

STANDING COMMITTEES

Academic and Student Affairs Committee

Approve Services and Activities Fee – Tacoma Campus: 2020 - 21 Maintenance of Fee, Operating and Capital Allocations, Revised Services and Activities Fee Committee GuidelinesRECOMMENDED 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 Tacoma campus:

1. Maintaining the Services & Activities (S&A) fee level at **\$158** per full-time student, per quarter for 2020-21;
2. Maintaining the Tacoma Y fee at its current rate of **\$180** per quarter for 2020-21:
 - a. The Services and Activities Fee Committee has determined to standardize the Tacoma Y fee for all students beginning in Fall 2021 and will bring this recommendation to the Board in June 2021;
 - b. ASUW Tacoma and the Services and Activities Fee Committee supported a request that the Tacoma Y fee be refunded for Spring Quarter 2020 (Chancellor Pagano advanced this request, which was approved by President Cauce through her delegated authority and reported to the Board at its May meeting);
3. Allocating **\$2,697,820** for 2020-21 program operations;
4. Allocating **\$0** from the Short-Term Contingency Fund to the Long-Term Fund;
5. Allocating **\$0** from the Long-Term Contingency Fund to the Short-Term Fund; and
6. 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,

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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 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 like manner. The Board of Regents, at the September 27, 1991, meeting, approved the 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 S&A fee will be maintained at \$158 for 2020-21. The UWT Y Fee will be maintained at \$180 for 2020-21. The UWT Y Fee has been prorated for students who are enrolled at less than 10 credits. Part-time students have the same level of access to the UWT Y as students who pay the full fee amount of \$180. The S&A Fee Committee has determined to remove the proration and standardize the UWT Y Fee of \$180 for all students enrolled, which will take effect starting Fall of the 2021-22 academic year.

On the topic of the University Y, the committee has agreed to fund a one-time payment of \$212,000 to cover the bond payments on the Y building to ensure the full refund of the \$180 University Y fee to students for the spring quarter of 2020. The full University Y fee is responsible for both membership costs and the bond payments on the building. Should there be any future deficit to the University Y the S&A Fee Committee requests that there is further collaboration between students and campus administration to seek a joint resolution.

A. Services & Activities Fee Rates for 2020-21

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

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Academic Year	Quarterly Fee Rate
2015-16	\$159
2016-17	\$159
2017-18	\$159
2018-19	\$158
2019-20	\$158
2020-21	\$158

The 2020-21 plan 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. Services & Activities Fee Budget for 2020-21

Based on 2018-19 and 2019-20 S&A Fee revenue collections and current year enrollment information, the S&A Fee Committee estimates 2020-21 revenue at the \$158 fee level per quarter to be approximately \$2,100,000. 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 \$2.1 million in addition to the \$597,000 from the Short-Term Contingency Fund to fund the below allocations and the \$212,000 University Y debt.

The Tacoma S&A Fee reserve is currently at a total of \$1.3 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.

In case of not being able to follow the allocation plan above, we have looked into contingency plans. Programs have supplied the Committee with 10, 20, and 30 percent budget reduction scenarios. In addition to a reduction to overall existing programs we would be unable to fund new programs that have requested an allocation for 2020-21. This reduction in program size and the inability to fund new programs would stifle programmatic and community growth both on and off the UW Tacoma campus.

The S&A Fee Committee submitted its written recommendations to the Tacoma Chancellor on May 7, 2020 (Attachment 1). The Chancellor concurred with the S&A Fee Committee's recommendations on May 8, 2020 (Attachment 2).

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C. Services & Activities Fee Allocations for 2020-21

The 2020-21 budgets for each program are as follows:

Program	2020-21	% Change
Associated Students of UW Tacoma	\$193,011	1.4
Advocate Software (New)	\$33,750	-
Career Development & Education	\$32,373	33.8
Center for Equity & Inclusion	\$268,002	30.4
Center for Service & Leadership	\$73,465	-32.4
Childcare Assistance Program	\$106,485	-0.6
Conference & Event Fund	\$172,350	-1.8
Department of Student Life	\$582,069	13.1
First Generation Fellows	\$95,532	46.8
Giving Garden	\$25,015	86.0
Global Ambassadors	\$15,816	44.0
Health Promotions Specialist (New)	\$41,635	-
Husky Success Series (New)	\$2,250	-
Hygiene Product Series (New)	\$7,488	-
Peer Success Mentor Program (New)	\$13,299	-
Registered Student Organizations	\$48,899	-2.1
Services & Activities Fee Committee	\$12,648	4.1
Student Activities Board	\$142,533	-4.6
Student Health Services	\$200,000	-21.8
Student Publications	\$206,126	-9.6
University Y & Dawg House	\$192,059	-9.0
Veterans & Military Resource Center (New)	\$21,015	-
TOTAL ALLOCATIONS	\$2,485,820	7.62

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

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expression of student opinion and interests to the community at-large and assists the University in providing physical and social environments.

