

STANDING COMMITTEES

Academic and Student Affairs Committee

Approve Services and Activities Fee – Bothell Campus: 2022-23 Increase of Fee, Distribution of Fees, Allocation of Funds

RECOMMENDED ACTION

It is the recommendation of the administration, the Services and Activities Fee Committee, and the Academic and Student Affairs Committee that the Board of Regents approve for the Bothell campus:

- Increasing the Services & Activities (S&A) fee level to **\$104** per full-time student, per quarter for 2022-23;
- Maintaining the Sports Field fee (**\$30** per quarter), Student Activities Center/ARC1 fee (**\$147** per quarter), and the Student Activities Center Programming/ARC2 fee (**\$22** per quarter) for 2022-23;
- Allocating **\$3,020,775** for 2022-23 annual cycle, which is inclusive of spending authority on excess fees and reflects maintaining the ARC Programming Fee and Sports Field Fee rates at their current levels;
- Using **\$647,326** of long-term funds to support several efforts;
- Total allocation for 2022-23 annual budget and long-term funds is **\$3,668,100**.

BACKGROUND

According to action taken by the 2018 Washington state legislature, the Board of Regents is authorized to annually increase the Services and Activities Fee, under RCW 28B.15.069, “by amounts that shall not exceed four percent per year, judged reasonable and necessary by the services and activities fee committee and the governing board.” As provided under RCW 28B.15.045, a student committee recommends the annual allocations to the Board of Regents for approval.

Each year, on the basis of recommendations by the administration and the S&A Fee Committee, the Board of Regents approves annual S&A Fee allocations for the Bothell campus. Additional allocations may be approved during a given year.

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S&A 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. 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.

Other fees approved by the S&A Fee Committee are the Sports Field Fee and the ARC2 Programming Fee. These fees support the Internal Lending Program mortgage, operations and maintenance of the Sports and Recreation Complex and provide additional programming within the Activities and Recreation Center.

A. Recommended Services and Activities Fee Rates for 2022-23

The quarterly S&A Fee rate history at UW Bothell for the past two biennia is as follows, along with this year's recommendation:

Academic Year	Quarterly Fee Rate
2015-16	\$89
2016-17	\$91
2017-18	\$93
2018-19	\$96
2019-20	\$99
2020-21	\$99
2021-22	\$100
2022-23	\$104

The 2022-23 recommendations grew out of SAF Committee discussions over the course of the current academic year—discussions that included, at several different times, representatives of the units supported by SAF income.

The S&A Fee Committee also oversees the rates of three additional fees: the Sports Field Fee (\$30/quarter), the ARC2 fee (\$22/quarter) and annual payment from Cascadia College (CC) for Cascadia College student access to the Activities and Recreation Center (\$570,000). These fee rates are not recommended to increase in 2022-23.

B. Recommended Services & Activities Fee Budget for 2022-23

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Based on 2020-21 and 2021-22 S&A Fee revenue collections and current year enrollment information, approved by UW Seattle Office of Planning and Budgeting and the UW Bothell Office of Institutional Planning and Budgeting, the S&A Fee Committee estimates 2022-23 revenue at the \$104 fee level per quarter to be approximately \$3,020,775. Projected revenue figures are net of waivers and funds set aside for financial aid. Based on these projections, the Committee recommends funding the below allocations.

The UW Bothell S&A Fee reserve as of April 2022 is \$5,056,738, and is typically used for one-time expenses such as start-up costs and capital investments. The ARC2 long-term is \$1,026,438 and the Sports Field reserve is \$919,947 as of April 2022. Given unspent/returned funds and excess collection during the 2020-21 and 2021-22 academic years due to the pandemic, the long-term reserve increased substantially. In an effort to reinvest those funds collected, the SAF committee decided to allocate 21.4% of the long-term reserve to be allocated to support initiatives deemed important to the student body – a Psychologist position in the Counseling Center and student peer navigators in the Orientation and Transition Program.

The S&A Fee Committee presented its recommendations to the Chancellor of UW Bothell on May 6, 2022 (Attachment 1). The Chancellor concurred with the S&A Fee Committee's recommendations on May 25, 2022 (Attachment 2).

