

**STANDING COMMITTEES****Academic and Student Affairs Committee****Approve Services and Activities Fee – Bothell Campus: 2023-24 Maintenance of Fee, Distribution of Fees, Allocation of Funds****RECOMMENDED ACTION**

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

- Maintaining the Services & Activities (S&A) fee level at **\$104** per full-time student, per quarter for 2023-24;
- 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 2023-24;
- Allocating **\$3,021,000** for 2023-24 annual cycle, which is inclusive of spending authority on excess fees and reflects maintaining the S&A Fee, ARC Programming Fee, and Sports Field Fee rates at their current levels;
- Using **\$1,000,582** of long-term funds to support several efforts;
- Total allocation for 2023-24 annual budget and long-term funds is **\$4,021,582**.

**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 2023-24:

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
2023-24	\$104

The 2023-24 recommendations grew out of SAF Committee discussions over the course of the current academic year— several discussions that included 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 2023-24.

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##### B. Recommended Services & Activities Fee Budget for 2023-24:

Based on 2021-22 and 2022-23 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 2023-24 revenue at the \$104 fee level per quarter to be approximately \$3,021,000. 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 May 2023 is \$4,697,274 and is typically used for one-time expenses such as start-up costs and capital investments. The ARC2 long-term is \$1,082,037 and the Sports Field reserve is \$861,949 as of April 2023. Given unspent/returned funds and excess collection during the 2020-21, 2021-22, 2022-2023 academic years due to the pandemic and subsequent return to normal operations, 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 March 26th, 2023 (Attachment 1). The Chancellor concurred with the S&A Fee Committee's recommendations on TK (Attachment 2).

##### C. Recommended Services & Activities Fee Allocations for 2023-24:

The proposed 2023-24 budgets for each program are as follows:

<b>Proposal</b>	<b>Services &amp; Activity Fee</b>	<b>ARC2</b>	<b>Sports Field Fee</b>	<b>SAF Long-Term</b>	<b>Sports Field Long-Term</b>	<b>Total</b>
ARC: Fitness	\$12,523	\$0	\$0	\$0	\$0	\$12,523
ARC: Intramural Activities	\$0	\$0	\$108,008	\$0	\$0	\$108,008
ARC: Outdoor Wellness: Outdoor Wellness Leaders (OWLS)	\$0	\$0	\$119,908	\$0	\$0	\$119,908

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ARC: Programming Operations	\$302,133	\$0	\$53,213	\$0	\$0	\$355,346
ARC: Sports and Recreation Complex	\$0	\$0	\$56,450	\$0	\$0	\$56,450
Associated Students of the University of Washington Bothell	\$244,122	\$0	\$0	\$0	\$0	\$244,122
Beta Alpha Psi	\$5,010	\$0	\$0	\$0	\$0	\$5,010
Campus Library	\$0	\$0	\$0	\$30,935	\$0	\$30,935
Career Services	\$124,654	\$0	\$0	\$0	\$0	\$124,654
Counseling Center	\$0	\$0	\$0	\$152,234	\$0	\$152,234
Electric Motorsport	\$12,730	\$0	\$0	\$0	\$0	\$12,730
Health and Wellness Resource Center (HaWRC)	\$0	\$0	\$0	\$205,755	\$0	\$205,755
Holly the Husky	\$0	\$0	\$0	\$2,971	\$0	\$2,971
Media, Marketing and Graphic Design (MMGD)	\$109,326	\$0	\$0	\$0	\$0	\$109,326
Orientation & Transition Program (OTP)	\$0	\$0	\$0	\$3,600	\$0	\$3,600
Orientation & Transition Program (OTP): Peer Coaching Program	\$0	\$0	\$0	\$126,393	\$0	\$126,393
Parenting Student Resource Program	\$0	\$0	\$0	\$150,000	\$0	\$150,000
SAF Ops	\$0	\$0	\$0	\$17,450	\$0	\$17,450
Student Affairs	\$371,049	\$0	\$0	\$0	\$0	\$371,049
Student Affairs: Student Legal Services	\$9,700	\$0	\$0	\$0	\$0	\$9,700
Student Diversity Center - Operations	\$0	\$0	\$0	\$310,363	\$0	\$310,363
Student Diversity Center - Programming	\$154,433	\$0	\$0	\$0	\$0	\$154,433
Student Engagement & Activities (SEA): Campus Event Board	\$168,154	\$0	\$0	\$0	\$0	\$168,154

