awards, the committee first established a contingency fund of 5% of the available revenue (\$82,225) for next year’s group to allot for new student-initiated projects and activities. The total estimated fee collection for all four quarters (2013-14) is \$1,562,275 as illustrated in schedule 1 below. In addition, we are asking for spending authority on excess fees collected in the 2013-14 academic year to be moved into the contingency budget. We also recommend allocating \$120,824 from our long term reserve to fund the relocation and associated costs to move the fitness center from its current location to Husky Hall, UW Bothell’s recently acquired leased facility adjacent to Husky Village housing.

Schedule 1: Distribution of Fees	
3,900 FTE Projected	\$ 1,521,000
Estimated Summer 2013 Revenue	\$123,500
Total Estimated Fee Revenues	\$1,644,500
Mandated Loan Fund (5%)	(\$82,225)
2013-2014 Student Activities Fee Revenue	\$ 1,562,275

B. 2013-14 Allocation of Student Activities and Services Funds

ASUWB	\$201,333
Beta Alpha Psi (BAP)	\$0
Business Leadership Development Club	\$0
Campus Events Board	\$105,449
Center for Serious Play	\$0
Career Services	\$56,586
Club Council	\$148,394
• Clamor Literary Arts Journal	\$11,180
• Collegiate DECA	\$10,000

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

• Husky Herald	\$17,950	
• Policy Journal	\$5,800	
• Club Funds	\$81,326	
Contingency		\$82,225
Counseling Center		\$2,000
Facilities Use and Events		\$35,179
Financial Aid Office/Childcare Services		\$0
Food for Thought Rental and Cleaning		\$24,308
Global Initiatives Study Abroad Ambassadors		\$0
IAS Graduate Students		\$0
KUWB/U Wave Radio		\$0
Library Technology Services		\$17,526
Recreation and Wellness		\$192,508
Society of Literary Sci-Fi		\$0
Student Engagement/Activities		\$207,543
Student Life Operations		\$489,224
Sustainability Organization		\$0
UWB MBAA		\$0
Women's Business Conference		\$0
Sub-Total Requested Annual Funding		\$1,562,275
Long Term Fund for Fitness Relocation		\$120,824
Total Requested Funding		\$1,683,099

C. Proposed Operating Expenditures for SAF Funds

A. 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.

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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.

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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

D. 2012-13 Budget Notes and Funding Stipulations

Full Time Enrollment for 2013-2014

On January 18, 2013 the Office of Budget and Fiscal Services presented Services and Activities Fee revenue projections to the SAF Committee. After the University's Cabinet meeting on April 4th, 2013, ASUWB relayed information to the SAF Committee outlining an increase in the Full Time Enrollment projections for the 2013-2014 academic year. On April 29, 2013 the committee voted and approved the adoption of a final FTE projection of 3900 students annualized with a summer enrollment of 950 students. This indicates the 2013-2014 annual budget set at \$1,562,275. Contingency withholdings will total \$82,225 to be allocated during the contingency cycle.

Stipulations are as follows; please refer to the attached spreadsheet for specifics and breakdowns of awards.

Associated Students of the University of Washington Bothell - \$201,333

The Committee will fund \$201,333 in total with the recommendation that Senator wages be funded \$30,000 in total. Please see spreadsheet for line item amounts.

Beta Alpha Psi - \$0

Due to the academic nature and lack of broad appeal the Committee will not be funding this group. It is suggested that funding be requested from the Business Department or outside sources.

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Business Leadership Development Club - \$0

Due to the lack of broad appeal to students and the academic component of this program the Committee suggests it seek departmental funding.

Campus Events Board - \$105,449

It is suggested that programmer positions be funded at \$10 per hour and the chair position at \$11 per hour. CEB is encouraged to continue cosponsoring events with other clubs and organizations. Please see spreadsheet for line item amounts.

Career Services - \$56,586

The Committee will fund \$56,586 in total with the recommendation that more sustainable means of advertising be implemented. Please see spreadsheet for line item amounts.

Center for Serious Play - \$0

Due to the lack of broad appeal to students and the academic component of this program the Committee suggests it seek departmental funding.

Clamor Literary Arts Journal - \$0

Please see Club Council for allocations and stipulations.

