

THE EVERGREEN STATE COLLEGE

EAC 174-162 Student Affairs

Services and Activities Fee Review Board

EAC 174-162-200 Composition of the Board

A Board composed of six students, one faculty member and one staff member shall allocate Services and Activities Fee income, subject to approval of those allocations by the Board of Trustees. Unless otherwise identified in these guidelines (EAC 174-162-200 through 280), the term "Board" shall mean the Services and Activities Fee Review Board. Board members serve terms of no more than one year.

The Auxiliary Enterprises Accountant, the Coordinator of Student Activities, the Dean of Student and Enrollment Services, and the Vice President for Business (or their designees) will sit with the Board in an advisory capacity.

EAC 174-162-210 S & A Coordinator

The S & A Coordinator shall serve as the Board's staff. The S & A Coordinator shall have responsibility for providing, collecting and organizing the information and services the Board requires for its efficient and smooth functioning.

The S & A Coordinator shall organize and moderate all meetings, prepare agendas, record minutes, disseminate information concerning actions, correspond with groups applying for S & A funds, supervise selection of Board members, assist in preparing College Activity Fund budgets, prepare Board operating budgets, and assist with and schedule the Board orientation workshops.

The Board and the Coordinator of Student Activities and/or his or her designee will interview and select the S & A Coordinator each Spring quarter prior to the Board's annual allocation process. The S & A Coordinator shall be accountable to the Board and the Coordinator of Student Activities. The Coordinator of Student Activities shall elicit applicants for the S & A Coordinator position from the student population. The S & A Coordinator's term of employment, which may be in the form of an internship, shall begin in July and end in June.

The Board shall invite the newly selected S & A Coordinator to observe the Spring Quarter's annual allocation process, and may elect to pay him/her during that observation.

The Board shall determine the salary payable to the S & A Coordinator.

No person may serve as S & A Coordinator for more than one term of employment (a person who serves less than half of a term vacated by his/her predecessor, shall not be considered as serving a term for the purposes of this limitation).

The S & A Coordinator shall supervise the selection of new Board members and alternates, beginning with the S & A Coordinator publicizing the role of and processes for selecting Board members and encouraging interested students to register on the Voluntary Service List.

Each academic quarter the S & A Coordinator shall select two student Board members and two student Board alternates from the Voluntary Service List following interviews he or she conducts to elicit information about the candidate's desire to serve, the amount of time the candidate can devote to Board matters, and to whether the candidate anticipates serving full term. The interview will also inquire into the student's activities since extensive involvement in other activities may result in scheduling conflicts.

The S & A Coordinator shall select a summer S & A Board of six students, one faculty member and one staff member to serve during summer quarter only. Participation on the summer Board by Board members serving terms during the academic year shall be encouraged.

The S & A Coordinator shall solicit a volunteer list of faculty and staff members who would be willing to serve on the Board and proceed to employ the same criteria used for student interviews in the final selection. Faculty and staff members shall serve academic year terms beginning Fall quarter.

The interview will also be employed to insure that candidates will, if selected to the Board, voluntarily abstain from participation in decisions on proposals from groups or activities in which they are involved.

All Board appointments shall occur as early as possible each quarter, and must conform with Evergreen's Affirmative Action policy.

If a Board member fails to attend two or more consecutive scheduled Board meetings without good reason (as determined by the S & A Coordinator in consultation with the Board), his/her position shall be declared vacant. The S & A Coordinator shall fill vacancies from the list of alternates, or, if no alternates exist, by the same process as for original selection. To facilitate this process, the S & A Coordinator shall invite alternates to attend Board meetings.

Prior to the annual allocation process, the Board shall gather advisory information relevant to current, short and long-term needs and goals of the College. This information shall be solicited from appropriate student, staff, academic and administrative groups and/or individuals. The purpose of gathering this information is to enable the Board to determine which needs can be fulfilled with S & A funds.

The Board shall assist in preparing, review and approve an annual budget for approval by Evergreen's Board of Trustees. That budget shall be consistent with Evergreen's prescribed budgeting procedures, and shall itemize the use of all projected S & A fee income and any revenue derived from the use of those fees for the ensuing fiscal year. The budget shall provide for the Board's making suballocations from discretionary funds as it deems necessary to support student activities and programs.

The Board and its advisors will attend an orientation workshop held during the first month of its term. The Board will meet on at least a twice-monthly basis. The Board or one of its advisors may call special sessions via the S & A Coordinator which shall be considered scheduled if all Board members have been notified in writing at least three days prior to the meeting and an announcement of the meeting has been registered with the Information Center a like amount of time in advance. A quorum - necessary to the validity of any Board decision - shall consist of four Board members.

The Board members shall only act upon budget proposals presented to them by others. They shall not offer their own proposals or administer funded programs or projects, except as necessary for the Board's operating budget. A Board member should temporarily dismiss himself or herself should a conflict of interest arise which would impair objective participation on the Board. If necessary, the S & A Coordinator shall enforce a dismissal.

The Board shall suspend ("freeze") any allocations which in its view is being misappropriated from the original intent upon which the funds were allocated. When the Board exercises this prerogative, it shall adhere to the principles of the COG document, including its requirements of accountability and locatability and shall present a written explanation for its action to all S & A funded activities prior to the next meeting of the Board.

As a continuing responsibility, all Board members shall solicit popular opinion frequently and conscientiously.