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Student Engagement & Activities (SEA): Club Council	\$241,180	\$0	\$0	\$0	\$0	\$241,180
Student Engagement & Activities (SEA): Facilities	\$25,750	\$0	\$0	\$0	\$0	\$25,750
Student Engagement & Activities (SEA): Operations	\$203,372	\$351,841	\$0	\$0	\$0	\$555,213
Student Engagement & Activities (SEA): Social Justice Programs	\$98,939	\$0	\$0	\$0	\$0	\$98,939
Student Engagement & Activities (SEA): Student Media	\$122,802	\$0	\$0	\$0	\$0	\$122,802
The CROW (Campus Research and Observations)	\$5,464	\$0	\$0	\$881	\$0	\$6,345
TrickFire Robotics	\$29,560	\$0	\$0	\$0	\$0	\$29,560
UW1 Welcome Desk	\$60,679	\$0	\$0	\$0	\$0	\$60,679
Facility Improvement Consultant	\$0	\$0	\$0	\$0	\$30,000	\$30,000
<b>Grand Total</b>	<b>\$2,301,580</b>	<b>\$351,841</b>	<b>\$337,579</b>	<b>\$1,000,582</b>	<b>\$30,000</b>	<b>\$4,021,582</b>

<b>ARC: Fitness</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of ARC: Fitness.
<b>ARC: Intramural Activities</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of ARC: Intramural Activities.
<b>ARC: Outdoor Wellness: Outdoor Wellness Leaders (OWLs)</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of ARC: Outdoor Wellness: Outdoor Wellness Leaders (OWLs).
<b>ARC: Programming Operations</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of ARC: Programming Operations.
<b>ARC: Sports and Recreation Complex</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of ARC: Sports and Recreation Complex.

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<b>Associated Students of the University of Washington Bothell</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Associated Students of the University of Washington Bothell .
<b>Beta Alpha Psi</b>	The recommended allocation would allow Beta Alpha Psi to properly recognize our student body and partnerships. BAP's partnerships have greatly contributed to UW Bothell's Mentorship Edge (ME) program, bringing professionals from all industries.Beta Alpha Psi.
<b>Campus Library</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Campus Library.
<b>Career Services</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Career Services.
<b>Counseling Center</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Counseling Center.
<b>Electric Motorsport</b>	The recommended allocation would enable accessibility to job-readying experience to all UWB studentsElectric Motorsport.
<b>Health and Wellness Resource Center (HaWRC)</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Health and Wellness Resource Center (HaWRC).
<b>Holly the Husky</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Holly the Husky.
<b>Media, Marketing and Graphic Design (MMGD)</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Media, Marketing and Graphic Design (MMGD).
<b>Orientation &amp; Transition Program (OTP)</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Orientation & Transition Program (OTP).
<b>Orientation &amp; Transition Program (OTP): Peer Coaching Program</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Orientation & Transition Program (OTP): Peer Coaching Program.
<b>Parenting Student Resource Program</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Parenting Student Resource Program.
<b>SAF Ops</b>	The recommended allocation, required by the SAF bylaws, will fund the operational costs of the committee, SAF Ops.
<b>Student Affairs</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Affairs.
<b>Student Affairs: Student Legal Services</b>	The recommended allocation will support the option for students to access UW Seattle Student Legal Services.Student Affairs: Student Legal Services.
<b>Student Diversity Center - Operations</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Diversity Center - Operations.

