

RECOMMENDATIONS OF THE DTF TO EVALUATE SERVICES
AND ACTIVITIES FEES REVIEW BOARD PROCESS

December 15, 1972

PREFACE

In attempting to evaluate the initial model for the allocation of Services and Activities Fees, we shared many of the same considerations that the initial DTF expressed in their model. We, too, were concerned with:

1. Maximum participation by a wide range of students
2. Continuity
3. Accountability and locatability
4. Recognition of the responsibility and authority of the Dean of Developmental Services

Additionally, however, because Services and Activities Fees affect the entire Evergreen community, we believe we should broaden participation in decisions concerning expenditure of these funds to include a wider community base.

We were concerned, as well, with the lack of cohesiveness in the Board's function, evidenced by slack attendance, lengthy and ineffective deliberation, and inadequate communications between Board and applicants for funding. To these problems, the unifying presence of an executive secretary seemed salutary, so that restructuring Board functions with a non-voting coordinating figure became an important consideration.

We believe the structural changes in the Board, as well as our definition and clarification of duties and activities are sympathetic with the sense of Evergreen as a total community within a larger community, acted upon and acting upon others. We hope our recommendations will facilitate fair and speedy allocation of S and A Fees.

I. Composition of the Board

The central body for the allocation of Services and Activities Fees will be a board composed of six students, one faculty member and one staff member. The primary reason for inclusion of faculty and staff members on the S&A Board is found in the document on Governance and Decision-making at Evergreen. We are reminded that decision-making should, "normally involve people who are affected by and interested in the issues." Equally important, we are asked to guard against any process which might "separate the Evergreen community into constituencies with some sort of traditional representative form of government."

The Director of Recreation and Campus Activities, the Dean of Developmental Services, and the Vice President for Business, or his designee, will sit in an ex officio status by virtue of their varied responsibilities and involvement with this process.

II. Executive Secretary

It is the urgent recommendation of this DTF that a person be found to fill the role of executive secretary to the S and A Board. The executive secretary will organize and moderate all meetings, prepare the agenda, and record the minutes. He or she will also be responsible for disseminating information concerning S and A actions; correspondence with applying groups; supervising the selection of S and A Board; preparation of the annual S and A Board's operating budget; assisting with the board orientation workshop; and will, with the Dean of Developmental Services, or his designee, assist funded organizations with budget control.

The Dean of Developmental Services and the S and A Board will interview and select the executive secretary. This position may or may not be an internship.

The salary payable will be determined by the S and A Board, and the term of employment shall in no case exceed one calendar year.

III. Board Selection

The selection of the Board members and alternatives should begin with a list of 50 people, chosen at random from the Voluntary Service List and, if necessary, the Community Service List. Because a real commitment is needed, priority should be given to those who have expressed a desire to serve. From this 50, the executive secretary must find the eight Board members and three students and one each faculty and staff member to serve as alternatives. This would be accomplished by an informal interview including such questions as these:

1. Are you willing to serve?
2. Do you have approximately X hours a month to devote to Board service?
3. Would you voluntarily abstain from voting on a proposal for a group or activity with which you are involved?
4. What term could you serve?
5. Would you be willing to serve as an alternate?

Interviews should begin with the first person on the list of 50 and proceed in order of position on the list until the required number are found. If the faculty and/or staff positions are unfilled after student positions have been filled, the executive secretary should randomly select from the faculty-staff register, a list of ten people to interview. Should a successive list be needed, it should be generated in the same method as the first.

If any member indicates an inability to serve out his or her full term, or if any member fails to attend more than two consecutive, scheduled Board meetings an alternate will be selected at random to fill the remainder of his or her unexpired term. People willing to serve as alternates should be asked to attend the orientation workshop along with Board members, to render their entry into the Board as quick and as free of mid-term orientation as possible. In order that this attendance may be fully utilized, the alternates whose interest and availability is unchanged at the end of a term, and who have ^{not} been asked to

fill any absence during that time, will be asked to sit on the next Board as a regular Board member.

IV. Duties of the Board

Participation on the S and A Board is incumbent on attending a board orientation workshop scheduled during the first week of each Board's term. A Board member's individual responsibility shall be to attend and participate in each Board meeting scheduled or called during his or her term of office. If unable to attend a meeting, the executive secretary must be notified.

how long is a term?

The Board will meet weekly during the first month of each Board's term and thereafter on at least a bi-monthly basis. The Board, or the executive secretary, may call special sessions.

Board members will only be able to serve once during any academic year to facilitate broader participation throughout the Evergreen community.

