

POLICIES AND PROCEDURES

Policy

Guidelines Governing Establishment and Funding of Programs Supported by Service and Activities Fees

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Services and Activities Fees is defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged all students registering at the...State colleges and universities." "Services and Activities fees shall be used...for the express purpose of funding student activities and programs. RCW 28B.10.300 authorizes the expenditure of Services and Activities fees for the acquisition, construction, equipping and betterment of lands, buildings, and facilities. In addition, it allows for the allocation of one dollar per student per quarter towards an institution loan fund.

The level of the services and activities fees is authorized by the state legislature. The Board of Trustees may exercise its authority to increase the fees to that level and formally allocates the total fees for both full-time and part-time students during the academic year.

Services and activities fees expenditures for programs devoted to political and economic philosophies will result in the presentation of a spectrum of ideas pursuant to RCW 28B.15.044.

A. Statutorily Required Guidelines

28B.15.045 Services and activities fees---Guidelines governing establishment and funding of programs supported by---Scope---Mandatory provisions---Dispute resolution.

The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

The legislature also recognizes that services and activities fees are paid by students for the express purpose of funding student services and programs. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for services and activities fees. The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall stipulate procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

1. *Student representatives from the services and activities fee committee (S&A Board) and representatives of the college or university administration shall have an opportunity to address the governing board (Board of Trustees) before board decisions on services and activities fee budgets and dispute resolution actions are made.*
2. *Members of the governing boards (Board of Trustees) shall adhere to the principle that services and activities fee committee (S&A Board) desires 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.*
3. *Responsibility for proposing to the administration and the governing board (Board of Trustees) program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee (S&A Board), on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee (S&A Board) shall be selected by the members of that committee. The governing board (Board of Trustees) shall insure that the services and activities fee committee (S&A Board) provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.*
4. *The services and activities fee committee (S&A Board) shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees with supporting documents simultaneously to the college or university governing board (Board of Trustees) and administration.*
5. *The college or university administration shall review the services and activities fee committee (S&A Board) budget recommendations and publish a written response to the services and activities fee committee (S&A Board). This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the services and activities fee committee (S&A Board) in a timely manner to allow adequate consideration.*
6. (a) *In the event of a dispute or disputes involving the services and activities fee committee (S&A Board) recommendations, the college or university administration shall meet with the services and activities fee committee (S&A Board) in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the governing board (Board of Trustees).*

(b) *If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee (S&A Board) within fourteen days.*
7. *The dispute resolution committee shall be selected as follows: The college or university administration shall appoint two nonvoting advisory members, - the governing board (Board of Trustees) shall appoint three voting members; and the services and activities fee committee (S&A Board) chair shall appoint three student members of the services and activities fee committee (S&A Board) who will have a vote, and one student representing the services and activities fee committee (S&A Board) who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.*
8. *The governing board (Board of Trustees) may take action on those portions of the services and activities fee budget not in dispute in accordance with the customary budget approval time line established by the board. The governing board (Board of Trustees) shall consider the results, if any, of the dispute resolution committee and shall take action.*
9. *Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.*
10. *Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter 43. 88 RCW.*
11. *All information pertaining to services and activities fees budgets shall be made available to interested parties.*
12. *With the exception of any funds needed for bond covenant obligations, once the budget for expending service and activities fees is approved by the governing board (Board of Trustees), funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written*

justification to the services and activities fee committee (S&A Board) and the governing board (Board of Trustees), or the governing board (Board of Trustees) gives its express approval. In the event of a fund transfer dispute among the services and activities fee committee (S&A Board), the administration, or the governing board (Board of Trustees), said dispute shall be resolved pursuant to subsections (6)(b), (7), and (8) of this section

13. Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section.

B. Permissible Statute

The Board of Trustees exercises the option allowed under RCW 28B.10.300 which allows for the allocation of one dollar per student per quarter towards an emergency student loan fund.

C. Services and Activities Board Institutional Guidelines

1. Purpose

The Services and Activities Fee Board (hereafter called S&A Board) is a board appointed pursuant to RCW 28B.15.044 and 28B.15.045 to review all requests for support from the services and activities fees. The S&A Board is responsible for proposing to the administration and the Board of Trustees recommended program priorities and budget levels for all service and activities fees.

