VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions

RECOMMENDED ACTION

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

1. Recommended Services and Activities Fee Budget for 2014-15; which is
   inclusive of spending authority on excess fees.
2. Recommended use of Long Term funds in the amount of $560,000 for the
   furniture, fixtures, and equipment for the Student Activities Center (SAC)
   project; as approved at the July 11, 2013 Regents meeting as part of the
   SAC project funding approval.
3. Recommended SAF bylaw revisions.

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:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fee</th>
<th>Academic Year</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991-92</td>
<td>$76</td>
<td>2003-04</td>
<td>$86</td>
</tr>
<tr>
<td>1992-93</td>
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<td>$89</td>
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<td>1994-95</td>
<td>$81</td>
<td>2006-07</td>
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<td>$101</td>
</tr>
<tr>
<td>1997-98</td>
<td>$90</td>
<td>2009-10</td>
<td>$108</td>
</tr>
</tbody>
</table>
VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15 Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions
(continued p. 2)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fee</th>
<th>Year</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998-99</td>
<td>$93</td>
<td>2010-11</td>
<td>$123</td>
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<tr>
<td>1999-00</td>
<td>$93</td>
<td>2011-12</td>
<td>$123</td>
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<tr>
<td>2000-01</td>
<td>$83</td>
<td>2012-13</td>
<td>$130</td>
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<td>2001-02</td>
<td>$83</td>
<td>2013-14</td>
<td>$130</td>
</tr>
<tr>
<td>2002-03</td>
<td>$83</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Recommended Services and Activities Fee Budget for 2014-2015:

a. Services and Activities Fee for 2014-2015

The SAF committee is recommending the SAF fee to remain at $130.00. The fee revenue was calculated by using FY 2014 enrollment revenues (4,250 Annualized and 1,000 Summer FTE). Prior to allocating any awards, the committee first established a contingency fund of 5% of the available revenue ($89,375) for next year’s group to allot for new student-initiated projects and activities. The total estimated fee collection for all four quarters (2014-15) is $1,698,125 as illustrated in schedule 1 below.

In addition, we are asking for spending authority on excess fees collected in the 2014-15 academic year.

We also recommend allocating $560,000 from our long-term reserve to fund the furniture, fixtures, and equipment for the Student Activities Center, as approved at the July 11, 2013 regents meeting.

<table>
<thead>
<tr>
<th>Schedule 1: Distribution of Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,250 FTE assumed</td>
</tr>
<tr>
<td>Estimated Summer 2014 Revenue</td>
</tr>
<tr>
<td>Total Estimated Fee Revenues</td>
</tr>
<tr>
<td>Mandated Loan Fund (5%)</td>
</tr>
<tr>
<td><strong>2014-2015 Student Activities Fee Revenue</strong></td>
</tr>
</tbody>
</table>

b. 2014-15 Allocation of Student Activities and Services Funds

Achieving Community Transformation (ACT) $18,040
ASUWB $186,200
Campus Events Board (CEB) $122,809
Career Services $73,992
VII.  STANDING COMMITTEES

A.  Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions
(continued p. 3)

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare Assistance Program</td>
<td>$0</td>
</tr>
<tr>
<td>Clamor Literary Arts Journal</td>
<td>$12,000</td>
</tr>
<tr>
<td>Club Council</td>
<td>$111,892</td>
</tr>
<tr>
<td>Collegiate DECA</td>
<td>$15,219</td>
</tr>
<tr>
<td>Contingency</td>
<td>$89,375</td>
</tr>
<tr>
<td>EASA Club</td>
<td>$0</td>
</tr>
<tr>
<td>Events and Conference Services (Facilities Use and Events)</td>
<td>$35,179</td>
</tr>
<tr>
<td>Food for Thought Rental and Cleaning</td>
<td>$25,670</td>
</tr>
<tr>
<td>Husky Herald</td>
<td>$21,573</td>
</tr>
<tr>
<td>Library Technology Services</td>
<td>$18,954</td>
</tr>
<tr>
<td>Policy Journal</td>
<td>$6,110</td>
</tr>
<tr>
<td>Recreation and Wellness</td>
<td>$240,797</td>
</tr>
<tr>
<td>Student Activities Center FFE Long Term Investment</td>
<td>$3,863</td>
</tr>
<tr>
<td>Student Engagement and Activities</td>
<td>$154,359</td>
</tr>
<tr>
<td>Student Life Operations</td>
<td>$640,821</td>
</tr>
<tr>
<td>U-Wave Radio</td>
<td>$10,647</td>
</tr>
<tr>
<td>Sub-Total Requested Annual Funding</td>
<td>$1,787,500</td>
</tr>
<tr>
<td>Long Term Fund for the SAC (FF&amp;E)</td>
<td>$560,000</td>
</tr>
</tbody>
</table>

**Total Funding**  $2,347,500

c.  Proposed Operating Expenditures for SAF Funds

1) 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:

   a) Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program.

   b) 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.

