

## STANDING COMMITTEES

Academic and Student Affairs Committee

Approve Services and Activities Fee – Tacoma Campus: 2022-23 Maintenance of Fee, Operating and Capital Allocations

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 Tacoma campus:

- Maintaining the current Tacoma S&A fee level at **\$158** per full-time student per quarter for 2022-2023;
- Maintaining the current Tacoma Y fee level at **\$180** per quarter for 2022-23: this rate will be standardized at the same rate (rather than prorated based on credit hours) for all students beginning Fall quarter of 2022-23 academic year;
- Allocating **\$2,490,008** for 2022-23 program operations;
- Allocating **\$440,008** from the Short-Term Contingency Fund to program operations;
- Allocating **\$0** from the Short-Term Contingency Fund to the Long-Term Fund;
- Allocating **\$0** from the Long-Term Contingency Fund to the Short-Term Fund; and,
- Revising and retitling the Services & Activities Fee Committee Guidelines to the Services & Activities Fee Committee Bylaws.

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.

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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 Tacoma campus. Additional allocations may be approved during a given year.

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 a similar manner. The Board of Regents, at the September 27, 1991, meeting, approved the initial Guidelines that established the S&A Fee Committee for the Tacoma campus and its operating procedures.

The Tacoma S&A Fee Committee reviews and approves the S&A and the UWT-Y Fees on an annual basis. The UWT SAF will be maintained at \$158 per quarter for 2022-23. The UWT Y Fee has historically been prorated for students who are enrolled at less than 10 credits. However part-time students have the same level of access to the UWT Y as students who pay the full fee amount of \$180 per quarter. Given that the S&A Fee Committee has determined to remove the provision and standardize the UWT Y Fee of \$180 for all students enrolled, which will take effect starting Fall of the 2022-23 academic year.

On the topic of the University Y, Jan Rutledge is expecting to fulfill the bond payment during the Autumn 2022 Special Allocation period. This is because summer quarter enrollment goes into the calculation of the payment amount so by having the annual bond payment reviewed and approved by SAFC in the autumn, there will be more detailed information on the amount of the payment, as well as an updated figure of the amount of funds available in the short-term contingency fund following the receipt of surplus funds from the 2021-2022 academic year.

#### A. Recommended Services & Activities Fee Rates for 2022-23:

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

<b>Academic Year</b>	<b>Quarterly Fee Rate</b>
2016-17	\$159
2017-18	\$159
2018-19	\$158
2019-20	\$158
2020-21	\$158
2021-22	\$158
2022-23	\$158

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

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

Based on 2019-20 and 2020-21 S&A Fee revenue collections and current year enrollment information, the S&A Fee Committee estimates 2022-23 revenue at the \$158 fee level per quarter to be approximately \$2,050,000. Projected revenue figures are net of waivers and funds set aside for financial aid. Based on these projections, the Committee recommends allocating the full amount of \$2,050,000 in addition to the \$440,008 from the Short-Term Contingency Fund to fund the below allocations.

The Tacoma S&A Fee long-term contingency is currently at a total of \$1.5 million and is typically used for capital and other projects not part of the annual allocation process. This is an estimate based on end-of-year projections.

#### C. Services & Activities Fee Allocations for 2022-23:

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

<b>Program</b>	<b>2022-23</b>	<b>% Change</b>
Associated Students of UW Tacoma	\$273,639	15.46
Career Development	\$39,443	-6.76
Center for Equity & Inclusion	\$257,743	-12.42
Center for Service & Leadership	\$61,214	-19.00
Center of Student Involvement Welcome Days (New)	\$8,709	-
Child Care Assistance Program	\$60,000	-41.97
Conference & Event Fund	\$50,000	-71.67
Department of Student Life	\$673,969	15.30
First Generation Fellows	\$95,890	-15.30
Giving Garden	\$56,580	133.80
Global Ambassadors	\$15,101	-17.00
Health Promotion Specialist & Title IX	\$76,582	6.9
Husky Success Series	\$2,700	8.00

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Husky Sustainability Fund	\$90,000	-27.6
Peer Success Mentor Program	\$12,656	-14.4
Registered Student Organizations	\$47,786	-9.3
Services & Activities Fee Committee	\$10,400	0.0
Student Advising Mentor Program	\$7,516	-64.4
Student Activities Board	\$156,624	-10.9
Student Health Services	\$100,000	-55.9
Student Publications	\$186,145	-18.7
University Y & Dawg House	\$174,311	-15.4
Veterans & Military Resource Center	\$33,000	-57.8
<b>TOTAL ALLOCATIONS</b>	<b>\$2,490,008</b>	<b>-13.46%</b>

#### **Associated Students of University of Washington Tacoma (ASUWT)**

The Associated Students of UW Tacoma represents and promotes student interests, needs, and welfare within the University community through committee representation and administrative-level interactions. It also provides for the expression of student opinion and interests to the community at-large and assists the University in providing physical and social environments.