The Board members shall only act upon proposals presented to them by others. They should not be concerned with offering their own proposals or with ongoing administration of funded programs or projects, except as is necessary with regard to the operating budget of the S and A Board. It is requested that any Board member voluntarily and temporarily dismiss himself should a conflict of interest arise which would impair objective participation on the Board. This does not preclude a board member from assisting in the development of a proposal.

As a continuing responsibility, all Board members would be charged with soliciting popular opinion frequently and conscientiously.

A suggested time table, covering terms of office and other important time considerations is attached.

V. Decision Process

The Services and Activities Fees Review Board will process and adopt all proposals on a consensus/advocacy basis. When a proposal is first presented and read to the entire Board, members will be asked if anyone feels strongly enough for or against the proposal to sit as advocate and adversary. If no two people feel strongly enough to represent both arguments, a member expressing no strong opinion will be asked by the executive secretary to do a detailed analysis of the proposal and report back at the next meeting.

Arguments, pro and con, or analysis will be presented at the next meeting and, if possible, a decision will be reached on a consensus basis. Some action must be taken on the proposal at that meeting. It must be either approved, denied, modified, or referred back to the sponsor to answer specific questions or to submit a more detailed request.

It is our recommendation that no quorum be established and if all members of the Board are not present at a scheduled meeting, a decision will be made by the members present. A special session called by either the Board or the executive secretary will be considered scheduled if all Board members have been notified in writing at least three days prior to the meeting.

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

VI. Dean of Developmental Services

The Dean of Developmental Services has been delegated veto power of Board decisions by the Board of Trustees. The Dean will be expected to adhere to the principles put forth in the COG report. He must be accountable and locatable for his decisions. In keeping with this, we suggest that, upon the occasion that the Dean would want to exercise his veto power, he must first consult with the members concerning his pending decision. If his decision is executed, it would be necessary for him to furnish a written explanation of this decision to the Board. Appellate procedures are outlined in the social contract and the COG document.

VII. Proposals to the Board

It is our strong recommendation that the executive secretary and the Accountant for Business Enterprises immediately prepare a uniform application form. Additionally, the Business Enterprises Accountant should, at his earliest convenience, prepare a budgetary procedure for use by S and A funded groups, to be included in the Business Policy and Procedures Manual.

This application form should ask for at least the following information:

- the name of the applying individual or group
- the total amount requested
- the objectives of the individual or group
- the program description evaluation procedures
- the contact person for further information
- the contact person's address and phone number

The latter item is of extreme importance, as many proposals have had action delayed for lack of additional information. All applicants will be expected to use the application form and follow the Business Policies and Procedures Manual when applying for funds. The executive secretary is empowered to review and return without action, any proposal not in compliance with this request.

Evaluation of the use of S and A funds is an important consideration in their allocation. Failure of a group or individual to adequately evaluate its use of funds should be noted by the Board when considering any new or further proposals by the same group or individual.

VIII. Guidelines for the Dissemination of Information

1. A written copy of every proposal presented to the S and A Board, along with the names of the Board members acting as advocate and adversary or reviewer, should be submitted to the Information Center.

When action on a proposal has been taken by the Board, it shall be the responsibility of the executive secretary to convey in writing to the proponent, within one week's time, that decision. A copy of this letter shall also be forwarded to the Information Center for attachment to the initial proposal.

2. Detailed minutes of each S and A Board meeting will be posted in the Information Center within three days following the meeting.
3. The schedule of meetings and their locations, for the term of the current Board, will be posted in the Information Center and disseminated via all available campus media by the second week of each Board's term.
4. The agenda for each meeting will be posted in the Information Center at least three days prior to each meeting.
5. The executive secretary is strongly encouraged to use whatever campus media is available to inform the community concerning the activities of the S and A Board.
6. The executive secretary will prepare and distribute by general mailing, an informational letter or brochure during the second week of October of each academic year. The intent of this brochure is to describe the nature and process of allocation of S and A Fees. It also would detail the responsibilities and duties of a member of the Services and Activities Fees Review Board.
7. Prior to May 15 of each year, the executive secretary will circulate a questionnaire to all members of the Evergreen Community to identify priority areas. Any proposal to be considered during the Summer Quarter will be included in this questionnaire and response from the community will be gathered.

IX. Review of This Proposal

It is strongly suggested that the Service and Activities Fees Review Board convene a DTF during the last two weeks of Spring Quarter, 1973, to evaluate the changes we have proposed here. It is further recommended that this practice be continued on an annual basis.

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