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<b>Student Diversity Center - Programming</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Diversity Center - Programming.
<b>Student Engagement &amp; Activities (SEA): Campus Event Board</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities (SEA): Campus Event Board .
<b>Student Engagement &amp; Activities (SEA): Club Council</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities (SEA): Club Council.
<b>Student Engagement &amp; Activities (SEA): Facilities</b>	The recommended allocation would support facilities costs associated with programs.Student Engagement & Activities (SEA): Facilities.
<b>Student Engagement &amp; Activities (SEA): Operations</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities (SEA): Operations.
<b>Student Engagement &amp; Activities (SEA): Social Justice Programs</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities (SEA): Social Justice Programs .
<b>Student Engagement &amp; Activities (SEA): Student Media</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of Student Engagement & Activities (SEA): Student Media.
<b>The CROW (Campus Research and Observations)</b>	The recommended allocation would continue to support ongoing program functions for the research journal.The CROW (Campus Research and Observations).
<b>TrickFire Robotics</b>	The recommended allocation would enable accessibility to job-readying experience to all UWB studentsTrickFire Robotics.
<b>UW1 Welcome Desk</b>	The recommended allocation would continue to support ongoing programs functions, salary, and operations of UW1 Welcome Desk.
<b>Facility Improvement Consultant</b>	The recommended allocation would support a consultant to provide long term planning for repairs and replacements within the Sports and Recreation Complex.Facility Improvement Consultant.

#### *Attachments*

1. SAF Recommendations Letter to Chancellor Esterberg, with Concurrence of Chancellor Esterberg, dated March 26, 2023
2. SAF- UW Bothell, Presenters' Biographical Information

6/8/23

## SERVICES AND ACTIVITIES FEE COMMITTEE

April 26th, 2023

**Kristin G. Esterberg, PhD**  
**Chancellor and Professor**  
**UW Bothell**

Dear Chancellor Esterberg,

It is my distinct honor and privilege to write you this letter on behalf of the 2022-2023 Services and Activities Fee (SAF) Committee, to submit our budget for fiscal year 2024 and related stipulations for your consideration. We received a total of 30 proposals from members of the campus community. These requests totaled \$3,939,693.

The Committee grounded its budget on a projected net revenue of \$3,021,000 based on enrollment targets provided by Enrollment Management and Institutional Research. We received approximately \$918,000 more in total requests than the projected revenue that the SAF Committee has available to allocate.

For the next fiscal year, **the Committee is strongly recommending to maintain the following student fees**, per full-time student, per quarter for the next academic year:

- Services & Activities Fee at \$104
- Sports Field Fee at \$30
- Student Activities Center / ARC1 Fee at \$147
- Student Activities Center Programming / ARC2 Fee at \$22

The Committee's Reserve accounts have the following balances as of April 2023:

- \$4,683,367 SAF
- \$1,078,856 ARC Programming
- \$857,606 Sports Field

The Services and Activities Fee Committee has allocated \$3,991,582 in operational expenses for the next fiscal year to various groups with stipulations; a more detailed breakdown has been attached to this letter.

To better understand the facility improvements budget for the future, the SAF Committee will be allocating \$30,000 in our capital budget 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 reserve funding.



The Committee has decided to approve the attached requests in an effort to allocate funding to expand programs and services we feel students should have access to next year such as the Parenting Student Resources Program, Outdoor Wellness Leaders, Club Council, Student Media, and ASUWB. The Committee also allocated funding or new groups that applied this year such as Beta Alpha Psi, Electric Motorsport, and TrickFire Robotics. Although the total requests exceed projected revenue by \$918,000, we do not expect an impact on our reserves. Each year funding is returned to the SAF Committee that was allocated and unspent; this is typically 16% of the total budget allocation (excess funds returned). For FY23, approximately 24% of the allocation is expected to be returned (\$950,000).