#### **Career Development and Education**

Career Development and Education is a service to all current and alumni students in developing, evaluating, and implementing career and educational decisions. Their staff supports students' endeavors toward a rewarding college experience and successful professional growth beyond UW Tacoma. The Career Development and Education program has achieved high success during its first year, and thus it was decided to continue to support this program.

#### **Center for Equity and Inclusion**

The Center for Equity and Inclusion (CEI) is a service to the students which strives to create a welcoming and inclusive environment that enables all members of the UW Tacoma community to learn through the exploration of human differences. CEI provides programs and support in three main areas: enhancing campus education, developing community partnerships, and building a diverse campus community.

#### **Center for Service and Leadership**

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The Center for Service and Leadership provides leadership, personal and professional development for students through their participation and reflection in community engagement and opportunities. Consisting of Volunteer Services and Leadership Endorsement, CSL provides a wide range of experiences for students, based on their passion and commitment, while enhancing their leadership skills and community engagement.

#### **Center for Student Involvement Welcome Days**

Center for Student involvement (CSI) Welcome Days provides an opportunity for students to meet new people, learn about UW Tacoma, and get immersed into UW Tacoma and Husky culture at the beginning of Autumn, Winter, and Spring quarters. Welcome Days activities and events are executed to ensure the growth of UW Tacoma campus and to make students feel welcomed to remain on campus for their entire education.

#### **Childcare Assistance Program**

The Childcare Assistance Program (CAP) allows students with children to receive supplemental funding for childcare, which would then give student-parents space and time to attend classes and/or take advantage of campus programs and services. This program has seen great success in the number of applicants and has proved to be a positive and supportive program for the students at UWT.

#### **Conference & Event Fund**

The Conference & Event Fund (CEF) allows students, faculty, and staff to submit requests to bring a broad spectrum of activities to our campus for the benefit of students; it provides opportunities for students to be involved in planning events for the campus. In addition, the CEF supports students' participation at conferences and training events, professional development—often affiliated with their academic program or student organization – that provide skill enhancement and enrichment.

#### **Department of Student Life**

The Student Life, known prior as Student Engagement, faculty ensures that the students are provided with opportunities and programs that inspire campus connection, social responsibility and personal transformation. Student Life coordinates the majority of staffing and resources to administer and facilitate student involvement on-campus.

#### **First Generation Fellows**

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First Generation Fellows (FGF) serves as a resource for the students, faculty and staff by assisting with recruitment and retention activities and helps facilitate the experience of a broad spectrum of urban, veteran and military, first-generation, differently-abled, and other potentially at-risk students. FGF assists the campus in developing services and programs geared toward aiding in the success of these populations and to connect students with appropriate individuals, programs, and services, community agencies, on campus resources, and prospective employers.

#### **Giving Garden**

The Giving Garden at the University of Washington Tacoma strives to eliminate food insecurity among students by connecting them back to their food system through hands-on experience with fresh food, grown by students, for students. Through its partnership with The Pantry at UW Tacoma, the university's on-campus food bank, the garden is able to deliver local produce directly to students in need. The Giving Garden makes space for the community through volunteer opportunities, events, and by connecting people to nature and agriculture in Tacoma's urban core. The Giving Garden stands as a hub for sustainability, research, and demonstration for the larger community. We believe that the Giving Garden has seen great success this year and the increase in funding is to support its continued growth and development.

#### **Global Ambassadors**

The Global Ambassadors Program is to assist new international students with their transition to life as UW Tacoma students and to provide current domestic students with opportunities to connect with and learn from international students. International students have a difficult transition into the campus community, and we value their input in UW Tacoma's campus, thus we would like to continue to support their efforts in that process.

#### **Health Promotion Specialist and Title IX**

The Health Promotion Specialist and Title IX strive to promote awareness of health-related topics as well as educate the UW Tacoma communities about discrimination on the basis of sex. Previously the Health Promotion Specialist position was funded under Student Health Services.

#### **Husky Success Series**

The Husky Success Series was originally housed and facilitated under University Academic Advising but has since evolved to incorporate collaboration and participation from the larger UWT campus community. This program aims to provide the campus with programming that is innovative and culturally relevant in

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hopes of aiding in the success of each student. Each workshop also aids in the training of student leaders to engage in activities that would positively contribute to our campus community.

#### **Husky Sustainability Fund**

Husky Sustainability Fund aims to provide students with opportunities to engage their community in UW Tacoma by supporting the culture of sustainability. This program strives to provide students with amenities designed to decrease waste and incentivize a sustainable community.

