

Services and Activities Fee Committee Guidelines

The campus will establish a Services and Activities Fee Committee (SAFC) for the purpose of “proposing to the administration and the governing board program priorities and budget levels for that portion of program budgets that derive from services and activities [S&A] fees” . (RCW 28B.15.045(3))

I. MEMBERSHIP

- A. The SAFC, “on which students shall hold at least a majority of the voting memberships” will be comprised of 12 members: six students-at-large and four university members (all voting), and two ex-officio members (non-voting).
 - 1. Six (6) students-at-large will consist of:
 - a. ASEWU Finance Vice President
 - b. Five (5) recommended students-at-large by the ASEWU
 - 2. Four (4) university members will consist of:
 - a. A representative from Business and Finance
 - b. A representative from Student Life
 - c. Two (2) faculty or staff members recommended by the VP for Student Affairs
 - 3. Two (2) ex-officio members will consist of:
 - a. VP for Student Affairs
 - b. ASEWU President
- B. Appointments and Terms
 - 1. Per RCW 28B.15.045(3): “student members shall represent diverse interests, and shall be recommended by the student government association or its equivalent.”
 - 2. The SAFC will be responsible for selecting a student member as SAFC Chair.
 - a. The Chair will serve for a one-year term.
 - 3. A student member to serve as Vice-Chair will also be selected by the SAFC and assume all duties of Chair when the Chair is unavailable to serve.
 - 4. All appointments to the SAFC shall be made by the President of the University.
- C. Quorum for the purposes of conducting the business of the SAFC will consist of at least 7 members, of which the majority must be students.
- D. In the event of a tie, the matter will be deferred to the next meeting. If there will be no final meeting, the Chair’s vote shall be the deciding vote.
- E. All committee members are required to disclose their relationships with student services or programs that receive or request S&A funding prior to any discussions or actions on any agenda items.
- F. No member of the SAFC for any circumstance shall be granted the authority of proxy voting.

II. MEETINGS

- A. Staff support for the SAFC will be provided by Student Life Accounting Office staff.
- B. Regular Meetings
 - 1. All SAFC meetings must conform to the Washington State Open Meetings law, chapter 42.30 RCW (OPMA) in order to ensure that all viewpoints may be heard.
 - 2. The SAFC will convene regularly.

3. Notice of SAFC meetings shall be provided consistent with the OPMA and shall be posted to the SAFC website at least 48 hours in advance of said meeting.
 4. A special meeting may be called pursuant to OPMA with 24 hours advance notice by the chair or by a majority of the members, consistent with OPMA guidelines.
- C. The VP for Student Affairs will have an orientation meeting to acquaint all SAFC members with the S&A Fees Budget Allocation Process and OPMA after appointment and prior to having discussions about proposed budgets.
- D. Agendas, minutes, and materials discussed at the SAFC meetings will be posted to the SAFC website by staff.
- E. Attendance
1. In the event a member has more than three absences, the SAFC Chair may request, through the VP for Student Affairs, a new appointment to be made by the University President, in which case the ASEWU will provide the President with more than one recommendation from which to choose.

III. S&A FEE BUDGET ALLOCATION PROCESS

- A. S & A Fee Budget.
1. The total monetary amount of the S&A fee budget shall be provided to the SAFC members by the University Business and Finance officials prior to approving any proposals. However, the review process may commence before the total budget amount is known.
 2. In accordance with RCW 28B.15.069(2) the total S&A fee budget amount is subject to a percentage increase not to exceed the annual percentage increase of student tuition fees.
 3. “Total monetary amount” shall include, but is not limited to:
 - a. Actual revenue collected by the University in all areas of the S&A fee
 - b. Total fund balance not spent in previous years
 - c. Fees associated with debt service
 - d. Recurring payments
 - e. Un-appropriated funds
 - f. All other aspects of the S&A fee as deemed necessary by the University Business and Finance officials
- B. Proposals
1. The VP for Student Affairs will issue a call for proposals to the general EWU Community via email with a schedule for proposals submissions.
 2. Proposals will be submitted using the forms provided by SAFC.
 3. The SAFC may ask specific programs to attend meetings for the purpose of discussing their proposals.
 4. The ASEWU shall act as the representative of the Clubs and Organizations and will therefore identify a portion of ASEWU’s budget allocation proposal to be specifically distributed to said groups.
- C. Recommendations
1. The SAFC will provide initial recommended budget allocations with supporting documents to the VP for Student Affairs according to the schedule. The VP for Student Affairs will have an informal discussion with the SAFC.
 2. The SAFC will provide final recommendations to the President and Board of Trustees simultaneously.

3. The University administration will provide formal feedback.
4. The SAFC may revise the draft if desired and provide the revised final recommendations to the President and Board of Trustees simultaneously.
5. Consistent with RCW 28 B.15.045 (1), the student committee representative will have the opportunity to address the Board before decisions are made on budgets.

D. Dispute Resolution

1. In the event of disagreement between the campus administration and the SAFC regarding distribution of an SAFC budget allocations, the dispute will be resolved per the process outlined in RCW 28B.15.045 (6 and 7).
2. Consistent with RCW 28 B.15.045 (1), the student committee representative will have the opportunity to address the Board before decisions are made on budgets under dispute.

E. Supplemental Funds

1. Student services and programs receiving S&A funding are expected to operate within their allocation. Requests made outside of the S&A Fee Budget Allocation Process shall be considered supplemental funds.
2. Supplemental requests will only be considered by the SAFC if they pertain to conditions which could not have been reasonably anticipated by the S&A Fee Budget Allocation recipient at the time budget allocation requests were due for submission.
 - a. "Conditions" may include unforeseen catastrophes or natural disasters, or unique awards and opportunities (e.g., national championship contests).
3. Requests for supplemental funds will be submitted in the same manner as regular proposals.
4. The process for approval of supplemental funds requested will be the same as outlined in section III: A, B, and C.
5. SAFC shall hold Supplemental S&A Fee Hearings on an as needed basis consistent with the notice requirements described earlier.
6. Any student services and programs receiving S&A funds are only allowed to submit for supplemental funds one (1) time per fiscal year.
 - a. The ASEWU acting as the representative to the Clubs and Organizations may request additional supplemental budgets per Club with the requirement that each Club will be allowed to request one (1) and only one supplemental per fiscal year.

IV. ADMINISTRATION OF FUNDS

- A. Student services and programs receiving S&A funding shall be deposited and expended through the University's Business and Finance division.
- B. Student services and programs who receive such funds shall be subject to the applicable policies, regulations, and procedures of the University and State Budgeting, Accounting, and Reporting System Chapter 43.88RCW.
- C. All information pertaining to S&A fee budget allocations will be public record and available on the website.
- D. If any student service or program does not expend their budgeted allocation in any given academic year, unused allocations will revert to the S&A Fees Supplemental Account.
 1. Exceptions to carry forward unused budget allocations may be voted upon and approved by a 2/3 majority of the SAFC.

- E. Any student service or program that has exceeded their budgeted allocation for the academic year will have their budget allocation accordingly reduced by their net deficit the following year.
 - 1. The same said student service or program may also be subject to probation requirements established by the SAFC which may include, but are not limited to, submission of mandatory periodic spending reports to the SAFC or VP for Student Affairs.

Approved by the Eastern Washington University Board of Trustees
January 21, 2011