The Committee used the following criteria and funding principles that were used to evaluate each funding request:

**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

The Committee also voted to adopt the following revisions to the Services Activities Fee Committee Operations Guidelines and Operating Procedures:

**Bylaw Revisions:**

- Adopt various technical changes to the bylaws that reference various sections from the Revised Code of Washington, Constitution of the State of Washington, Washington Administrative Code, and the Division of Enrollment Management and

Student Affairs to keep references correct and up to date. A technical change to allow all committee members to be compensated for their work and a technical change to keep track of capital expenditures.

- Adopt a requirement for student organizations to submit a letter of recommendation for their budget proposal from the Department of Student Engagement and Activities, and delegate budget ownership to the Department of Student Engagement and Activities. This requirement has been part of the proposal application process for years and by formalizing this requirement into the bylaws it will also help to inform the campus community. By delegating SAF budget ownership to the Department of Student Engagement and Activities, it will allow for student organizations to have a consolidated and efficient means of communications for their finances.

Open forums were held on Friday, March 31st, 2023 providing members of the campus community an opportunity to comment on or appeal any of our proposed allocations, budget stipulations, or amendments. The budget and bylaw revisions were approved on Friday, April 14, 2023.

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.

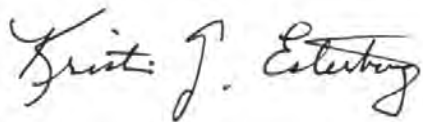
The preparation of this letter could not have been accomplished without the professionalism and dedication demonstrated by the financial and management personnel of each group, and the SAF committee members.

Warm Regards,

**Thomas Rickert Tumbokon**  
**Committee Chair**  
School of Business

**Concurrence**

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



Kristin G. Esterberg, Ph.D.  
Chancellor and Professor  
University of Washington Bothell

## ANNEX A: Summary Overview of Revenues and Allocations

<b>S&amp;A Fee Recommendations</b>	
Projected S&A Revenue	\$ 3,021,000
<b>Projected Total Revenue</b>	<b>\$ 3,021,000</b>
<b>Expenses</b>	
<b>Operations</b>	
ARC: Fitness	\$ 12,523
ARC: Intramural Activities	\$ 108,008
ARC: Outdoor Wellness: Outdoor Wellness Leaders (OWLs)	\$ 119,908
ARC: Programming Operations	\$ 355,346
ARC: Sports and Recreation Complex	\$ 56,450
Associated Students of the University of Washington Bothell	\$ 244,122
Beta Alpha Psi	\$ 5,010
Campus Library	\$ 30,935
Career Services	\$ 124,654
Counseling Center	\$ 152,234
Electric Motorsport	\$ 12,730
Health and Wellness Resource Center (HaWRC)	\$ 205,755
Holly the Husky	\$ 2,971
Media, Marketing and Graphic Design (MMGD)	\$ 109,326
Orientation & Transition Program (OTP)	\$ 3,600
Orientation & Transition Program (OTP): Peer Coaching Program	\$ 126,393
Parenting Student Resource Program	\$ 150,000
SAF Ops	\$ 17,450
Student Affairs	\$ 371,049
Student Affairs: Student Legal Services	\$ 9,700
Student Diversity Center - Operations	\$ 310,363
Student Diversity Center - Programming	\$ 154,433
Student Engagement & Activities (SEA): Campus Event Board	\$ 168,154
Student Engagement & Activities (SEA): Club Council	\$ 241,180
Student Engagement & Activities (SEA): Facilities	\$ 25,750

Student Engagement & Activities (SEA): Operations	\$ 555,213
Student Engagement & Activities (SEA): Social Justice Programs	\$ 98,939
Student Engagement & Activities (SEA): Student Media	\$ 122,802
The CROW (Campus Research and Observations)	\$ 6,345
TrickFire Robotics	\$ 29,560
UW1 Welcome Desk	\$ 60,679
<b>Total Operational Expenses</b>	<b>\$ 3,991,582</b>
<b>Capital</b>	
Sports and Recreation Complex Consulting	\$ 30,000
<b>Total Capital Expenses</b>	<b>\$ 30,000</b>
<b>Change to Reserve Fund Balance</b>	<b>\$ (1,000,582)</b>
<b>Reserve Fund Balance Remainder</b>	<b>\$ 5,619,247</b>