#### **Peer Success Mentor Program**

Housed in the Teaching and Learning Center, the Peer Success Mentor Program aims at providing students with a stable and strong support system. As opposed to strictly supporting students academically, such as the tutors, Peer Success Mentors would provide support in other ways. The Peer Success Mentors will provide students with skills and strategies for coping with university and academic struggles from strategic planning, self-evaluation, and others that will positively impact students. The SAFC has determined that this program would play an important role in supporting our student population.

#### **Registered Student Organizations**

Registered Student Organizations (RSOs) are an integral part of student and campus life. This allocation ensures that students who want to engage on campus are able to do so. By providing these funds, students will have access to resources that promote opportunities for student involvement, camaraderie, as well as student leadership development. RSOs also provide students with an opportunity to build community with others who may share similar interests, cultures, and viewpoints.

#### **Services & Activities Fee Committee**

The Services and Activities Fee Committee would like to continue to ensure that there is a student representative that would be able to advocate on behalf of the student population during the 2023 summer quarter and begin planning the ways in which the SAFC will operate during the 2022-2023 academic year.

#### **Student Activities Board**

Student Activities Board (SAB) is a student-led organization responsible for planning, hosting, and sponsoring a wide variety of cultural, entertainment, and social issue events during the academic year. Their goal is to make each event educational, fun, and thought-provoking while encouraging communication and

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collaboration between students, staff, faculty and the local community. The events hosted by the SAB foster environments for students to engage in comfortable and inviting activities that enhance their overall campus experience.

#### **Student Health Services**

Student Health Services (SHS) serves as a vital entity at this University, allowing students the opportunity to receive convenient, no-fee basic healthcare. This program previously included the Health Promotions Specialist position which was previously included as a separate line item.

#### **Student Advising Mentor Program**

Student Advising Mentor Program aims to provide advising and support to students during their academic careers. This program provides offers insight into academic issues as the Husky Experience. The Student positions in this program will focus on providing services to aid the University Academic Advising department in supporting students.

#### **Student Publications**

Student Publications runs The Ledger and Tahoma West. These publications celebrate students' artistic and journalistic skills through the weekly edition of The Ledger and the annual edition of the Tacoma West. Student Publications regularly develops materials that are substantive and relevant to the UWT student population.

#### **University Y and Dawg House**

The University Y and Dawg House services give access to all students to the multiple student spaces across campus. The majority of this budget is allocated for student staffing. The University Y and Dawg House services give students access to multiple recreational spaces across campus including the Center for Student Involvement (CSI), which is housed in the University Y. Resources and services offered range from video game check-in/out to event/meeting location reservations.

#### **Veterans and Military Resource Center**

The VMRC is a vital resource on campus that focuses on supporting our military-connected student population. About 20% of our student population has some affiliation with the military. Whether they're a veteran or a partner, the VMRC offers resources that are specifically tailored to enhance their experience at UWT. With the help of internal and external campus stakeholders, the VMRC is able to



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advance the academic, professional, and personal success of military-connected students.

**The three programs below were strongly supported by our committee, but the available funding did not allow us to support them this year.**

#### **Disability Resources for Students**

Disability Resources for Students (DRS) strives to provide services and support to students with disabilities and those who are advocates for accessibility and universal design. This program offers students with disabilities a voice to engage with UW Tacoma student and campus leadership, Associated Students of UW Tacoma (ASUWT), and DRS students. Unfortunately, due to the circumstances of this year's budget, we were not able to fund this program. This is a program that we are looking forward to funding in the future.

#### **Tribal Liaison**

The Tribal Liaison will help foster a healthy working relationship with the local Tribal communities where many of our students come from as well as show the university's support of the Native American students on campus. With a newly repurposed space on campus, the Tribal Liaison will provide an opportunity for students to share and learn from students that come from Tribal communities throughout the Pacific Northwest and beyond. Unfortunately, due to the circumstances of this year's budget, we were not able to fund this program. This is a program that we are looking forward to funding in the future

#### **Undocumented Student Support**

Undocumented Student Support strives to provide permanent resources and support to promote a sense of safety and belonging for students pursuing their degree at UW Tacoma who are undocumented, DACA recipients, and those from mixed-status families. Unfortunately, due to the circumstances of this year's budget, we were not able to fund this program. This is a program that we are looking forward to funding in the future

#### *Attachments*

1. University of Washington Tacoma Services and Activities Fee Committee Bylaws
2. Presenters' Biographical Information

**UNIVERSITY OF WASHINGTON TACOMA  
SERVICES AND ACTIVITIES FEE COMMITTEE  
BYLAWS**

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## **SECTION I: THE SERVICES AND ACTIVITIES FEE**

A. The Services and Activities Fee (the “S&A” Fee) is authorized by state statute for the express purpose of funding student activities and programs. This may include, but is not limited to, the operation of student related services, acquisition, construction, equipping, and betterment of lands, buildings, and facilities (RCW 28B.10.300).