Advocate Software

Advocate Software is a one-time request for the purchase of a single year use license in combination with campus training by the manufacturer of the software. This software is to be used by staff as a secure and confidential case management tool that is to be used by the following offices: Office of Student Advocacy, Office of Student Conduct, and the Care Team.

We have decided to pay this one-time training and first year license cost but have agreed that further funding for continued training and license renewal costs will be sought elsewhere.

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

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.

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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

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-

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campus food bank, the garden is able to deliver local produce directly to students in need. The Giving Garden makes space for 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 Promotions Specialist

The Health Promotions Specialist was previously part of the Student Health Services and as such was requested under that program. Last year, it was determined by the committee to fund this position at half time FTE. This position has remained unfilled but the SAF committee has determined to continue to support this position at half time FTE in the hopes that it will be filled in the upcoming year. If this position is filled, the committee requests that this program submits an end-of-year review so that it can determine how to move forward with this program in the future.

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 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.

Hygiene Product Series

The Hygiene Product Series aims at to provide the UWT community with access to hygiene products. The act of providing free hygiene products to our community could potentially change the quality of life for over half of the student

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population. Funding the Hygiene Product Series also ensures that members of our campus community have equal access to products that directly correlate with their health and wellbeing. The committee believes that this program positively contributes to the overall success of the UWT community and is of vital importance in ensuring that students have the resources that they need to have a positive experience while pursuing their studies.

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 increased allocation amount would allow for a newly appointed Services & Activities Fee Committee Voting Member/Summer Coordinator to work during the summer quarter. In the past, there has not been a requirement or necessity to work during the summer quarter. However, with the current COVID-19 pandemic, the Services and Activities Fee Committee would like to ensure that there is a student representative that would be able to advocate on behalf of the student population during the summer 2020 quarter and begin planning the ways in which the SAFC will operate during the 2020-2021 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

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social issue events during the academic year. Their goal is to make each event educational, fun, and thought-provoking while encouraging communication and 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. Our allocation amount represents the removal of the Health Promotions Specialist position that sought funding independently from Student Health Services.

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

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D. Revisions to the Services & Activities Fee Committee Guidelines

The Board of Regents approved the original version of these guidelines on September 27, 1991. Subsequent revisions were approved on June 14, 2002, June 10, 2005, June 8, 2006, June 10, 2016, and June 7, 2018. Revisions were approved by the committee at their Wednesday May 15, 2019 meeting. Revisions were approved by the committee at their December 15, 2019 meeting. (Attachment 3).

Attachments

1. Letter of S&A Fee Committee to Chancellor Pagano, dated May 7, 2020
2. Concurring Letter of Chancellor Pagano, dated May 8, 2020.
3. UW Tacoma Services & Activities Fee Committee Guideline (Proposed Revisions)

May 7, 2020

Chancellor Mark Pagano
University of Washington Tacoma
1900 Commerce Street
Tacoma, WA 98402
Box 358430



Dear Chancellor Pagano,

I am happy to share with you the Services & Activities Fee Committee's (SAFC) recommendations for next year's SAF rate and annual allocations for the next academic year. The committee has taken considerable time and effort since February to review all allocation proposals, reconsider processes of allocation, and hear from our current and potential programs. We are proud to be able to finalize this work on behalf of the entire student body and are grateful for our position to allocate our fees towards effective programs and services that enhance the student experience at UW Tacoma.

Recommendation: 2020-2021 UW Tacoma Services & Activities Fee

The SAFC voted by majority to keep UW Tacoma's SAF to \$158 per quarter for 2020-2021. This reflects a continued commitment to keep student fees at a reasonable level.

2020-2021 Budget Assumptions

In consultation with UW Tacoma's Office of Finance and Administration, this year's committee projected \$2,100,000 in SAF revenue for 2020-2021. This number is based on enrollment projections and a Services and Activities Fee (SAF) of \$158 per quarter.

Recommendation: 2020-2021 SAF Annual Programs

When determining funding of program allocations, the Committee considered a variety of factors including, but not limited to: whether the service has been funded in the past, assessment data, collaboration amongst programs, student compensation rates, and the increasing importance of equity and inclusion.

The Committee has completed a line-by-line budget review of to-date and expected expenditures, such as programming and staffing costs for each program. This was done to enhance fiscal efficiency and full use of SAF funds before changing the amount allocated to any given program. Attached you will find the 2020-2021 Final Annual Allocation recommendations made by the committee at our April 29th, 2020 meeting.

