

ATTACHMENT A

RESPONSES TO OPEN QUESTION 2

FINAL REPORT

S&A FEES REVIEW BOARD DTF

GUIDELINES FOR THE SERVICES AND ACTIVITIES FEES REVIEW BOARD - Revised Spring 1975

I. Composition of the Board

The central body for the allocation of S&A Fees will be a board composed of six (6) students, one faculty member and one staff member. Board members are to serve terms of no more than one year; beginning early in the Fall quarter.

Inclusion of faculty and staff members of the S&A Board is mandated in documents on Governance and Decision-Making at Evergreen.

The Director of Recreation and Campus Activities, the Administrative Vice President, and the Auxiliary Enterprises Accountant (or their designees) will sit on the Board in an advisory position by virtue of their varied responsibilities and involvement with this process.

II. Executive Secretary

The Executive Secretary is the staff of the Board. The person in this position is, in a nutshell, responsible for providing, collecting and organizing the information and services the Board requires if it is to function efficiently and smoothly.

The Executive Secretary will organize and moderate all meetings, prepare the agenda, and record the minutes. She/he will also be responsible for: disseminating information concerning S&A actions, corresponding with groups applying for funds, supervising the selection of S&A Board members, assisting in the preparation of the annual College Activity Fund budget, preparing the annual S&A Board operating budget and assisting with and scheduling the Board Orientation Workshop.

The Director of Recreation and Campus Activities and/or her or his designee and the S&A Board will interview and select the Executive Secretary. This position may or may not be an internship. The Executive Secretary is accountable to the S&A Board and the Director of Recreation and Campus Activities. The Director of Recreation and Campus Activities is responsible for eliciting applicants for the Executive Secretary position from among the student population.

The term of employment runs from the beginning of June to the end of May. The Executive Secretary will be selected some time during the Spring quarter in advance of the S&A Board's annual allocation process.

The newly selected Executive Secretary is encouraged to observe the annual allocation process, taking place in the Spring quarter. The S&A Board may elect to pay the not yet installed Executive Secretary during the period of observation of Board processes.

The salary payable to the Executive Secretary will be determined by the S&A Board.

No person may serve as Executive Secretary for more than one term of employment. Should an individual fill less than half of a term vacated by her/his predecessor, this is not to be considered as restricting employment for a full term.

III. Board Selection

The selection of Board members must be in conformity with the Evergreen State College's Affirmative Action policy.

The Executive Secretary has responsibility for supervising the selection of the new S&A Board members and alternates.

The selection of the student Board members should begin with a list of names chosen at random from the Voluntary Service list. During Fall registration week the Executive Secretary should publicize the role of and processes for selection of the S&A Board members and should encourage interested students to register on the Voluntary Service list.

From this list of names, the Executive Secretary will select six (6) student Board members and three student alternates in the manner described below.

Members and alternates will be selected through interviews administered by the Executive Secretary. The interviews will be designed to elicit information on the candidate's desire to serve, on the amount of time per month the candidate will be able to devote to the Board and on whether the candidate anticipates being able to complete a full term. The interview will also inquire into the student's other activities. Extensive involvement in other activities may result in scheduling conflicts with Board activities and the Executive Secretary should be apprised of this possibility. To insure objectivity of the Board, members will be expected to voluntarily abstain from participating in decisions on proposals from groups or activities in which they are involved and should so answer in the interview.

The student Board members and alternates will be selected from the list of names, beginning with the first person on the list and continuing down the list until the required number is selected. Experience has shown that the Voluntary Service list is not effective in eliciting faculty and staff participation in the Board. A list of faculty and staff candidates will be drawn at random from the faculty-staff register. The Executive Secretary will interview these candidates in their order from the draw until one faculty and one staff person are selected. The interview will focus on the same matters as that administered the students.

If any member is unable to complete her or his full term, or if any member fails to attend without good reason (as determined by the Executive Secretary in consultation with the Board) more than two (2) consecutive, scheduled Board meetings, an alternate will be selected at random by the Executive Secretary to fill the remainder of her or his 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 free as possible of mid-term orientation.

IV. Duties of the Board

Participation on the S&A Board is incumbent on attending a board orientation workshop to be held 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 her or his term of office. If unable to attend a meeting, the Executive Secretary must be notified in advance.

On a yearly basis, consistent with The Evergreen State College budgeting procedures, The S&A Board, along with administrative support will assist in preparing, review and approve a budget for approval by the Board of Trustees which will itemize the use of all projected S&A Fees and any revenue derived from the use of those fees for the upcoming budget period.

Within that S&A fees budget, the S&A Board will make sub-allocations (from discretionary funds) as it deems necessary to support student activities and programs.