B. S&A Fees are defined as “fees, other than tuition and fees, charged to all students registering at the...state universities” (RCW 28B.15.041). For the purpose of these Bylaws, the S&A Fee is defined as a compilation of such fees charged to all students registering at the University of Washington Tacoma campus.

C. S&A Fees and revenues generated by programs and activities funded by such fees are deposited and expended through the offices of the University’s budget and financial accounting systems, the responsibility for which resides with the University’s chief fiscal officer. The S&A Fee and associated revenues are subject to University policies, regulations, and procedures, and to the Budget and Accounting Act of the State of Washington (RCW 43.88).

D. The allowable level of S&A Fee increases is authorized by the State Legislature.

E. In addition to the laws, rules and regulations governing the use of S&A Fees, two provisions of the State Constitution impact the use of public funds (S&A Fee funds are considered to be public funds). The first is Article VIII, Section 5 that prohibits the making of gifts or loans of money or property from public funds. A gift exists when there is a “transfer of property without consideration and with donative intent”. The second is Article I, Section 11 that prohibits public money or property being appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment.

F. The S&A Fee Long-Term Fund (also known as the “reserve fund”) shall consist of all unallocated revenue derived from the collection of the Services and Activities Fees from students and accrued interest.

G. The S&A Fee Contingency Fee (also known as the “special allocation fund”) shall consist of funds which are derived through annual allocations and reversion of previous year unspent funds.

H. Members of the Board of Regents shall adhere to the principle that desires of the Services and Activities Fee Committee (SAFC) be given priority consideration on funding items that do not fall into the categories of pre-existing contractual obligations, bond covenant agreements, or stability of programs affecting students.

I. With the exception of any funds needed for bond covenant obligations, once the annual budget for expending S&A Fees is approved by the Board of Regents, funds shall not be shifted from funds budgeted for associated students or departmentally-related categories or the reserve fund until the administration provides written justification to the SAFC and the Board of Regents give their express approval.

## **SECTION II: COMMITTEE ON SERVICES AND ACTIVITIES FEE**

The Services and Activities Committee (hereby called the “Committee”) is appointed by the Chancellor of the University of Washington Tacoma, pursuant to RCW 28B.15.045, to review all requests for funding from Services and Activities Fee, to recommend program priorities and budget levels, and to serve in an advisory capacity to the Chancellor.

## **A. Membership**

1. The Committee shall consist of a minimum of seven (7) voting members and four (4) non-voting ex officio members, and one (1) non-voting compliance officer.
2. The voting members shall be regularly enrolled students at UW Tacoma; recruited by current SAFC members through an open application process, recommended by the Associated Students of the University of Washington Tacoma (ASUWT), and appointed by the Chancellor. No more than one (1) voting members shall be an elected ASUWT member.
3. When making recommendations for Committee appointments, ASUWT should strive to recommend a Committee whose voting members represent the diverse interests and perspectives of University of Washington Tacoma students.
4. To aid in continuity of process and information, wherever possible, ASUWT should seek to appoint at least one (1) member, and no more than three (3) members, who served on the prior year's SAFC.
5. A majority of voting members (but no more than five (5)) shall be recommended by the end of Spring Quarter. The remainder must be recommended by the end of the 3rd week of Autumn Quarter.
6. The ex-officio members shall be:
  - i. A staff employee from Student Affairs, to be recommended by the Associate Vice Chancellor for Student Affairs;
  - ii. A faculty member, to be recommended by the Faculty Assembly;
  - iii. A staff employee from the Office of the Vice Chancellor for Finance and Administration (F&A), to be recommended by the Vice Chancellor for Finance and Administrations;
  - iv. A student representative from the Associated Students of the University of Washington Tacoma; and
  - v. A Compliance Officer, appointed at the discretion of the Chancellor

## **B. Term of Membership**

1. Voting members begin their term when appointed and end their term on June 30th of the corresponding fiscal year. **No individual may serve more than three terms.**
2. Voting members appointed in Spring Quarter for the following academic year will begin immediately transitioning with the members of the outgoing committee.
3. The ex-officio members from Student Affairs, Finance & Administration, and the Compliance Officer shall be appointed to indefinite terms, serving at the discretion of the Chancellor. The faculty ex-officio member and ASUWT ex-officio shall be appointed to a renewable one (1) year term, running from July 1st to June 30th.
4. Any vacancies in membership will be replaced in the same manner provided for new appointments and for the unexpired term of the original appointment.

## **C. Responsibilities of Voting Members**

1. The Committee shall elect a Chair from its membership no later than the 5th week of Autumn Quarter.

The Committee may decide to elect a Vice Chair to assist the Chair no later than the 5th week of Autumn Quarter.