2. Composition

The S&A Board will be composed of 9 full-time members who reflect the diversity of the student population. All S&A Board members must be full service and activities fee paying students. A member of the faculty and one professional staff person may also sit on the S&A Board.

3. S&A Board Members Selection

The S&A Board coordinator will chair the committee for the selection of new S&A Board members. The majority of the selection committee members will be students, who have previously sat on the board. The selection process will follow all student personnel hiring procedures and affirmative action guidelines.

4. Vacancies

In the event membership of the Board falls below six (6), the application process shall be reopened and all open positions will be filled for the remainder of the academic year.

5. Term of Membership

S&A Board members will be appointed for a term of not more than one full year. If an S&A Board member is appointed past the midpoint of an academic year, the remainder of that academic year will not count toward the one-year term. Students may serve as a Board member for a maximum of two (2) non-consecutive years.

6. Responsibilities of Membership

The responsibility for developing and maintaining effective communications within the S&A Board and, therefore, with the rest of the campus community represented thereon, is shared by all members. Active participation in the deliberations of the S&A Board and its various subcommittees is expected of all members, as is a willingness to engage in constructive dialogue on any issues being considered. To assure a common understanding of the responsibilities and expectations associated with S&A Board membership and the respective roles of its voting and ex-officio members, these matters will be incorporated into orientation programs for new and continuing members. If an S&A Board member fails to attend two consecutive meetings without good reason, as determined by the S&A Board, his/her position will be declared vacant.

7. S&A Board Coordinator Selection

Prior to the spring allocation process, the S&A Board will conduct a hiring process for the S&A Board coordinator position for the following year. The selection will follow all student personnel hiring procedures and affirmative action guidelines.

8. Term of Coordinator

The S&A Board coordinator position is a one-year term. No person will serve as the S&A Board coordinator for more than one

term of employment. A person who serves less than half a term will be eligible to apply for a second term. The term will officially commence in July and conclude the following June.

9. Duties of Coordinator

Once selected, the new S&A Board coordinator will be required to observe each phase of the spring allocation process prior to his/her official term of employment. The S&A Board coordinator will serve as the S&A Board's staff. The S&A Board coordinator will be accountable for providing information and services for the S&A Board, providing facilitation for S&A Board meetings, preparing agendas, retaining an office manager, and disseminating information concerning actions of the S&A Board. The coordinator will also correspond with, and assist organizations applying for service and activities funds, prepare and manage the S&A Board's operating budget, and organize training and orientation for new S&A Board members. The coordinator will act as a liaison to related campus offices and boards. Part of the duties will include submitting the S&A Board developed budget for administrative review by the Vice President for Student Affairs and Board of Trustee approval.

10. Director of Student Activities

The Director of Student Activities will sit with the S&A Board in an advisory capacity. He/she will participate in the selection of both the S&A Board members and new S&A Board coordinator. He/she will provide general guidance and supervision to the S&A Board coordinator. The Director will assist in the development and implementation of an orientation and training program for the S&A Board, including the annual retreat. He/she will provide a two-year historical fund balance report to the S&A Board prior to the annual allocations process. He/she will also assist in the preparation, implementation, and evaluation of all service and activities budgets, and, in conjunction with the Student Activities Office staff, will provide programmatic and fiscal advice to all service and activities fee-funded agencies.

11. Dean of Student and Academic Support Services.

The Dean of Student and Academic Support Services may, after consultation with the S&A Board and the Director of Student Activities, invalidate or suspend an allocation which in his/her view is not legal, represents a misuse of funds, or violates guidelines. If the Dean exercises this option, he/she will present a written explanation of his/her action to the Vice President for Student Affairs and other interested parties.

12. Additional Advisory Responsibility

At the beginning of each academic year, a summary of projected income from the service and activities fees shall be provided to the S&A Board by the office of the Vice President for Student Affairs. The S&A Board may send comments on this report to the Vice President for Student Affairs.

13. Quorum

Decisions will not be made without a quorum consisting of at least six (6) full fee paying student S&A Board members.