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

e) 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.

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

g) 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.

h) 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.

2) 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.

3) 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.

4) 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.

5) 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. 2014-15 Budget Notes and Funding Stipulations

Full Time Enrollment for 2014-2015

On January 10, 2014 the Office of Budget and Fiscal Services presented Services and Activities Fee revenue projections to the SAF Committee. On May 2nd, 2014 the committee voted and approved the adoption of an FTE projection of 4,250 students annualized with a summer enrollment of 1,000 students. This indicates the 2014-2015 annual budget to be set at $1,698,125. Contingency withholdings will total $89,375 to be allocated during the contingency cycle. After concluding deliberations, the Committee recommends that the remaining budget surplus of $3,863 be allocated to the Student Activities Center’s furniture, fixtures, and equipment (FF&E).

The Committee recommends that revenue of $105,000 be allocated from the Sports Field Fee revenue collection for maintenance and operations costs of the Sports and Recreation Complex. The Committee also recommends that revenue in excess of $105,000 from the Sports Field Fee collection be placed in a reserve for lifecycle maintenance and unforeseen expenses.

Stipulations are as follows:
A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions
(continued p. 6)

Achieving Community Transformation (ACT) – $18,040
Funding for programming will be at a lump sum of $4,000. The Committee
also recommends that ACT partner with the Office of Student Life to facilitate
their printing and photocopying needs.

Associated Students of the University of Washington Bothell–$186,200
Funding for programming will be at a lump sum of $7,000. Printing and
photocopying will be used for the purpose of promoting food trucks on
campus and other miscellaneous printing needs. Meals and lodging for travel
will be funded at a lump sum of $22,000.

Campus Events Board – $122,809
Programming dollars will be funded at a lump sum of $49,208. Rainy day and
travel expenditures will be funded at a lump sum of $16,000.

Career Services – $73,992
The “Other” section will be funded at a lump sum of $3,400 to support
electronic and print resources, with $400 being allocated for the purchase of
pens.

Childcare Assistance Program – $0
Due to budget constraints and competing priorities, the Committee will not be
funding the Childcare Assistance Program.

Clamor Literary Arts Journal – $12,000
Clamor will be funded at a lump sum of $12,000 to facilitate their
printing/photocopying, office supplies, and food/refreshment needs.
*All programmatical dollars for this request will be allocated through Club
Council. Other programmatical requests that are not related to the approved
funds above may be made through Club Council. Programmatic expenses
must be in accordance with the SAF and Club Council bylaws.

Club Council -$111,892
Programming dollars will be funded at a lump sum of $60,000 to fund student
clubs and organizations across campus. Programming dollars may also be
used for travel expenses that are inclusive of, but not limited to; per diem,
hotels, airfare, transportation, and tolls/fares.
*The funded amount of $60,000 is to be allocated to student clubs and
organizations by the Club Council for all programmatic expenses in
VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15  
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions  
(continued p. 7)

according to the SAF and Club Council 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. “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.”

Contingency - $89,375

Collegiate DECA – $15,219
Dollars under “Facilities Rentals/Set-ups” is limited for the use of the Annual Spring Dance. As per SAF bylaws, SAF is unable to support fundraising efforts. Transportation will be funded at a lump sum of $6,089 to attend state and international competitions. Meals and lodging for travel will be funded at a lump sum of $3,300. Under the “Other” category, $5,330 will be used to support state and international conference fees.
*All programmatical dollars for this request will be allocated through Club Council. Other programmatical requests that are not related to the approved funds above may be made through Club Council. Programmatic expenses must be in accordance with the SAF and Club Council bylaws.

EASA Club - $0
As reported by the EASA Club, they will not be pursuing SAF funding for the 2014-2105 academic year. EASA plans to work with the Club Council to facilitate their programming needs.

Events and Conference Services - $35,179
Per the original agreement, the Committee will continue to support room reservations for student groups. This award will be allocated as salaries and benefits at a total of $35,179.