C. Recommended Services & Activities Fee Allocations for 2022-23

The proposed 2022-23 budgets for each program are as follows:

Proposal	Services & Activity Fee	ARC2	Sports Field Fee	SAF Long- Term	Sports Field Long- Term	Total
Associated Students of the University of Washington Bothell	184,285			44,985		229,270
Campus Events Board	178,860			11,250		190,110
Career Services	111,848			500		112,348
Club Council	152,019			30,500		182,519
Facility Improvement Consultant				15,000		15,000

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Fitness Programs	11,185			1,500		12,685
Health and Wellness Resource Center	167,445			23,200		190,645
Husky Tunes						0
Intramural Activities	27,590		78,078	1,001	56,064	162,733
Library Technology	28,575					28,575
Media, Marketing, Graphic Designers	109,389			10,490		119,879
Orientation and Transition Program				1,500		1,500
Orientation and Transition Program – Peer Coaching Program				156,024		156,024
Outdoor Wellness	50,590		17,094	10,306		77,990
Parent Union				130,000		130,000
Recreation Operations	78,283		267,922	4,613		350,818
SAF Committee (not a submitted proposal)	5,193			100		5,293
Student Affairs	515,892			7,500		523,392
Student Diversity Center	340,549			40,050		380,599
Student Legal Services				11,700		11,700
Student Engagement & Activities Operations	149,134	348,691		18,977		516,802
Student Engagement & Activities – Facilities Costs				25,750		25,750
Student Media	59,752			37,015		96,767
Social Justice and Civic Engagement	70,411	20,000		3,800		94,211
The Campus Research and Observational Writings Journal				5,500		5,500

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UW1 Welcome Desk	47,989					47,989
Grand Total	2,288,990	368,691	363,094	591,261		3,668,100

Associated Students of the University of Washington Bothell (ASUWB)

The recommended allocation would continue to support ongoing programs functions, salary, and operations of ASUWB.

Campus Events Board

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Campus Events Board.

Career Services

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Career Services.

Club Council

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Club Council.

Facility Improvement Consultant

The recommended allocation would support a consultant to provide long term planning for repairs and replacements within the Sports and Recreation Complex.

Fitness Programs

The recommended allocation would continue to support ongoing programs functions, salary, and operations of the Fitness Center within the Activities and Recreation Center.

Health & Wellness Resource Center

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Health and Wellness Resource Center.

Husky Tunes

The committee does not recommend allocation for this student club. Funding should be applied for through Club Council.

Intramural Activities

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Intramural Activities.

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Library Technology

The recommended allocation would continue to support ongoing programs functions, salary operations of UWB-CC Campus Library.

Media, Marketing and Graphic Designers (MMGDs)

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Media, Marketing and Graphic Design Assistants.

Orientation and Transition Program

The recommended allocation would support ongoing programs for the Orientation and Transition Program.

Orientation and Transition Program – Peer Coaching Program

The recommended allocation would support the new program functions and salary for the Peer Coaching program.

Outdoor Wellness

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Outdoor Wellness Program.

Parent Union

The recommended allocation will support program functions for students who are parents.

Recreation Operations

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Recreation Operations.

SAF Committee

The recommended allocation, required by the SAF bylaws, will fund the operational costs of the committee.

Student Affairs

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Affairs.

Student Diversity Center

The recommended allocation would continue to support ongoing programs functions, salary, and operations of the Student Diversity Center.

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Student Legal Services

The recommended allocation will support the option for students to access UW Seattle Student Legal Services.

Student Engagement & Activities Operations

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities.

Student Engagement & Activities – Facilities Costs

The recommended allocation would support facilities costs associated with programs.

Student Media

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities – Student Media.

Social Justice and Civic Engagement

The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Social Justice and Civic Engagement Programs of Student Engagement & Activities.

The Campus Research and Observational Writings Journal (CROW)

The recommended allocation would continue to support ongoing program functions for the research journal.

UW1 Welcome Desk

The recommended allocation would continue to support ongoing programs functions, salary, and operations of the UW1 Welcome Desk.

Attachments

1. Letter of Services and Activities Fee Committee Chair to Chancellor Esterberg, dated May 6, 2022
2. Concurrence of Chancellor Esterberg, dated May 25, 2022
3. Presenters' Biographical Information

Dear Chancellor Esterberg,

On behalf of the 2021-2022 Services and Activities Fee Committee (SAF), I am pleased to submit our 2022-2023 annual fiscal budget and related stipulations for your consideration. We received a total of 24 proposals from members of the campus community. These requests totaled \$3,747,196.

The Committee grounded its budget on a revised net revenue of \$3,018,565* based on projections provided by the UW Seattle Office of Planning and Budgeting (OPB) and the UW Bothell Office of Institutional Planning and Budgeting (IPB). We received approximately \$900,000 more in total requests than the revenue SAF has available to allocate, an issue the Committee has faced in previous years.

For next fiscal year, the Committee is strongly recommending increasing the student fee by 4%, a \$4 increase from \$100, which is the maximum percentage increase allowed by OPB this fiscal year. This is due to several factors including rising salary costs, increased cost of living, minimum wage increases, and inflation which is projected to increase 8% this year, all of which will increase the amount SAF will receive in requests. Also, the SAF committee increased the fee by two percent last year, netting a \$1 increase, and did not increase the fee at all the year before that. Due to these reasons, the committee recommends increasing the fee next fiscal year to allow us to not only address the factors listed above, but also extend the reach of our finances for the future as we continuously build upon marginal increases. Moreover, this will permit the Committee to invest in new projects in the future, especially with consideration of the residential village coming in 2024.