14. Decision Process

Decisions will be reached through a consensus basis. If consensus cannot be reached, a vote will be taken. All S&A Board members may make motions and second motions. A two-thirds (2/3) majority will be required to approve all issues which come to a vote.

15. Conflict of Interest

S&A Board members will abstain if a conflict of interest arises. If necessary, the S&A Board coordinator will enforce an abstention.

16. Regular Meetings

The S&A Board will have scheduled meetings on at least a monthly basis during Fall, Winter, and Spring quarters. The S&A Board will not meet during Summer quarter. The S&A Board coordinator may call a special session if all S&A Board members, S&A Board staff, and affected parties are notified and public notice is made at least three working days prior to the meeting.

17. Dissemination of Information

A basic responsibility of the S&A Board is to provide full information to the campus community (especially the students) concerning programs and activities funded from service and activities fees. To achieve this objective, the S&A Board will hold open meetings and may arrange to hold public hearings on major issues presented to it. The S&A Board will give adequate notice to the campus community through such devices as the Cooper Point Journal, KAOS, and public postings.

18. Written Proposals

All requesting units will provide the S&A Board with the following information upon presentation of their budget proposal:

- a. The current year's budget allotment.
- b. The current balances of the budget at the time of budget presentation.
- c. The estimated end-of-the-year balances.
- d. The current reserve account levels.
- e. The proposed budget allotment for the following year.

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

19. Tier I and Reserves

The S&A Board will utilize a split allocation process in which Reserves and Tier I (service and activities fee funded agencies managed by permanent professional staff) operational budgets are funded prior to the allocations of other service and activities organizations. Tier I budgets will be funded on a two-year cycle.

20. Hearings

The S&A Board will hold hearings with each requesting agency to discuss its budget proposal.

a. Preliminary Hearing

The S&A Board will hold an open public hearing after receipt of written budget proposal from requesting agency but before determination of the service and activities budget proposal is made.

b. Final Hearing

The S&A Board will hold at least one open public hearing to hear appeals and accept testimony not less than one week after it determines the service and activities budget proposal. The S&A Board will review testimony and take it into consideration before any final decision is made.

21. Budget Recommendation

The S&A Board will submit budget recommendations for the expenditure of services and activities fees with supporting documents simultaneously to the Board of Trustees and the Vice President for Student Affairs.

22. Coordinator Presentation

Presentation of the S&A Board's proposed budget recommendations to the Board of Trustees will be made by the coordinator of the S&A Board.

23. Dispute Resolution

Every effort will be made to resolve any disputed allocation at the origin of the original decision.

All disputes must be received in writing, by the S&A Board Coordinator within 72 working hours of the publication of the original decision.

If said dispute is not resolved by The Evergreen State College Services and Activities Fee Allocation Board, a written appeal may be made to the Dean of Student and Academic Support Services.

Review and attempt to resolve the dispute at this level must occur within 72 working hours of the receipt of the written dispute.

If said dispute is not resolved by the Dean of Student and Academic Support Services, a written appeal may be made to the Vice President of Student Affairs.

All disputes involving S&A Board allocations that have not been resolved in accordance with the above stated process shall be resolved pursuant to RCW 28B.15.045, Sections 6,7, and 8. The Chair of the Board of Trustees shall have the authority to appoint the three governing board representatives. The Dispute Resolution Committee's recommendations are advisory to the Board of Trustees, although it is expected that the Dispute Resolution Committee's recommendations will be given serious consideration by the Board of Trustees.

All disputes involving S&A Board annual or bi-annual recommendations that have not been resolved in accordance with the above stated process shall be resolved pursuant to RCW 28B.15.045, Sections 6,7, and 8. The Chair of the Board of Trustees shall have the authority to appoint the three governing board representatives. The Dispute Resolution Committee's recommendations are advisory to the Board of Trustees, although it is expected that the Dispute Resolution Committee's

recommendations will be given serious consideration by the Board of Trustees.