Food for Thought Rental and Cleaning – $25,670
A lump sum of $24,670 will be used to maintain this student space on campus. The Committee will continue to fund the rental and cleaning of the Food For Thought lounge area.
VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions
(continued p. 8)

Husky Herald – $21,573
The Committee will be funding a lump sum of $16,900 in salaries and $2,873 in benefits for Husky Herald staff positions. The Editor-in-Chief will be funded at a baseline salary of $5,500 with the remainder of salary dollars to be used for funding remaining staff positions. Promotional items are limited to $800 for the academic year.
*All programmatical dollars for this request will be allocated through Club Council. Other programmatical requests that are not related to the approved funds above, may be made through Club Council. Programmatic expenses must be in accordance with the SAF and Club Council bylaws.

Library Technology Services – $18,954
It is suggested that Library Technology Services partner with the IT Department to facilitate this expenditure in the future.

Policy Journal – $6,110
The Committee will be funding a lump sum of $5,960 for the printing of the Policy Journal. Further, the Committee recommends that the Policy Journal partner with CEB to utilize CEB’s programming dollars to facilitate their desired speaker series.

*All programmatical dollars for this request will be allocated through Club Council. Other programmatical requests that are not related to the approved funds above may be made through Club Council. Programmatic expenses must be in accordance with the SAF and Club Council by-laws.

Recreation and Wellness – $240,797
Programming and events will be funded at a lump sum of $68,000. It is recommended that Recreation and Wellness partner with the Office of Student Life for printing and photocopying. A lump sum of $10,000 will be used for the purchase of recreational equipment. All items under “Other” will be funded at a lump sum of $105,306 of which $105,000 is allocated from the Sports Field Fee.

Student Activities Center FFE Long Term Investment – $3,863

Student Engagement and Activities – $154,359
VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions
(continued p. 9)

Programming dollars will be funded at a lump sum of $24,000. A total of
$10,500 will be used for internal office supplies. A total of $14,000 will be
used to support travel expenditures for students and staff.

Student Life Operations – $640,821

A total of $46,819 will be used for the base line salary and benefits for the
Student Activities Center Manager/Assistant Director (this represents 66.66%
of salaries and benefits for the Student Activities Center Manager/Assistant
Director). Office supplies will be funded at a lump sum of $18,600. A total of
$2,000 will be used for Facilities Cost related to office moves. A total of
$1,000 is to be used for work related motor pool costs/travel to meetings. A
total of $19,400 will be used for professional development for professional
staff members.

U-Wave Radio – $10,647

The station manager will be a student-funded position with a base salary of
$5,500 plus benefits of $935, for a total of $6,435. The station engineer will
be a student-funded position with a base salary of $3,600 plus benefits of $612
for a total of $4,212. The committee stipulates that these positions must be
Services and Activities Fee paying students of the University of Washington
Bothell.

*Programmatical requests may be made through Club Council. Programmatic
expenses must be in accordance with the SAF and Club Council by-laws.

2. Recommended use of Long Term funds in the amount of $560,000 for the
furniture, fixtures, and equipment for the Student Activities Center (SAC)
project; as approved at the July 11, 2013 Regents meeting as part of the SAC
project funding approval.

On June 13, 2013, the Board of Regents approved a new UW Bothell Student
Activities Center Fee of $147 per quarter and a new UW Bothell Student
Activities Center Programming Fee of $22 per quarter to be implemented
upon scheduled occupancy of the new UW Bothell Student Activities Center
in Autumn 2015.

The proposed total project budget is $18,850,000. A total of $18 million will
be funded as an ILP loan to be repaid with the new UW Bothell Student
Activities Center Fee. The remaining $850,000 will be an equity contribution for furniture, fixtures, and equipment from student long-term funds from both UW Bothell ($560,000) and Cascadia Community College ($290,000). Access to the UW Bothell Student Activities Center will be shared with students from Cascadia Community College, which is co-located with UW Bothell on the Bothell campus. Cascadia will contribute a minimum of $570,000 per year to UW Bothell for use of the facility. This amount is based on a $100 per quarter fee approved by Cascadia students for the project.

The $570,000 annual Cascadia payment will reduce the UW Bothell SAF by $47. In the unlikely event that Cascadia defaults on its $570,000 annual payment, UW Bothell students (Services and Activities Fee Committee) have the option of reinstating the $47 per quarter student fee, drawing on SAF reserves to make up all or part of the shortfall, or reducing the SAF program budget as necessary.