Below you will find a summary of each program, any major changes from previous year allocations, and stipulations put on their funding:

Associated Students of University of Washington Tacoma (ASUWT) | \$ 193,011 (1.4% decrease)

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.

Advocate Software | \$ 33,750 (new request)

Advocate Software is a one time request for the purchase of a single year use license in combination with campus training by the manufacturer of the software. This software is to be used by staff as a secure and confidential case management tool that is to be used by the following offices: Office of Student Advocacy, Office of Student Conduct, and the Care Team.

Career Development and Education | \$32,373 (27.3% increase)

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 | \$268,002 (30.4% increase)

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 | \$73,465 (32.4% decrease)

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.

Child Care Assistance Program | \$106,485 (0.6% decrease)

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 | \$172,350 (1.8% decrease)

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 | \$582,870 (13.1% decrease)

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 | \$95,532 (46.8% Increase)

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 | \$25,015 (86% Increase)

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.

Global Ambassadors | \$15,816 (44% Increase)

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. We are happy to provide more funding to the program for its student workers in the hopes that it can allow for more sustained engagement with the Global Ambassadors program and international students in general.

Health Promotions Specialist | \$41,635 (new request)

The Health Promotions Specialist was previously part of the Student Health Services and as such was requested under that program. Last year, it was determined by the committee to fund this position at half time FTE. This position has remained unfilled but the SAF committee has determined to continue to support this position at half time FTE in the hopes that it will be filled in the upcoming year. If this position is filled, the SAFC requests that this program submit an end-of-year review so that it can determine how to move forward with this program in the future.

Husky Success Series | \$2,250 (new request)

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

Hygiene Product Series | \$7,488 (new request)

The Hygiene Product Series aims at providing the UWT community with free hygiene products. The act of providing free hygiene products to our community could potentially change the quality of life for over half of the student population. Funding the Hygiene Product Series also ensures that members of our campus community have equal access to products that directly correlate with their health and

wellbeing. The SAFC believes that this program positively contributes to the overall success of the UWT community and is of vital importance in ensuring that students have the resources that they need to have a positive experience while pursuing their studies.

Peer Success Mentor Program | \$13,299 (new request)

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 help create student success on a more holistic level. 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.

Stipulations:

1. The allocated amount would cover two Peer Success Mentors, at an hourly wage of \$14.00/hour.
2. The SAFC would like to see an end-of-year review from the program essentially outline what worked and what didn't. As well as what could be improved upon for the following years.

Registered Student Organizations | \$48,899 (2.1% decrease)

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.

Student Activities Board (SAB) | \$142,533 (4.6% decrease)

Student Activities Board 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 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 | \$200,000 (21.8% decrease)

Student Health Services (SHS) serves as a vital entity at this University, allowing students the opportunity to receive convenient, no-fee basic healthcare. Our allocation amount represents the removal of the Health Promotions Specialist position that sought funding independently from Student Health Services.

Student Publications | \$206,126 (9.6% decrease)

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 Tahoma West. This allocation ensures that students are able to gain critical journalistic skills which they will be able to carry into the professional workforce. With over 300+ weekly copies of the Ledger (free to students), and 900 copies of Tahoma West (free to students), Student Publications constantly develops materials that are substantive and relevant to the UWT student population.

University Y and Dawg House | \$192,059 (9.0% decrease)

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.

University Y Deficit | \$212,000 (new allocation)

This allocation is quite unique in that the SAFC has not paid for this in previous years. This allocation will cover the current University Y deficit that has, in the past, been covered by university administration.

Current projections from our Finance and Administration officer show that the final allocated amount of \$212,000 toward the University Y deficit should cover any shortfalls that have arisen throughout the year and cover any additional deficit that should arise from refunding the University Y fee to students for the Spring 2020 quarter. For the past few years, funding for this deficit has come from administration budgets. The SAFC is currently in the process of generating an MOU that would clearly outline the responsibilities of both the SAFC and University Administration when dealing with the payment of the University Y Deficit. Let it be known that this deficit fluctuates as this fee is currently prorated and is completely dependent on annual student enrollment numbers.

Stipulations:

1. \$212,000.00 is the **maximum** amount that the SAFC is willing to pay at this time.
2. Should any issues arise with the payment of the University Y Fee for the summer 2020 quarter, the SAFC would only consider paying the deficit, if proper communication between the committee and administration is had **first**.
3. The SAFC will not make any future payments towards the University Y Deficit until a proper MOU is created which outlines the duties of both the SAFC and university administration.