The Board will meet weekly during the first month of each Board's term and thereafter on at least a twice-monthly basis. The Board, or the Executive Secretary, may call special sessions. A special session called by either the Board or Executive Secretary will be considered scheduled if all Board members have been notified in writing at least three days prior to the meeting and announcement of the meeting has been registered with the Information Center a like amount of time in advance.

The Board members shall only act upon budget proposals presented to them by others. They should not be concerned with offering their own proposals or with administration of funded programs or projects, except as is necessary with regard to the operating budget of the S&A Board. A Board member should temporarily dismiss herself or himself should a conflict of interest arise which would impair objective participation on the Board. If necessary, a dismissal shall be enforced by the Executive Secretary.

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

V. Decision Process

The Board makes two types of allocations. In the Spring of the year allocations are made for the next academic year, including costs relating to long term planning. These allocations, called the annual allocations, consume the major part of S&A funds. All organizations able to anticipate their activities and financial needs are encouraged to apply for funds during the annual allocations. It is recognized that some organizations will not yet be in existence or will not be able to anticipate their financial needs in the Spring preceeding an academic year. Additionally, the discretionary funds available to the Board may increase or decrease unexpectedly because of unanticipated changes in enrollment. For these reasons, mid-year allocations are made.

Mid-year allocations: The Services and Activities Fees Review Board will process and adopt or reject all proposals on a consensus basis at open, publicized meetings. Members of the Board should receive written proposals at least two days prior to the meeting at which the proposals are scheduled to be considered. Proposals will be considered by the Board in the order in which they were or-

iginally submitted to the Executive Secretary. Arguments and analysis will be presented at the scheduled 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, 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 her/his designee is in attendance.

Annual allocations: Each Spring the S&A Board will make the annual allocations for the following year. The Board will hold open hearings at that time to receive and discuss proposals. A considerable amount of sifting and winnowing among proposals then becomes necessary because the presence of sponsors or other interested persons may exert excessive pressure on Board members. The Board will be permitted to have executive sessions to discuss and take action on these allocations. The Board will then hold an open meeting to announce and discuss the results of the yearly allocation.

A quorum shall consist of four members of the Board present. No decision shall be valid unless a quorum is present.

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 social contract and/or the COG document.

VI. Director of Recreation and Campus Activities

The Director of Recreation and Campus Activities has "freeze" power over Board allocations and is expected to adhere to the principles put forth in the COG report. She/he must be accountable and locatable for her/his decisions. The Director will have the responsibility to "freeze" any allocations by the S&A Board which, in her/his view are not legal, violate these Guidelines or may be harmful to the Evergreen community. In keeping with this, upon the occasion that the Director would want to exercise her/his "freeze" power she/he must consult with the Board members regarding the decision. If this decision to "freeze" is executed, a written explanation must be given to the Board for consideration at their next meeting. The Board may appeal through procedures outlined in the COG document. The Director of Recreation and Campus Activities or her/his designee will: encourage the submission of Funding requests which will satisfy a wide variety of interests; assess thoroughly the implications of funding requests; facilitate S&A Board decisions; and assist in the initiation, preparation, implementation and evaluation of budgets using S&A fees. The Director of Recreation and Campus Activities and her/his designee will provide programmatic and fiscal advice to all organizations using S&A fees. The Director of Recreation and Campus Activities and her/his designee shall assist the S&A Board in preparation and review of the annual College Activities Fund budget. The Director of Recreation and Campus Activities and her/his designee will sit on the S&A Board in an advisory position. She/he will also participate in the selection of the Executive Secretary for the S&A Board.

VII. Proposals to the Board

The uniform application form (see Exhibit I) and the budget summary forms (see Exhibit II) must be completed when submitting a proposal to the Services and Activities Fees Review Board. These forms and assistance in the completion of these forms

can be obtained from the Executive Secretary and/or the Director of Recreation and Campus Activities or her/his designee. When completing these forms, all applicants are expected to follow the College policy as outlined in the Evergreen Administrative Code Manual. The Executive Secretary is empowered to review and return without action any proposal not in compliance with that procedure.

VIII. Guidelines for the Dissemination of Information

1. A written copy of every proposal presented to the S&A Board should be submitted to the Information Center and will be posted on the S&A Board board located outside CAB 305.
2. Detailed minutes of each S&A Board meeting will be posted on the S&A Board board and sent to the Information Center.
3. The schedule of meetings and their locations for the term of the current Board will be posted on the S&A Board board 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 (3) days prior to each meeting.
5. The Executive Secretary is strongly encouraged to use whatever campus media available to inform the community concerning the activities of the S&A Board.
6. The Executive Secretary will prepare an informational letter or brochure to be distributed in the general Orientation mailing of each academic year. The intent of this brochure is to describe the nature and process of allocation of S&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 responses from the community will be gathered.