Although the new fee was sized to fund the debt service for the project, the loan is supported by all SAF and reserves, and payment of the debt service is made before transfers for other uses.

If the revenues and reserves of the UW Bothell SAF funds are unable to meet debt service obligations, UW Bothell administration will make up any shortfall. The new facility will incur operations and maintenance cost of approximately $362,000 in the first full year of operation. These additional costs will be funded by the new Student Activity Center Fees levied against both UW Bothell and Cascadia Community College students.

The funds sources and uses for the project are as follows:

**Sources of Funds**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Lending Program</td>
<td>18,850,000</td>
</tr>
<tr>
<td>UW Bothell SAF Long-Term Funds (Furnishings &amp; Equip)</td>
<td>560,000</td>
</tr>
<tr>
<td>Cascadia Funding Contribution (Furnishings &amp; Equip)</td>
<td>290,000</td>
</tr>
<tr>
<td><strong>Total, Sources of Funds</strong></td>
<td><strong>19,700,000</strong></td>
</tr>
</tbody>
</table>

**Uses of Funds**

<table>
<thead>
<tr>
<th>Use</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Construction</td>
<td>18,000,000</td>
</tr>
<tr>
<td>Furnishings, Equipment and Other</td>
<td>850,000</td>
</tr>
<tr>
<td>ILP Interest and Cost of Issuance</td>
<td>850,000</td>
</tr>
</tbody>
</table>
VII. STANDING COMMITTEES

A. Academic and Student Affairs Committee

Services and Activities Fee University of Washington Bothell 2014-15
Distribution of Fees, Allocation of Funds, and SAF Guidelines Revisions
(continued p. 11)

Total, Uses of Funds

19,700,000

Annual Debt Service for ILP Loan (30 Years, 5.5%)

Student Fees

1,283,000

3. Recommended approval of SAF bylaw revisions.
As a part of the annual process, the Student Activities Fee Committee conducted its annual review of the SAF Bylaws. The review led to the following updates, which were approved by the Committee on May 23 and by the Chancellor on May 27, 2014:

a. Minor grammatical updates and language clarifications
b. To accurately reflect the structure of ASUWB, references to the organization were changed from ASUWB “Senate” to the “ASUWB Student Government”
c. An update to the Committee Membership section – committee members are not allowed to have more than three consecutive unexcused absences; a removal process was clarified.

Attachments
SAF Committee Recommendations Letter to Chancellor Yeigh, dated May 5, 2014
Letter from Chancellor Yeigh to SAF Committee Chair, dated May 19, 2014
Message from SAF Committee Chair to Chancellor Yeigh, dated May 24, 2014
SAF Guidelines and Operating Procedures
Letter from Chancellor Yeigh to SAF Committee Chair approving revisions to Guidelines, dated May 27, 2014
May 5, 2014

Dear Chancellor Yeigh,

On behalf of the 2013-14 Services and Activities Fee Committee, I am pleased to submit our 2014-15 annual budget and corollary stipulations for your consideration. A total of 18 proposals were received from members of the campus community. These requests totaled $2,198,055, approximately $499,930 more than we had available to allocate.

The committee based its budget on revised net revenue of $1,698,125 computed as follows:

<table>
<thead>
<tr>
<th>Recommended Distribution of Fees for 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>4250 FTE assumed</td>
</tr>
<tr>
<td>Estimated Summer 2014 Revenue</td>
</tr>
<tr>
<td>Net Revenue</td>
</tr>
<tr>
<td>Less Mandated Loan Fund/Financial Aid (5%)</td>
</tr>
<tr>
<td><strong>Revised Net Revenue</strong></td>
</tr>
</tbody>
</table>

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 ($89,375) for next year’s group to allot for new student-initiated projects and activities. Baring the 5% contingency, we had $1,698,125 to allocate among 18 annual operating requests.

In addition, we are asking for spending authority on excess fees collected in the 2014-15 academic year to be moved into the contingency budget.

The general criteria and funding principals were used to evaluate each funding request included:

Criteria:
- 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.
Principals:
- student led, student governed and student centered;
- the degree to which a proposal is linked to an academic program;
- a proposal’s track record of success, and/or research incorporated into the proposal; and
- the amount of opportunities made available to the student body.

An open forum was held on April 4 and 11th, 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 May 2nd.