Club Council - \$148,394

The Committee will fund this group \$148,394 with the recommendation that club funds continue to be distributed in a consistent and equitable manner. The Committee is increasing Club Council's request to accommodate the growing number of clubs and organizations on campus. The SAF Committee awards a sum of \$19,200 in student wages and \$2,938 in benefits for club council positions. The remainder shall be allocated as follows:

- **Policy Journal** - \$5,800 to be used for the production and printing of the Policy Journal
- **Clamor Literary Arts Journal** - \$11,180 to be used for the production and printing of the Clamor Literary Arts Journal
- **Collegiate DECA** - \$10,000 to be used for regional and national competition related expenditures only
- **Husky Herald** - \$17,950 The Committee will fund \$13,400 in salary allocations for one Editor-in-Chief, one Assistant Editor, one Web/Graphics position and lump sum of \$2,056 for writer stipends. \$500 to be used for webserver fees and promotional materials. It is suggested the Herald endeavor to continue sustainable practices by producing a reputable online publication.
- **Club Funds** - \$81,326 All remaining funds to be allocated to student clubs and organizations by the Club Council for all programmatic expenses in accordance with the SAF by-laws. Club Council is permitted to use funds for outreach events, training and promotion of the council and its processes and policies. SAF Bylaws, Section 5., Part A.2.

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“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.”

Collegiate DECA - \$0

Please see Club Council for allocations and stipulations.

Contingency Fund - \$86,336

Counseling Center - \$2,000

The Committee will fund \$2,000 towards start-up costs of this outreach program. The Committee recommends this group seek university funding in the future.

Debate Society - \$0

Due to a lack of broad appeal, on-campus events, and the academic nature of this group the committee will not provide funds. It is suggested that the Debate Society seek funding from a sponsoring academic department.

Facilities Use & Events - \$35,179

Per the original agreement, the Committee will continue to support room reservations for student groups. As in year's past the award will be allocated as salaries and benefits.

Financial Aid Office/Childcare services - \$0

Due to budget constraints and competing priorities the Committee will not be funding this group.

Food for Thought Rental and Cleaning - \$24,308

To maintain this student space on campus, the Committee will continue to fund the rental and cleaning of the Food For Thought lounge area.

Global Initiatives Study Abroad Ambassadors - \$0

Due to budget constraints and competing priorities the Committee will not be funding this group. The Committee suggests Global Initiatives seek university funding for the continuation of this program.

Husky Herald - \$0

Please see Club Council for allocations and stipulations.

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Services and Activities Fee University of Washington Bothell, 2013-2014 Distribution of Fees and Allocation of Funds (continued p. 8)

IAS Graduate Students - \$0

Due to budget constraints and competing priorities the Committee will not be funding this group. The Committee suggests IAS Graduate Students seek departmental funding.

KUWB Radio/UWave - \$0

Due to the academic nature, the Committee will not be funding this group. The Committee suggests KUWB Radio seeks funding from their respective department.

Library Technology Services - \$17,526

After adjusting benefits to account for the new rate, the Committee has decided to fully fund this program to the benefit of the student body.

Recreation and Wellness - \$192,508

Recreation is encouraged to track sustained interest, growth and continuity of its outdoor programs. Revenue of \$105,000 is allocated from the Sports Field Fee revenue collection to supplement maintenance and operations costs of the Sports and Recreation Complex. Please see spreadsheet for line item amounts.

Policy Journal - \$0

Please see Club Council for allocations and stipulations.

Society of Literary Sci-Fi - \$0

The Committee suggests this group seek funding from the Club Council.

Student Engagement/Activities - \$207,543

Due to budget constraints the Committee will allocate \$4,000 in promotional materials. Conference related costs are not to exceed \$12,500. Please see spreadsheet for line item amounts.

Student Life Operations - \$489,224

The Committee will fund the requested positions with the exception of Program Assistant. Student Marketing Assistant wages are cut to \$17,160 total. Please see spreadsheet for line item amounts.

Sustainability Organization - \$0

Due to competing priorities and budget constraints the Committee will not fund this group. The Sustainability Organization is encouraged to request funds from the Club Council.

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UWB MBAA - \$0

Due to the nature of this program and the Committee's commitment to funding programs with broad appeal, it is recommended that this group seek departmental funding.

Women's Business Conference - \$0

Due to the nature of this program and the Committee's commitment to funding programs with broad appeal, it is recommended that this group seek departmental funding.

