

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

ANNEX A: Summary Overview of Revenues and Allocations

S&A Fee Recommendations	
Projected S&A Revenue	\$ 3,021,000
Projected Total Revenue	\$ 3,021,000
Expenses	
Operations	
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
Total Operational Expenses	\$ 3,991,582
Capital	
Sports and Recreation Complex Consulting	\$ 30,000
Total Capital Expenses	\$ 30,000
Change to Reserve Fund Balance	\$ (1,000,582)
Reserve Fund Balance Remainder	\$ 5,619,247

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.