In addition to the annual SAF allocations, we continue to discuss the Student Activities Center project and the funding of the project. As approved on June 13, 2013:

1) The establishment of a new Student Activities Center Fee for the UW Bothell campus for the construction of a Student Activities Center. The proposed fee is $147 per quarter, per student, with part-time students being charged rates proportionate to that of full-time students. The collection of this fee would begin Autumn 2015, when the facility is at substantial completion; contingent upon July 2013 Board of Regents approval of the project budget and financing plan; and

2) The establishment of a Student Activities Center Programming Fee of up to $22 per quarter, per student, with part-time students being charged rates proportionate to that of full-time students. The collection of this fee would begin Autumn 2015, when the facility is at substantial completion; contingent upon July 2013 Board of Regents approval of the project budget and financing plan.

Over the course of the next year SAF will continue reviewing and discussing the project with ASUWB and the Student Facilities Advisory Committee (SFAC). The focus of these conversations will include:

- As per the approved financial model, $560,000 for the furnishings, fixtures, and equipment (FF&E) will come from SAF long-term funds.
- SAF will continue to have conversations with ASUWB and the Student Facilities Advisor Committee (SFAC) to come up with a final recommendation for the Student Activities Center Programming Fee. Recommendations will follow.
- SAF will continue to plan the implementation of the outlined SAF annual fee reduction upon substantial completion of the Student Activities Center. Recommendation will follow.
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,

[Signature]

James Anderson, Chairperson
2013-14 SAF Committee
jamesa7@uw.edu
May 19, 2014

James Anderson, Chair, Services and Activities Fee Committee
UW Bothell

Dear James,

Thank you for providing the attached recommendations for the 2014-2015 Services and Activities Fee (SAF) budget. I concur with the recommendations of the SAF Committee and will forward the proposed budget for presentation at the June 12 Board of Regents meeting.

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

Sincerely,

[Signature]

Bjorg Wolf Yeigh, Ph.D., F.ASME
Chancellor and Professor

Attachments:
2014-15 SAF Letter
2014-15 SAF Annual Stipulations
Hello Chancellor Yeigh,

After submitting our 2014-2015 Annual Budget recommendations to your office, the Services and Activities Fee Committee (SAF) have made a few small changes to our current bylaws. Throughout the past academic year, we have diligently employed our bylaws to help make key decisions in both our contingency and annual budgeting processes. Attached you will find our current bylaws outlining suggested changes that the committee feels is necessary to implement moving forward into the coming academic year.

As the bylaw's reflect such an important part of our budgeting process, your input would be highly valued on any of our suggested changes. With the due date of the SAF Regents item quickly coming, I kindly ask that we receive any input that you may have promptly. These recommended changes will be accompanying our 2014-2015 Annual Budget presentation to the Board of Regents on June 12th.

Please feel free to let me know if you have any questions regarding the document attached.

Kind regards,

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James Anderson
University of Washington Bothell
ASUWB President-Elect
Services and Activities Fee Committee Chairman
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 Chancellor and authorized 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 Student Government, 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 Chair. Vacancies will be replaced in the same manner as provided for new appointments and for the un-expired term of the original appointment.

D. ASUWB appoints members of the Services and Activities Fee Committee according to procedures for appointing students to University committees and boards established by the ASUWB application process. The ASUWB president shall appoint, in consultation with his or her executive committee, a member of ASUWB 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 removing 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. Grounds for removal would include 3 or more unexcused absences per academic quarter. Unexcused absences will be evaluated by the Chair on a case-by-case basis.

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 (RCW 42.30.110).

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 business 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 no later than five-business days after the meeting minutes are approved. 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, fixtures 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, student-led, 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 by bringing back experiential and educational value 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 and groups (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, Office of Student Affairs 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.

vii. Additional revisions to the SAF Guidelines and Operating Procedures were adopted by the SAF Committee on May 18, 2012, approved by the Chancellor on May 23, 2012, and authorized by the Board of Regents on June 7, 2012
May 27, 2014

James Anderson, Chair, Services and Activities Fee Committee
UW Bothell

Dear James,

Thank you for transmitting the recommendation of the Services and Activities Fee (SAF) Committee for minor revisions to the SAF Bylaws. I approve the revised SAF Bylaws and will include with the UW Bothell 2014-15 SAF Recommendation Item for presentation at the June 12 Board of Regents meeting.

Please convey my appreciation to the SAF Committee for their recommendations.

Sincerely,

[Signature]

Bjorg Wolf Yeigh, Ph.D., F.ASME
Chancellor and Professor

Attachment:
2014-15 SAF Bylaw Revisions
2014-15 SAF Bylaw Revisions message (5/24/14)