Western Washington University Board of Trustees  
Guidelines for the  
Service and Activities Fee Committee

Ref: RCW 28B.15.045

The Board of Trustees ("the Board") approves Services and Activities Fee levels and budgets. The board has a responsibility to ensure legal obligations are met for which Services and such fees have been pledged, including but not limited to, bond covenants and other contractual obligations. The Board is also expected to protect the stability of student programs funded with the fee and to ensure Services & Activities (S&A) Committee guidelines and procedures are in place that assure students a strong voice in reviewing programs and recommending budget and fee levels through an open, transparent process in which the S&A Committee’s desires are given priority consideration.

I. The Service and Activities ("S&A") Fee Committee shall be established under RCW 28B.15.045 with members approved through the Associated Students. The Committee shall solicit input from the campus for the fee level and distribution to student programs and activities. The S&A Committee shall develop procedures consistent with the following provisions:

A. Disclosure of Information

Constituents representing the Associated Students, Housing and Dining, and the broadly defined departmentally related categories shall provide each member of the S&A Fee Committee the following information about individual budgets under their jurisdiction upon presentation of their budget proposal:

- The current year’s budget allotment.
- The beginning and estimated end of the current year fund balances.
- The current reserve fund levels.
- The proposed budget allotment for the following year.

This information shall be in an accessible form and used for informational purposes only.

B. Publicity and Staff Support

The S&A Fee Committee shall publicize its meeting times and timeline in appropriate communication formats to ensure it is easily accessible.
C. Public Hearings

1. The S&A Fee Committee will ensure time in their public meetings for each of the S&A Fee funded areas to discuss its budget proposals.

2. Preliminary Hearing. The S&A Fee Committee shall hold an open public hearing after receipt of budgets from funded areas but before determination of the S&A budget proposal is made. This can be incorporated into their business meeting with appropriate notification.

3. Final Hearing. The S&A Fee Committee shall make its recommendation accessible to the campus via its website and shall hold at least one open public hearing not less than one week after it determines the S&A budget proposal. The Committee shall hear appeals and accept testimony. The Committee shall review testimony and change its proposal if the suggested changes are supported by the committee.

II. The S&A Fee Committee shall submit its budget proposal in a timely manner in the Spring term with enough time to allow public hearings, administrative response, and recommendations to the Board of Trustees for their June meeting:

A. S&A Funded Areas

The S&A Fee Committee shall provide a copy of its budget proposal and program priorities to the appropriate representative groups of S&A Fee funded areas and make it accessible to the campus via its website.

B. The University Administration

The S&A Fee Committee shall provide a copy of its budget proposal and program priorities to the University administration via the Vice President for Enrollment and Student Services, with supporting documentation in sufficient time to comply with RCW requirements for process.

C. Board of Trustees

The S&A Fee Committee shall submit its final budget proposal and program priorities to the Board of Trustees and University administration, with supporting documentation.
III. Response by the Administration

A. Upon receipt of its copy of the S&A Fee Committee proposal, the administration shall provide a written response to the recommendations accessible via the website. This response will identify any differences with supporting documentation and shall also be submitted to the S&A Fee Committee and included with the Board of Trustees documents.

B. In the event of a dispute or disputes between the S&A Fee Committee’s and the University administration’s proposal, the two shall meet in a good-faith effort to resolve any disputes prior to submittal of final recommendations to the Board of Trustees. If not resolved, the dispute resolution procedures outlined in RCW 28B.15.045 shall be followed.

C. Before adoption of the final S&A Fee budget and program priorities, the Board of Trustees shall address any areas of differences between the various proposals.

IV. Presentation to Board of Trustees

A. Presentation of the S&A Fee Committee’s proposal to the Board of Trustees shall be made by the Vice President for Enrollment and Student Services.

B. Student representatives of the S&A Fee Committee shall be informed of their ability to directly address the Board of Trustees regarding the recommendation.

V. Monetary Shifts and Right to Delegate

A. The Board of Trustees reserves the right to delegate portions of its authority while meeting the intent of the RCWs. Such delegation would be approved in writing by the Board of Trustees.

B. If the University administration requests that funds be shifted from approved budgets, they are required by the RCW to provide written justification to the S&A Fee Committee and the Board of Trustees for final approval of the change.
VI. General Expenditure Rules

Services and Activity Fees are collected from student for the express purpose of funding nonacademic student activities and programs. S&A Fees are considered public monies of the State of Washington. As such, each purchase from an organization’s account must be allowable, authorized, recorded and appropriately used. In no case will S&A fee dollars be utilized to pay for core academic or administrative functions that are not related to student activities.

Adopted by Board of Trustees, June 5, 1986
Revised August 21, 2014