2. Attend all meetings, unless excused by the Chair.

3. Any committee member that has more than two (2) unexcused absences or more than three (3) accumulated absences (excused or unexcused) for the academic quarter may be reported by the Chair to the committee for a formal vote of removal.

i. Failure to be excused by the Chair at least four (4) hours prior to missing an SAFC meeting will constitute an unexcused absence. Additional excused absences will be made at the discretion of the chair.

4. Members shall participate in all Committee trainings and required transition events.

5. The Chair and Vice Chair (if applicable) shall facilitate transition/orientation of Spring-appointed incoming committee members.

6. Members shall develop and maintain effective communication within the Committee and the campus community, including an annual report of allocations publicized through communication resources provided by the University.

7. Demonstrate a willingness to engage in constructive dialogue on any issue being considered by the Committee and actively participate in the deliberations of the Committee.

8. Adhere to all rules and regulations governing the Committee, including those laid out in the SAFC Operations Manual.

9. A member whose conduct is deemed unethical or whose performance clearly demonstrates a lack of commitment to their responsibilities may be recommended for removal from the Committee by either a unanimous vote of the remaining voting members of the Committee or at the sole discretion of the Chancellor.

10. Respond to all campus queries within five (5) business days.

11. Abstain from discussing, deliberating, or voting on any proposal submitted by a group, department, or organization with which they are affiliated with the exception of annual SAFC request(s).

12. Recommend funding for the employment of Committee staff using funds generated by the S&A Fee, if deemed necessary, under the following conditions:

i. Each staff position must have a written job description detailing qualifications and expectation of the position.

ii. The Committee Chair will act as a liaison between the Committee and the Committee staff. iii. University employees filling Committee staff positions may also work for other University entities with costs of employment shared proportionate to the hours rendered between the Committee and such other entities.

13. During their term in office, the Committee shall delegate to ASUWT and the Chancellor of the University of Washington Tacoma responsibility for establishing the annual stipend, if any, that voting members shall be paid during the following academic year.

14. During their term in office, the Committee shall review and discuss the Necessary documentation related to the University Y Student center, confirming that the Committee has a good understanding of the Agreements and Amendments and affirm ongoing support of the documents.

#### **D. Responsibilities of Ex-Officio Members and the Compliance Officer**

1. Advise the Committee on the laws and regulations of the State and the policies and procedures of the University pertaining to Services and Activities Fees.
2. Advise the Committee on procedural questions pertaining to the conduct of meetings.
3. Provide the Committee with summaries of fund balances in accounts funded by S&A Fees and projections of revenue and expenditures.
4. Advise the Committee on the status of SAF affiliated programs at UW Tacoma.
5. Assist the Committee with matters of continuity and historical perspective as required for the Committee to effectively and efficiently act on requests to fund programs and budgets.
6. Provide the Committee with perspectives of the campus community and the University administration.

#### **E. Committee Meetings**

1. Meetings shall be held on a regularly scheduled basis, not less than two (2) per year.
2. The Compliance Officer shall serve as Interim Chair of the Committee until a Chair is elected by its membership.
  - i. The Compliance Officer will be a neutral, non-voting member, who maintains compliance with the relevant laws of the state of Washington, University policies, parliamentary procedures, as well as the bylaws laid out in this document.
3. Special meetings may be called by the Committee Chair, at the request of three (3) or more members of the Committee, at the request of three (3) or more members of the campus community; at the request of the Compliance Officer, or at the request of the Chancellor.
4. The Committee Chair shall post notifications of all meetings in compliance with these bylaws and the Open Public Meetings Act (OPMA) and shall be responsible for presiding over such meetings. An acting Chair will be designated, by the Chair, should it be necessary for him/her to be absent from any meeting.
5. An agenda and a copy of all funding requests to be considered by the Committee will be sent to members of the Committee and be publicly posted in compliance with the OPMA by the Chair or the Chair's designee.
6. A quorum required for the conduct of business at any meeting shall consist of a simple majority of the current voting members and one (1) ex-officio member of the Committee. An example being 4 members would constitute quorum if there are 7 total voting members.
7. Proxies will not be permitted for voting.

8. All meetings shall be conducted in accordance with the most current edition of Robert's Rule of Parliamentary Procedure, which encourage and do not preclude general discussion when conducting committee business, in accordance with Small Board Rules.

9. Program and budget decisions of the Committee shall be made in open public meetings of the Committee, and the reasons for the decisions shall be discussed at those meetings. Minutes will be taken at all meetings and the unofficial minutes shall be publicly posted within five (5) business days after a meeting. The minutes shall include the results of all program and budget decisions made by the Committee.