### **Budget Stipulations from the Services and Activities Fee Committee Guidelines and Operating Procedures:**

All Groups receiving SAF funds are responsible for following all guidelines, procedures and reconciliation of funds as set forth by the [Revised Code of Washington \(RCW\)](#), [Washington Administrative Code \(WAC\)](#), SAF Committee, Division of Enrollment Management and Student Affairs, and University policy and procedures. (Section 11 of the SAF Bylaws)

### **Budget Stipulations for ASUWB:**

Funds allocated to ASUWB for lobbying activities shall be limited to:

- (A) Provide information or communication on matters pertaining to official agency business to any elected official or officer or employee of any agency or
- (B) Advocate for the official position or interests of ASUWB to any elected official or officer or employee of any agency.
- (C) Follow any other constraints on public agencies and must meet the reporting requirements in [\(RCW 42.17A.635\)](#). (Section 5 (e) of the SAF Bylaws)

## **ANNEX B: Detailed Revisions to the Services and Activities Fee Committee Guidelines and Operating Procedures**

### **Section 1. Services and Activities Fees**

- 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 Office of the Chancellor and authorized by the Board of Regents. Increases in the fee are subject to the procedures of [RCW 28B.15.069 \(2\)](#).
- The Services and Activities Fee reserve fund shall consist of all unallocated revenue (refer to the SAF Bylaws sections 9 and 10) derived from the collection of Services and Activities Fees and accrued interest.
- Services and Activities Fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the chief fiscal officer of the University of Washington ([RCW 28B.15.045\(9\)](#))
- 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 ([chapter 43.88 RCW](#)) ([RCW 28B.15.045\(10\)](#))
- In addition to the regulations governing the use of Services and Activities Fees, a section of the Washington State Constitution prohibits the use of public funds (Services and Activities Fees are considered public funds) with regard to making gifts or loans of money or property. ([ARTICLE VIII SECTION 5 CREDIT NOT TO BE LOANED](#))
- All information pertaining to services and activities fees budgets shall be made available to interested parties. Annually, by September 30th, the services and activities fees committee, in coordination with the administration of the University of Washington Bothell, shall post services and activities fees expenditure information for the prior academic year on the university website so that the information is clearly visible and easily accessible to students and the public. At a minimum, the services and activities fees budget information must include all the major categories of expenditure and the amounts expended in each category. ([RCW 28B.15.045 \(11\)](#)).
- The University of Washington shall deposit a minimum of three and one-half percent of revenues collected from services and activities fees into the University of Washington financial aid fund. ([RCW 28B.15.820 \(1\)](#)).

### **Section 2. Committee Membership**

- Ex-officio, non-voting members of the Committee should include a representative from Planning and Administration, and a representative from the Division of Enrollment Management and 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 Planning and Administration and the Division of Enrollment Management and Student Affairs is to provide information and orientation, background materials, and general support and guidance to the Committee.
- ASUWB and the Division of Enrollment Management and Student Affairs are responsible for recruiting potential members, following an application process. ASUWB confirms members of the Services and Activities Fee Committee. The ASUWB president shall appoint, in accordance with ASUWB bylaws, 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.
- Vice Chair: Fulfill the duties of the Chairperson in the event of absence, resignations, or forfeiture of the SAF Chair and other duties assigned. It is ideal that the Vice Chair attends the weekly meeting with the Chair and the Advisor. Responsible for documenting weekly minutes and publishing to the SAF website. Sharing drafts of minutes for SAF preview prior to the SAF meeting.

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

- As the committee is a Recognized Student Association at the University of Washington Bothell, the committee must also follow provisions of the open public meetings act as contained in [\(RCW Chapter 42.30\) \(RCW 42.30.200\)](#).