2. Recommended use of Long Term funds in the amount of \$120,824 for the relocation and associated costs to move the fitness center from its current location to Husky Hall (UW Bothell's leased facility adjacent to Husky facility).

The SAF Committee approves the relocation of the fitness center from its current location to Husky Hall and associated costs to move the Fitness Center to Husky Hall. This award can be used for supplies and equipment, as well as facilities charges.

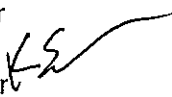
Attachments

1. Letter from Chancellor Kenyon S. Chan to SAF Chair
2. Letter from SAF Committee Chairperson to Chancellor Kenyon Chan
3. Services and Activities Fees Committee Guidelines and Operating Procedures



May 20, 2013

TO: James Anderson, SAF Chair

From: Kenyon S. Chan, Chancellor 

Thank you for the SAF 2013 recommendations. I concur with your recommendations and look forward to presenting them to the Board of Regents on June 13, 2013.

Please send my thanks to the committee members for a job well done.

attachments

W UNIVERSITY of WASHINGTON | BOTHELL

April 29, 2013

Dear Chancellor Chan,

On behalf of the 2012-13 Services and Activities Fee Committee, I am pleased to submit our 2013-14 annual budget and corollary stipulations for your consideration. A total of 29 proposals were received from members of the campus community. These requests totaled \$2,463,677, approximately \$983,627 more than we had available to allocate.

The committee based its budget on revised net revenue of \$1,480,050 computed as follows:

Recommended Distribution of Fees for 2013-14		
3900 FTE assumed	\$	1,521,000
Estimated Summer 2013 Revenue	\$	123,500
Net Revenue	\$	1,644,500
Less Mandated Loan Fund/Financial Aid (5%)		(82,225)
Revised Net Revenue	\$	1,562,275

The SAF committee is recommending the SAF fee to remain at \$130.00. Prior to allocating any awards, the committee first established a contingency fund of 5% of the available revenue (\$82,225) for next year's group to allot for new student-initiated projects and activities. Baring the 5% contingency, we had \$1,480,050 to allocate among 11 annual operating requests.

In addition, we are asking for spending authority on excess fees collected in the 2013-14 academic year to be moved into the contingency budget. We also recommend allocating \$120,824 from our long term reserve to fund the relocation and associated costs to move the fitness from its current location to Husky Hall.

The general criteria used to evaluate each funding request included:

- 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;
- how well the proposed program, activity, or service is conceived and organized and, if previously funded, its track record for success;
- the likelihood of partial or full funding from another source or the probability that alternative funding (full or partial) is available from another source; and

- 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.

An open forum was held on April 26, providing members of the campus community an opportunity to comment on or appeal any of our proposed allocations, budget stipulations, or amendments to the committee's operating guidelines. The budget was approved on April 28th.

While students have supported a new fee of up to \$167 per student per quarter, the financial analyses for the project loan have confirmed that a fee of \$147 (otherwise known as the Student Activities Center Fee) per student per quarter will be required to fully fund the project. UW Bothell students have also partnered with Cascadia Community College (CCC) students and CCC has signed a thirty-year commitment to provide \$570,000 per year to UW Bothell students in accordance with the terms outlined in the attached Memorandum of Understanding between the two institutions.

CCC will begin payments to UW Bothell students in FY 2016, at the time of SAC substantial completion. At that time, it is the recommendation of the Services and Activities Fee Committee that the CCC \$570,000 be used to replace UWB SAF fee collections, and that the UWB SAF fee be reduced by \$47 per student per quarter. This adjustment ensures that in the long-term the net amount paid for the building project by any student, whether enrolled at UWB or CCC, is \$100 per student per quarter.

Recognizing that the new facility will provide significant new opportunities to expand student activities, and acknowledging the students' broad support for new programming and activities, the committee further recommends that a specific SAC programming fee of up to \$22 (otherwise known as the Student Activities Center Programming fee) per quarter per student be considered in FY 2016 in addition to the normal SAF fee annual budget process.

Please feel free to contact me for further information or if clarification is needed. Thank you for your support of our recommendations and efforts. It has been a pleasure to serve on the committee.

Sincerely,



James Anderson, Chairperson
2012-13 SAF Committee
jamesa7@uw.edu

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