10. The Committee shall provide full disclosure to the University community concerning programs or budgets funded from S&A Fees.

## **SECTION III: BUDGETING**

### **A. General**

1. RCW 28B.15 defines the authority to collect S&A Fees, the general purposes for which fees may be used, and the budgeting process for administering their expenditure. The law specifically states: "It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or University administration and governing board to the extent that such budget recommendations are intended to be funded by Services and Activities Fees" and "the legislature recognized that institutional governing boards have a responsibility to manage and protect institutions of higher education". It is clear that the legislature deemed that the mechanism for student input in the S&A Fee process is through participation in the budget proposal process, but that the Board of Regents retains ultimate responsibility and authority for the S&A Fees budget.

2. Any SAF revenues used towards bond and/or contractual agreements must be accompanied with financial and use reports as well as a predetermined memorandum of understanding from the Associated Students of University of Washington Tacoma (ASUWT) and the Service and Activities Fee Committee (SAFC).

i. These items are to be included in the annual reports to the campus community and have the chance to elicit feedback from students to be shared with the UW administration, SAFC website, and UW Board of Regents.

3. Any member of the campus community may submit a request for funding through either the annual budgeting process or special allocation budgeting process, with the exception of:

i. Academic funding

1. Academic funding requests shall only be considered if the request is for services and/or activities that are:
  - a. not directly related to an academic program.
  - b. initiated by UW Tacoma students.
  - c. open to all UW Tacoma students.

4. Chair and Vice Chair will have access and training to University of Washington financial systems to carry out functions outlined in the SAFC Operations Manual.

5. The Committee shall establish both the annual budget and special allocation processes. Procedures and

criteria adopted by the Committee for the submission of budget requests shall apply to every proposer and shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, political orientation, or physical or mental ability.

6. The Committee has the responsibility to review all proposals submitted for funding from S&A Fees, whether for capital expenditures or operating programs and budgets.

7. All funding proposals must contain adequate information which will include, at a minimum, the following:

- i. Detailed line-item breakdown of proposed expenditures (e.g. salaries, travel, supplies, services, etc.)
- ii. Verification of strategic plan alignment
- iii. Additional funding sources being sought or available to fund the program or event
- iv. Revenues expected to be derived from the program or event
- v. If previously funded, an accountability of how funds were spent
- vi. A report of the program's scope and impact for the prior funding cycle.

8. Budget allocation decisions of the Committee shall be posted on the SAFC website and sent the requester within ten (10) business days of its respective action.

9. Allocations of S&A Fees to fund operating budgets are valid and available for expenditure during the ensuing fiscal year only. All unspent and unencumbered funds, at the end of each fiscal year, shall revert to the Contingency Fund and shall be carried forward for future reallocation.

10. Each fiscal year shall begin on July 1st and end on June 30th.

## **B. Annual Budget Process**

1. The annual budget process will be the preliminary process for recommending the distribution of S&A Fees for the ensuing fiscal year. As a part of the annual budget process, the Committee shall: i. Formulate a recommendation for the level of the S&A Fees to be assessed during the ensuing fiscal year.

ii. Place in the Long-Term Fund up to five (5) percent of the projected incoming S&A Fees. Unless a designated purpose has been defined and approved, the Long-Term Fund should not exceed \$2,000,000.

iii. Place in the Contingency Fund up to five (5) percent of the projected incoming S&A Fees. Unless a designated purpose has been defined and approved, the Contingency Fund should not exceed \$250,000.

2. Program and budget proposals considered during the annual budget process will be to fund general annual operating costs necessary to run an organization, department, or service.

3. No later than the 1st Friday in December of each year, the Committee will announce the annual budget request submission process.

4. Annual budget request forms and all supporting documentation must be returned to the Committee no later than 12:00pm (noon) the 1st Friday of February. Late submissions will be accepted and/or reviewed at the sole discretion of the SAFC.