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

- The Committee shall notify the campus community of the opportunity to submit requests for annual funding no later than January 10th
  - The intent of the annual operating budget is to support on-going student activities, services, and programs. It is the primary intent that the reserve fund shall be used to purchase capital (non-recurring) equipment, fixtures and furnishings, lease and/or bond obligations, and other related expenditures as part of the annual capital budget.
  - Registered Student Organizations primarily receive funding from Committee delegated entities from various groups in the Department of Student Engagement and Activities, and the Committee directly grants funding in very rare instances. For this reason, Registered Student Organizations can only submit budget proposals that have a letter of recommendation from the

Department of Student Engagement and Activities who will also act as their budget owners.

- If, during the year, there are unanticipated non-recurring expenses, and if there are sufficient reserve 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 reserve fund to the current operating and / or capital budget.

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

- 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:
  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, food, 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 \$1,500 per student and \$30,000 per group per group unless expressly stated otherwise by the SAF Committee upon awarding of funds. UWB administration may place a hold on registration for any student who has an outstanding monetary debt due to SAF
- In accordance with the Constitution of the State of Washington, 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 ([ARTICLE VIII SECTION 5 CREDIT NOT TO BE LOANED](#)).
- State law also prohibits contributions of Services and Activities Fees or property to a political candidate or cause in connection with any local or state election. ([RCW 42.17A.550](#)).
- Services and Activities fees may be used for lobbying by ASUWB and may also be used to support a statewide or national student organization or its equivalent that may engage in lobbying. ([RCW 28B.15.610](#)).
- Funds allocated to ASUWB for lobbying activities shall only be used to:
  - (A) Provide information or communication on matters pertaining to official agency business to any elected official or officer or employee of any agency or

(B) Advocate for the official position or interests of ASUWB to any elected official or officer or employee of any agency.

(C) Follow any other constraints on public agencies and must meet the reporting requirements in [\(RCW 42.17A.635\)](#).

## **Section 9. Reserve Fund**

- The Reserve 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 sufficient portion of the excess funds must be returned to the Reserve Fund to restore it to the 30% minimum annual projection should it fall below that level.
- Additional excess funds collected over the course of the academic year may be allocated in the annual process in the following academic year at the discretion of the Committee.

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

- Groups receiving SAF funds are responsible for following all guidelines, procedures and reconciliation of funds as set forth by the [Revised Code of Washington \(RCW\)](#), [Washington Administrative Code \(WAC\)](#), SAF Committee, Division of Enrollment Management and Student Affairs, and University policy and procedures.

## **Section 12. Committee Operations**

- 0.625% of the SAF annual budget will be withheld for operational costs of the committee. Operational costs include printing, supplies, marketing, and compensation for the Chair, Vice Chair, and committee members.
- The Chair, Vice Chair, and committee members will be compensated quarterly via student fixed fee at an amount to be determined by the prior year's committee and approved by the Chancellor.



*Presenters' Biographical Information*



**Thomas Rickert Tumbokon**

Services and Activities Fee Committee Chair, UW Bothell  
Sophomore, UW Bothell School of Business

Thomas is a second-year undergraduate at the University of Washington Bothell, pursuing a degree in Business Administration with concentrations in Accounting and Finance. In addition to his studies, Thomas has been involved being a member of two Registered Student Organizations (FASA sa UWB and Beta Alpha Psi - Mu Psi Chapter), and involved in student government with two years of active participation on the SAF Committee. Most recently, he was elected to serve as the

ASUWB Director of Campus Partnerships for the upcoming academic year, also making him the first SAF Committee Chair since 2014 to win an election to the ASUWB Executive Board. Thomas' favorite instrumental song is Les Toréadors from Carmen Suite No. 1.



**Tim Wilson, Ph.D.**

Dean of Student Affairs at UW Bothell

Tim Wilson has served as the Dean of Student Affairs since 2018. Prior to his arrival at UWB, he served in a variety of roles at Seattle University, the University of Missouri, and Willamette University. Dr. Wilson earned his Bachelor's degree in Marketing at San Diego State University, an M.Ed from the University of Vermont, and his doctorate from the University of Missouri.