

REPORT OF THE COLLEGE ACTIVITIES FUND DTF

Active Members

Russell Lidman (Faculty), Chairperson
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RESPONSES TO OPEN QUESTIONS 2, 4, 5 AND 6 OF DEAN CLABAUGH'S
 MEMORANDUM OF 9/11/74 AND 4/2/74

These open questions are stated below and are followed by our recommendations.

OPEN QUESTION 2

We need a clear definition of roles and where authority lies regarding the use of the Services and Activities Fees. Particularly given the rotational membership on the Services and Activities Fee Review Board, we need to have set down its role and that of its Executive Secretary, and the role and authority of various college administrators such as the Director of Recreation and Campus Activities and his Assistant Director for Campus Activities, the director of Auxiliary Services, the Dean of Student Services, and the Administrative Vice President.

RECOMMENDATION

We recommend the revised Services and Activities Fees guidelines (see Attachment A) be adopted as college policy and be included in the Evergreen Administrative Code Manual. The process utilized (although in no set sequence) to develop the revised document was one of first reviewing the present guidelines; secondly, we looked at what had happened and had worked during the previous academic year; thirdly, we solicited a wide range of input from the community with a special emphasis on the student segment (Attachment B); and finally, with all this information and input, we developed the revised guidelines. ,

In our revised document, we clarified, up-dated and changed where appropriate not only the sections on the roles and authority of a particular administrator or the Executive Secretary, but also the remaining sections regarding items such as proposals to the Services and Activities Fee Review Board. These changes are too numerous to mention here, and can only be realized by reading the revised guidelines.

OPEN QUESTION 4:

I interpret the approval by the Services and Activities Review Board of any "front money" allocation for a potentially profit making venture, with the

anticipation that it will be returned, as an illegal and unconstitutional lending of the credit of the state. The Services and Activities Fee Review Board needs to clarify its operational rules to provide for the allocation of Services and Activities Fee revenues and start up money and to allocate estimated venture-generated revenue earned, less the amount of the Service and Activities Fee allocation (thus: the Services and Activities Fee Review Board could allocate to a group which wishes to show films on an admission basis \$300.00 to order original films for a series in which anticipated revenue is \$8,000, then allocate \$7,700 of the generated revenue anticipation, with the final \$300 of generated revenue, if achieved, to revert to the College Activities Fund at the year end).

RECOMMENDATION

We recommend that revenue generated from profit making ventures be subject to the control of funding organizations in proportion to the funds advanced. The funding organizations may wish to have some part or all of the revenue which is generated returned to them or left with the funded group for its use. In the latter case, the funds would become subject to the supervision of the S and A Board. The funded group would have to follow the same procedures in expending such funds as it would follow with funds allotted it by the S and A Board.

To examine and implement the above recommendation, we suggest that you convene a group composed of at least the following: the Director of Recreation and Campus Activities, the Executive Secretary of the S and A Board, the Business Manager and the Auxiliary Enterprises Accountant. They should develop operational guidelines along the lines suggested above by April 15, 1975.

It is possible that there may be legal or other impediments to implementing our recommendation. If so, the above group should attempt to develop operational guidelines which are as close as possible to the spirit of our recommendation.

OPEN QUESTION 5:

I find it repugnant that the Services and Activities Fee Review Board has not only allowed, but actively encouraged, some operations to secure funding from two sources. The two source funding almost inevitably creates a "whipsaw" effect, harmful to the institution and ultimately harmful to the funded operation. I believe the Services and Activities Fee Review Board should develop guidelines which preclude the funding from Services and Activities Fee revenues of any operation funded from general institutional monies except in the most unusual of circumstances.

RECOMMENDATION:

After hearing testimony from individuals (students, faculty and administrators) who are directly involved with multiple source funding, we support the concept and encourage the continued use thereof: At the same time, we recognize procedural problems associated with receiving funds from several sources. In an effort to partially resolve this problem, we recommend the Director of Recreation and Campus Activities, the Business Manager, the Auxiliary Enterprises Accountant and the Budget Officer explore alternatives and, if feasible, develop a system or procedure that will minimize the problems associated with the present mode of operation. Problems which needed to be addressed include decreasing the amount of legwork and paperwork required of groups receiving multiple source funding.

OPEN QUESTION 6:

The Services and Activities Fee Supported operations have exhibited inconsistent patterns regarding travel, book acquisition, petty cash distributions, personal services contracts, and paid position salaries. The Services and Activities Fee Review Board must develop guidelines which preclude these inconsistencies and insure that close scrutiny of Services and Activities Fee funded operations will not reveal questionable or possibly even illegal usage of funds.

RECOMMENDATION

We recommend the Director of Recreation and Campus Activities and the Assistant Director of Campus Activities formulate operational guidelines by April 15, 1975 for (1) travel (2) book acquisition, (3) petty cash distribution, (4) personal services contracts and (5) paid position salaries. These operational guidelines should clearly identify the procedures to be followed for each of the above items. Naturally, these guidelines must conform to College policy as outlined in the Evergreen Administrative Code Manual and must be specifically oriented to fulfilling the needs of students in the expenditure of Services and Activities Fees funds.