EAC 174-162-250

#### Decision Process

Each Board has the responsibility to determine specific criteria and priorities for funding of activities based on methods adopted by each Board. In establishing criteria for S & A funding, the Board will consider the needs of Evergreen students. Primary emphasis is to be placed on the following general criteria:

- (1) Broad-based student operations (examples of previously funded operations are: College Activities Building, College Recreation Center, CAB Repair and Replacement and the S & A Board.)
- (2) Groups that meet special needs and services at the same time providing educational material and for learning experiences not available

through regular academic channels (examples of previously funded activities: Men's Center, KAOS Radio, Cooper Point Journal, UJAMMA, EPIC, Faith Center).

- (3) Groups that provide leisure activities and projects (examples: Women's Soccer, Coffeehouse, Mountain Climbing).

Except in certain situations of demonstrative benefit to the students of Evergreen funding of student groups rather than individuals is to be emphasized.

S & A funds should not be used to support facilities and/or activities normally supported by College operating funds.

Should the S & A Board decide to fund facilities and/or activities normally supported by College operating funds, the basis for S & A support shall be a mutual understanding with the College administration that a.) there will be a good faith effort on the part of both the S & A Board and the College administration to seek methods to reinstate College operating fund support and b.) that such S & A funding is to be considered only on a twelve month basis renewable at S & A Board option.

The Board shall require that any organization or activity able to plan its program and financial requirements apply for funds during the annual allocations. Each Spring quarter the Board shall allocate funds for the ensuing academic year, after hearings to receive and discuss proposals for annual allocations. The Board may hold executive sessions for discussions.

*Mid-year allocations recognize that some organizations or activities will not exist or will not be able to anticipate their financial needs in the Spring preceding an academic year; mid-year allocations also recognize that Board funds may increase or decrease because of unanticipated changes in enrollment or other factors.*

The Board shall process and adopt or reject all proposals in open, publicized meetings. Members of the Board shall receive written proposals at least two days prior to the meeting at which the proposals are scheduled for consideration. Arguments and analysis will be presented at the scheduled meeting, and, if possible, a decision will be reached on a consensus basis. The Board shall take action on each proposal at that meeting: approved, denied, modified, tabled, or referred back to the sponsor to answer specific questions or to submit a more detailed request. No action may be taken on any proposal unless the sponsor or his/her designee attends.

Failure of a group or individuals to have adequately evaluated funds previously allocated to them by the S & A Board shall be noted by the Board when considering any new or further proposals by the same group or individuals.

Any decision of the Board may be appealed, either directly to the Board, or through the procedures outlined in the COG document.



The Coordinator of Student Activities or his/her designee shall encourage the submission of funding requests which will satisfy a wide variety of interests; assess thoroughly the implications of funding requests; facilitate Board decisions; assist in the initiation, preparation, implementation and evaluation of S & A budgets; provide programmatic and fiscal advice to all S & A organizations; assist the Board in preparing and reviewing the College Activities Fund budget; sit on the Board in an advisory position; and participate in the selection of the S & A Coordinator.

The Dean of Student Services and Enrollment shall, after consultation with the Board, invalidate or suspend ("freeze") any Board allocations which, in his/her view, is not legal, violates the Guidelines, or may be harmful to the Evergreen community.

When the Dean exercises this prerogative, he/she shall adhere to the principles of the COG document, including its requirements of accountability and locatability, and shall present a written explanation for his/her action to the Board at its next meeting. The Board may appeal the Dean's action to invalidate or suspend.

Organizations and activities proposing to secure funds from the Board shall complete the uniform application form (Exhibit I) and the budget summary forms (Exhibit II). These forms and assistance in their completion can be obtained from the S & A Coordinator and/or the Coordinator of Student Activities or his/her designee. When completing these forms, all applicants are expected to follow College policy as outlined in the Evergreen Administrative Code. The S & A Coordinator shall review proposals and return those which fail to comply.

- (1) The S & A Coordinator shall post a copy of every proposal presented to the Board on the Board bulletin board located outside CAB 305, and shall submit a copy to the Information Center.
- (2) The S & A Coordinator shall post a copy of the detailed minutes of each Board meeting on the Board bulletin board, and submit a copy to the Information Center.
- (3) The S & A Coordinator shall post a schedule of meetings and their locations, for the term of the current Board, on the Board bulletin board, and disseminate copies via all available campus media, by the second week of each Board's term.

- (4) The S & A Coordinator shall post the agenda for each meeting in the Information Center at least three days prior to each meeting.
- (5) The S & A Coordinator shall use all campus media to inform the community concerning Board activities.
- (6) The S & A Coordinator will prepare an informational letter or brochure for distribution in the general Orientation mailing each academic year. The brochure shall describe the nature and process of allocation of S & A Fees, and shall detail the responsibilities and duties of Board members.
- (7) Each Board will determine and publish through normal channels the specific criteria for the funding of activities no later than two months prior to the annual allocation proposal deadline. The S & A Coordinator shall circulate and tabulate and announce the results of a questionnaire to all members of the Evergreen community, for the purpose of identifying priority preferences regarding proposed organization and activity funding, including those proposed for the Summer quarter.

EAC 174-162-290      Off-Campus Degree Granting Programs

Whenever The Evergreen State College establishes an off-campus degree granting program, 75 percent of the Services and Activities Fee income generated from the students enrolled in each such off-campus degree granting program shall be allocated for Services and Activities at such off-campus programs. The sub-allocation of such income at such off-campus programs shall employ a Services and Activities Fee Review Board and an S & A Coordinator established at such off-campus program using procedures analogous to those provided in EAC 174-162-200 through 280.