

## **Guidelines for the Campus Recreation Advisory Committee**

These guidelines are in place as required by RCW 28B.15.045 to ensure that students have a strong voice in recommending Student Recreation (S&A) Fee levels and programs supported by that fee.

- I. A Campus Recreation Advisory Committee (the Committee) shall exist with membership as follows:
  - A. Students shall hold at least a majority of the voting memberships and such student members shall represent diverse student interests. Student membership shall be recommended by the Associated Students government, or the Associated Students may approve student representation from appropriate other student representative organizations.
  - B. A chairperson of the Committee shall be selected by the members of that committee and may co-chair the Committee along with the Director of Campus Recreation who may serve as an Ex Officio (non-voting) member of the Committee
  
- II. The Committee shall solicit input from the campus constituency and shall follow a process consistent with the following:
  - A. Disclosure of Information: All information pertaining to the Wade King Student Recreation Center's (the Recreation Center) budget shall be made available to appropriate constituents impacted by the mandatory fee. Campus Recreation management shall provide Committee members the following information for the Recreation Center's budget:
    - The current year's budget and year-to-date revenues, expenditures and fund balances
    - The estimated end of the current year revenues, expenditures and fund balances
    - Current funded programs and service levels
    - Current level of "other fees" and revenues generated (e.g. voluntary membership rates for faculty/staff, course fees, rental fees)
    - Explanation of revenue and expenditure trends and issues
    - A proposed budget and fee level for the following year, with information regarding programmatic and service impacts
    - Information regarding the funding requirements for the Renewal & Replacement Reserve Fund (for long term maintenance) as required by bond covenants

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

- B. Public Meeting
  - The Committee shall publicize and hold at least one public meeting during its consideration of the funding of programs and activities.

C. Budget Considerations and Deliberations

- Committee members shall be given the opportunity to present alternative budget proposals to the Committee for consideration if desired. Committee members shall provide supporting information with such alternative proposals sufficient for the Committee to assess the merits of the proposal.
- The Committee shall submit its draft budget and proposed fee level along with supporting documentation to the University Administration by the first week of May.

III. Response by the Administration

- A. Upon receipt of its copy of the Committee's draft proposal, if changes are proposed, the Administration shall produce a written response to the recommendations. This response, with supporting documentation, shall be submitted to the Committee and the Board of Trustees in a timely manner to allow adequate consideration.
- B. In the event of a dispute or disputes between the Committee's and the Administration's proposal, the parties shall follow the provisions outlined within Sections 6 through 8 of RCW 28B.15.045.

IV. Board of Trustees Approval Process

- A. Presentation of the Committee's proposal and supporting documentation shall be made through the Vice President for Student Affairs.
- B. Student representatives from the Committee and representatives of the University Administration shall have an opportunity to address the Board of Trustees before decisions are made.
- C. Committee recommendations shall be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.

Note: According to the bond covenant, the Student Recreation Fee is a "gross revenue pledge" to the Recreation Center. All Recreation Center revenues (including fee and other revenues) are pledged first to the payment of bonds.

- V. Accounting, management and distribution of the Student Recreation Fees collected shall follow the provisions in Sections 9 through 13 of RCW 28B.15.045.

*Note: The Student Recreation Fee is technically an "S&A Fee", and is in addition to the general Services and Activities Fees (S&A Fees) that are already in place at WWU. The Student Recreation Fee supports the Student Recreation Center. The existing "general" S&A Fees support bonds issued by the Housing & Dining System as well as programs provided through the Associated Students, Athletics, Campus Recreation (Intramurals & Sport Clubs only), and Departmentally Related Activities.*

Approved by the President of Western Washington University on \_\_\_\_\_, 2004 with the authority delegated by the Board of Trustees on April 19, 2004.