5. When considering Annual Allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions from the Committee.
6. The Committee shall have a minimum of two (2) weeks to consider Annual proposals from the time they are submitted until formal deliberations begin.
7. The Chancellor may meet with the Committee at appropriate intervals during its annual budget formulation process to respond to emergent ideas and issues and to apprise the Committee of the general position of the administration. 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.
8. The Committee will release preliminary program and budget allocation recommendations no later than the 1st Friday in April. An appeal of the Committee's decision on any specific budget request may be made as described in Section III.C.1 by 12:00pm (noon) the 2nd Friday in April, at which time no further appeals will be accepted.
9. The Committee will respond to all allocation appeals as described in Section III.A no later than the end of business on the 4th Friday in April.
10. In addition to allocations to fund specific requests that have been approved by the Committee, the annual budget will contain an allocation to a budget line-item entitled "Contingency". The purpose of the "Contingency" budget is to provide the necessary flexibility during the budget execution year to authorize special allocations for capital project expenditures or for emergency expenditures that could not be specifically identified or foreseen at the time of the preparation and submission of the annual budget allocations or authorization of expenditures from the "Contingency" budget will be accomplished through the Special Allocation process.
11. The Chair shall transmit the final annual budget recommendations of Committee with support documentation, including mandatory dissenting opinions on any decision of the Committee that was unanimous, to the Chancellor no later than the 1st Friday in May.
12. Within fourteen (14) business days after receipt of the Committee's annual budget recommendations, the Chancellor will provide a written response to the Committee. In formulating the response to the Committee and/or recommendations to the Board of Regents, the Chancellor may seek the views of other affected University groups. In the event that the Chancellor disagrees with any of the Committee budget distribution recommendations, the UW Tacoma dispute resolution process described in Section III.C.2 will be invoked.
13. At the time that the Chancellor submits his/her proposed budget recommendations for the expenditure of S&A Fees to the Board of Regents, he/she shall also submit a copy of the Committee recommendations, along with any supporting documentation provided by the Committee, and a copy of the administration's response to the Committee recommendations. If a dispute exists between the Chancellor and Committee, which has not been resolved by the UW Tacoma dispute resolution process, the UW dispute resolution process described in Section III.C.2 will be invoked.
14. The Board of Regents may take action on those portions of the S&A Fee budget not in dispute and shall consider the results, if any, of the dispute resolution committee appointed in accordance with the dispute

resolution process described in Section III.C.2.b

15. At the point in the review process at which recommendations on the distribution of S&A Fee budget and dispute resolutions are presented to the Board of Regents, the Board shall provide opportunity for the Committee to present its view.

16. Upon approval of the Board of Regents, the annual budget will be provided to the UW Tacoma Finance and Administration Office for establishment of budget numbers and recording of the necessary revenue transfers in the University accounting system to implement the approved distribution of funds.

17. The Committee may appeal to the Board of Regents if they feel that these bylaws have not been followed, that their participation has been unduly curtail, or that S&A Fee funds have been used for purposes outside of these bylaws. The decision of the Board of Regents shall be final.

18. Voting and ex-officio members are restricted from presenting annual or contingency budget proposals to the Committee.

## **C. Annual Budget Allocation Appeals and Disputes**

### **1. Budget Allocation Appeal**

i. If a proposer or any other student objects to a budget allocation of Services and Activities Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by 12:00pm (noon) on the 2nd Friday in April. An extension of the deadline shall not be granted.

ii. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University policies or regulations, or a material misrepresentation of facts that may serve to invalidate the allocation. An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal. The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.

iii. A special meeting of the Committee will be called by the Chair to address the appeal within five (5) business days of the receipt of the appeal. The Committee must have responded to all appeals no later than the 4th Friday in April. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.

iv. If the appeal is denied, the Chair shall transmit a copy of the appeal and the results of the Committee's decision, with all supporting documentation, for consideration by the Chancellor. The decision of the Chancellor will be final.

### **2. Budget Allocation Disputes**

#### **i. UW Tacoma Allocation Dispute Resolution Process**

a. If, during the review of the final annual budget recommendations submitted by the Committee, the administration should dispute any of the recommended allocations, the Chancellor shall provide the Committee Chair with written notification of the disputed allocation that includes the administration's rationale or justification.

b. Within five (5) business days after receipt of written notification of a disputed allocation recommendation, the Chair shall schedule a special meeting of the Committee with the Chancellor for the purpose of making a good faith effort to resolve the dispute.

c. In the event that the dispute is not resolved within fourteen (14) business days from the date of the initial special meeting called to consider the dispute, the Chancellor will provide the Committee

with the administration's written response to the Committee's final annual budget recommendations, which will include any unresolved dispute. A copy of the response, together with a copy of the Committee's recommendations and any supporting documentation, will be submitted to the Board of Regents with the Chancellor's proposed budget recommendations for the expenditure of S&A Fees.

ii. UW Dispute Resolution Process

- a. Upon receipt of the administration's written response to the Committee's final annual budget recommendation that includes an unresolved dispute, the Committee Chair shall convene a Dispute Resolution Committee.
- b. The Dispute Resolution Committee shall be selected as follows: the Chancellor shall appoint one (1) non-voting advisory member; the Board of Regents shall appoint two (2) voting members; and the Committee Chair shall appoint two (2) student members of the Committee as voting members, and one (1) student representing the Committee who will Chair the Dispute Resolution Committee and be a non-voting member, except in the case of a tie vote.
- c. The Board of Regents shall consider the results, if any, of the Dispute Resolution Committee, and shall provide opportunity for the Committee to present its view, prior to taking action on any disputed portion of the budget.