Veteran and Military Resources | \$21,015 (new request)

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

SAFC Operations

Members of the SAFC have unanimously decided to allocate a total of \$12,648 to the SAFC Operations budget for the 2020-2021 academic year. This roughly 4.032% increase would allow for a newly appointed SAFC Voting Member/Summer Coordinator to work during the summer quarter. In the past, there has not been a requirement or necessity to work during the summer quarter. However, with the current COVID-19 pandemic, the Services and Activities Fee Committee would like to ensure that there is a student representative that would be able to advocate on behalf of the student population during the summer 2020 quarter and begin planning the ways in which the SAFC will operate during the 2020-2021 academic year.

Recommendation: Short-Term/Contingency Funds and Long-Term Funds

The committee recommends moving \$0 from the Short Term/Contingency Fund to the Long-Term Fund.

Recommendation: Revisions of SAFC Guidelines

The committee has revised the nomenclature of their operating documents. The “Services and Activities Fee Committee Guidelines” have been retitled to read, “Services and Activities Fee Committee Bylaws”. This change was voted on at the December 6th, 2019 SAFC meeting and the motion passed unanimously. The change was made to adopt a more formal and campus consistent document naming strategy.

Remarks Regarding the Student Y Center:

SAFC was presented this year with the unique issue of being required to see S&A fees be used for a project that goes beyond our typical processes. Because of this, we are unsure of our part and power in addressing this issue. In addition, there was not enough adequate information or action proposed to us to consider the full implications of the deficit and its impacts to the student population here on the UWT campus. We hope to expect more transparency with campus administration in regard to providing the committee with information and formal documentation of the expectation or requirement for student fees to be used in this way. We also would like to see that previous SAFC discussions are respected and that the campus works with SAFC in addressing the Student Y Center deficit without it immediately coming out in full from student fees; this would represent an unfortunate financial burden to students twice regarding a contract made on our behalf.

Closing Comments:

It has been a true honor to be able to serve as the Chairs of the Students and Activities Fee Committee. We have grown as individuals working with our committee members and ex-officio's. We feel proud of the advised allocations and feel that they align well with our committee's values, campus mission, and contribute to the student experience at University of Washington Tacoma. We are aware of the many budget shortfalls on our campus, and in higher education in general, and want to express concern with how this pressure will affect future SAFC's ability to effectively allocate for the benefit of the student body. We hope that the university will increase its transparency in these matters and strive to engage more students meaningfully in decisions that affect our time at the university and which can have a direct impact on our tuition and collected fees.

With regards,

Elijah Freeman

Austin Escalera

Elijah Freeman

Austin Escalera

Services & Activities Fee Committee
Chair

Services & Activities Fee Committee
Vice-Chair



May 8, 2020

Mr. Elijah Freeman
2019-2020 Student and Activities Fee Committee Chair
Student and Enrollment Services Planning and Administration
Box 358403
1900 Commerce Street
Tacoma, WA 98402

Dear Mr. Freeman,

First, let me pause to thank you and your committee for your exceptional service as the 2019-2020 Service and Activities Fee Committee (SAFC). This was a year like no other in my thirty-seven years in higher education and your ability to keep on task and get this critical work done on behalf of your student colleagues in the face of the countless unknowns of the pandemic was truly amazing. The thoughtfulness and care you and your committee showed was admirable. During the year, I heard about, and recently had the opportunity to witness, your excellent service leadership in performing the role of chair. I am also looking forward to joining you for your presentation during the upcoming Board of Regents meeting on June 12th.

I concur with the funding allocation requests as presented (attached) and will move the allocation recommendations forward to the UW Board of Regents for their discussion and approval. Also, your quick action to step up and recommendation and fund the \$212,000 to cover bond payments on the Y building to facilitate securing a refund of the Y fee for fellow students was also admirable and very well received by campus administration and other student leaders. I congratulate your committee on an extremely thoughtful conclusion to your deliberations. I am also extremely impressed by the overall results. Your recommendations are thoughtful and seem to be relevant to current student priorities on the UW Tacoma campus. Thank you again for your service on behalf of the students, faculty, and staff of UW Tacoma.

Sincerely,

Mark A. Pagano
Chancellor

**UNIVERSITY OF WASHINGTON TACOMA
SERVICES AND ACTIVITIES FEE COMMITTEE
GUIDELINES 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 [Guidelines 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 two 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 entity.

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.

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 ~~guidelines~~ ~~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 ~~guidelines~~ ~~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 **guidelines 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 **guidelines 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 Special Allocation requests will be announced by the Committee within the first two weeks of each quarter and will be accepted through the end of the 7th week of the 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 approval of the Committee before any changes occurs.

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 **guidelines 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 ~~Guidelines~~ Bylaws

A. The Committee may propose changes to these ~~guidelines~~ 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.