Each year funding is returned to the SAF Committee that was allocated and unspent; this is typically 16% of the total budget allocation. The Committee has decided to go beyond our typical SAF long-term return of 16% to roughly 30% in an effort to fund some of the new programs and services we feel students should have access to next year such as the Psychologist for the Counseling Center, Parent Union and Peer Coaching program. This will also cut into the long-term savings accounts. The committee feels this is in the best interests of students given the committee received two million dollars in funding returned to our long-term account due to the COVID-19 pandemic in which groups had to greatly reduce their programming and subsequent costs. This decision was made following section (10)(C) of SAF's bylaws which allows additional excess funds collected over the course of the academic year to be allocated in the annual process in the following academic year at the discretion of the Committee.

The long-term savings accounts have the following balances as of April 2022:

- \$5,056,738 SAF Long-Term
- \$1,026,438 ARC \$22
- \$919,947 Sports Field

To manage our long-term savings accounts, the Committee determined several categories of prioritization and ordered those balances in the following manner:

1. Operations: \$2M + 5% of what is returned annually (rationale, this represents roughly 50-60% of what is allocated annually)

2. Facility Improvements: possibly \$2M; depending on what a consultant says (this will be confirmed after next year's consultant report is received and reviewed). [Caveat: If the \$2M for the facility improvements is too much, then the excess amount will be moved to ARC Phase II.]
3. ARC Phase II: \$3M + 10% of whatever is returned annually [Caveat: if the facility improvements need a higher amount than \$2M starter package, then the percentage returned annually is deferred to the facility improvements until the minimum amount is achieved.]

To better understand the 'facility improvements' budget split amount, the SAF committee will be allocating funding for a consultant to help the institution and students understand the needs of replacement costs in the sports and recreation complex and how that impacts their long-term funding.

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

Criteria:

- 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;
- Likelihood of partial or full funding from another source or the probability that alternative funding (full or partial) is available from another source; and
- 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.

Principles:

- Student-led, student-governed and student-centered;
- Proposal should benefit a wide range of students;
- 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;
- The number of opportunities made available to the student body

Open forums were held on Friday, April 8, 2022 providing members of the campus community an opportunity to comment on or appeal any of our proposed allocations, budget stipulations, or amendments. The budget was approved on Friday, April 22, 2022.

Please 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.

Regards,

Evelynn Michaud-Spangler

SAF Committee Chair 2021-2022

*FY23 revenue projections pending final confirmation

6/9/22

**STUDENT AND ACTIVITIES FEE COMMITTEE**

May 25, 2022

Kristin G. Esterberg, PhD
Chancellor and Professor
UW Bothell

Dear Chancellor Esterberg,

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STUDENT AND ACTIVITIES FEE COMMITTEE

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Regards,

Evelynn Michaud-Spangler

SAF Committee Chair 2021-2022

Concurrence

I concur with these recommendations and thank the committee chair and members for their thoughtful consideration and service to UW Bothell

A handwritten signature in black ink that reads "Kristin G. Esterberg".

Dr. Kristin G. Esterberg
Chancellor & Professor
University of Washington Bothell

Presenters' Biographical Information

Evelynn Michaud-Spangler 2021-2022 Service and Activities Fee Committee
Chair

Evelynn Michaud-Spangler is the 2021-2022 SAF Chair. She is a graduating senior double majoring in Global Studies and Law, Economics, and Public Policy with minors in Human Rights, Health Studies, and Geography. This is her first year on SAF. In addition to the SAF Committee, she also chairs the Student Technology Fee Committee, and has previously served as Parliamentarian for ASUWB in which she chaired the Elections Committee.

Outside of UWB, she works as a research assistant at an education policy think tank, the Center on Reinventing Public Education. Her student leadership experience in SAF, STF, and ASUWB as an advocate for evidence-based initiatives that increase student achievement at UWB in addition to her education research has inspired her to pursue graduate studies in the future to continue working in education policy research.

Emily Christian, Ed.D., *Dean of Enrollment Services at UW Bothell*

Emily Christian has been with UW Bothell for fourteen years and in higher education for over 20 years in a variety of student affairs roles. This is her fifth year serving as an adviser for SAF. Emily has an Ed.D in Higher Education Administration, a MS in Career Counseling, and a BA in Cultural Anthropology.

Gina Christian, Ph.D., *Administrative Manager for Enrollment Management & Student Affairs at UW Bothell*

Gina Christian has been with UW Bothell for seven years and in higher education for over 19 years in a variety of student- and faculty-serving, operational, and fiscal roles. This is the third year she has been an advisor for SAF. Gina has a Ph.D. in Higher Education Administration, an MBA, and a BS in Human Services with a minor in Management.