#### **D. Special Allocation Process**

1. The Special Allocation process is designed to provide funding for capital expenditures, or for SAF funded programs to request funding for emergency expenditures that could not be specifically identified or foreseen at the time they prepared and submitted their annual budget request.
2. In general, the funding of Special Allocation requests shall be made from the "Contingency" operating budget line-item that was included in the annual budget. If there is insufficient funding in the "Contingency" budget, the Committee may submit a request through the Chancellor to the Board of Regents for approval of an additional distribution of from the reserve fund.
3. There will be two Special Allocation processes during the year, which will occur in Autumn and Spring Quarter. **A call for Autumn Special Allocation requests will be announced by the Committee within the first two weeks of Autumn quarter and will be accepted through the end of the 7th week of the quarter. Spring Special Allocation requests will be announced by the Committee within the last two weeks of Winter quarter and will be accepted through the end of the 3<sup>rd</sup> week of Spring quarter.** All Special Allocation requests received shall be placed under the "New Business" section of the agenda for the next meeting. The Committee will review proposals on a rolling basis within two weeks of submission.
4. When considering Special Allocation requests, the Committee may require the proposer (or their duly appointed representative) to be present to answer questions by the Committee.
5. The Committee will release and post decisions on Special Allocation requests no later than five (5) business days after the meeting at which the allocation was considered.
6. An appeal of the Committee's decision on any specific Special Allocation may be made as described in Section III.5 within five (5) business days of the decision being released, after which no appeals will be appealed.
7. Decisions on appeals will be made within five (5) business days of receipt of the appeal.

8. Upon final approval of a Special Allocation, the Committee Chair shall authorize the Compliance Officer to work with the UW Tacoma Finance and Administration Office to establish a budget number and transfer revenue from the "Contingency" budget to implement the approved allocation.

9. Any change in the intent of an approved allocation that alters its objectives as originally described and appropriated must have approval of the Committee before any changes occur.

### **E. Special Allocation Appeal**

1. If a proposer or any other student objects to an allocation of S&A Fee funds that has been made by the Committee, a written appeal must be submitted to the Committee Chair by the end of business on the fifth (5th) business day after the Committee posted the allocation decisions. An extension of the deadline shall not be granted.

2. An appeal must allege a violation of the State Constitution, applicable state laws, applicable University regulations or a misrepresentation of facts that may serve to invalidate the allocation. An objection based solely on disagreement with the amount of the approved allocation will not be grounds for an appeal. The burden of proof that such a violation has occurred shall be on the proposer or individual making the allegation.

3. A special meeting of the Committee will be called by the Chair to address the appeal within five (5) business days of the receipt of the appeal. The proposer or individual filing the appeal will be required to attend the special meeting of the Committee at which the appeal is considered.

4. If the appeal is denied, the Chair shall transmit a copy of the appeal and the results of the Committee's decision (with all supporting documentation) for consideration by the Chancellor. The decision of the Chancellor is final.

### **F. Stipulations**

1. The Committee may place stipulations on the use of funds and/or recommend bylaws in the operations of a program as long as they are in compliance with University policy, state and federal law. All stipulations shall be binding.

2. Actual expenditures shall not exceed the amount of approved budget allocations without prior approval of the Committee. If prior notification to the Committee is not possible, the University entity in question must submit sufficient reasons and documentation.

3. Funding recipients may not use funds allocated to a specific budget line-item for another purpose without prior approval from the committee.

## **SECTION IV: CAMPUS ENGAGEMENT**

### **A. Community Forums**

1. The Committee shall host a community forum, no less than one (1) per year, to update the campus community about the Committee's process and operations.

## **B. Annual Report**

1. Each year, the Committee must publish an annual report of the allocation of funding.

## **SECTION V: Review of Bylaws**

A. The Committee may propose changes to these bylaws at any time. Changes are subjective to the review and approval of the Chancellor of the University of Washington Tacoma and the University of Washington Regents.

## *Presenters' Biographical Information*



### **An Dang (She/Her)**

#### **Service and Activities Fee Committee Chair**

An is currently the Chair for the University of Washington Tacoma SAFC. She is also currently working as a Home care aide for the state of Washington and is an Event director for the UWT Vietnamese Student Association. An is a Senior who is working towards pursuing a double major in Finance and Information Technology. Some of her favorite hobbies include gaming, drawing, watching tv shows, and listening to podcasts.



### **Patrick Sullivan (He/Him)**

#### **Service and Activities Fee Committee Vice-Chair**

Patrick is the Vice-Chair for the University of Washington SAFC. He is also a Social Worker for Avamere at Pacific Ridge, a skilled nursing facility that focuses on serving patients with behavioral and mental health problems. He is a first year student in the Milgard MBA program. Some of his favorite hobbies include raising chickens, snowboarding, and relaxing under trees.