24. Delegation of Authority to Permanent Off-Campus Programs

The Evergreen State College Services and Activities Fee Allocation Board authorizes the students of all TESC permanent off-campus programs to establish a Services and Activities Fee Allocation Committee. The purpose of the off-campus program Services and Activities Fee Allocation Committee is to establish the appropriate guidelines and in accordance with those guidelines, to recommend to the Olympia Services and Activities Fee Allocation Board, the allocation of Services and Activities Fees collected in association with the enrollment of that program.

The guidelines of Services and Activities Committees of permanent off-campus programs are to be considered subsets of the Guidelines Governing Establishment and Funding of Programs Supported by Services and Activities Fees, item C. Services and Activities Board institutional Guidelines (Policy #9 approved July 14, 1993), which must be approved by the Board of Trustees.

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D. The Evergreen State College, Tacoma Program Services & Activities Fee Allocation Committee Guidelines

1. Purpose

The Evergreen State College, Tacoma program's Service and Activities Fee Committee (hereafter called S&A Committee) is a committee appointed in accordance with the Guidelines, Governing Establishment and Funding of Programs Supported by Service and Activities Fees, approved by the Board of Trustees May, 2002. The S&A Committee is responsible for proposing to The Evergreen State College, Services and Activities Fee Allocation Board recommended program priorities, allocations and budget levels for all service and activities fees.

2. Composition

The S&A Committee will be composed of nine voting student members, who reflect the diversity of the student population. There are two executive officers, the Committee Coordinator, the Office Manager and seven at-large committee members. The Committee may add, based upon enrollment during the year, one at-large member for each 30 FTE growth that the campus experiences up to a limit of 11 at-large members. All S&A Committee members must be currently enrolled fee-paying students of TESC Tacoma Program. One member of the faculty (appointed by the Tacoma Program Director) and two professional staff persons (the Director of the Student Activities Administration or designee and the Assistant to the Director of TESC-Tacoma Program) will serve as ex-officio members of the S&A Committee.

3. The Evergreen State College, Tacoma program S&A Committee Executive Officers and Committee Member Selection

Prior to the Spring Allocation process, the S&A Committee will invite applications for the positions of Coordinator and Office Manager for the coming year. The selection will follow all student personnel hiring procedures. The Coordinator and Office Manager will be selected through an open selection hiring process. Applications will be available at the beginning of the Spring Quarter of each year. The Executive Officers will be selected by a majority vote of the sitting S&A Committee. Elections for the seven at-large members of the Committee will be held the third week of the Fall Quarter each year. All at-large members will be elected by a ballot vote of the student body of the Evergreen State College, Tacoma Program. An election committee for at-large members will be appointed in Spring Quarter of the previous academic year to conduct the Fall elections. No candidate for office may serve on the election committee.

4. Vacancies

In the event, a student position becomes vacant; the vacancy will be filled from the list of original candidates according to votes cast. If no available candidate exists, then the Committee will conduct an open application process (open to all fee-paying students of the TESC Program) and appoint from the pool of applicants an individual to fill the uncompleted term of the vacancy. In the event board membership drops below six members, the Coordinator will immediately conduct an election. The election will be conducted as described in the S&A Committee member's selection process.

5. Terms of Membership

The S&A committee's executive officers' terms begin on July 1, each year and conclude June 30, of the following year. A member may not serve more than two consecutive terms. The at-large committee members terms of office commence upon election and conclude on June 30. If an S&A Committee member is appointed past the mid-point of a Quarter, the remainder of that Quarter will not be counted as part of the two-year term limitation.

6. Responsibilities of Office

The responsibility for developing and maintaining effective communications within the S&A Committee, and therefore with the rest of the program's community represented, is shared by all members. Active participation in the deliberations of the S&A Committee and its various subcommittees is expected of all members, as well as a willingness to engage in constructive dialogue on any issue being considered. Two consecutive unexcused absences from the S&A Committee meeting will constitute cause for removal from the committee. Removal from the committee will be conducted in accordance with the provisions of this document as described in paragraph 7.

7. Removal from Office

Resignation - Committee members must present to the Committee Coordinator a written letter of resignation. The letter should contain the effective date of the resignation. A copy of all resignations must be forwarded to the Director of the Student Activities Administration.

Removal - Failure to perform the duties or to uphold the ethical expectations of the office to which elected or appointed may result in removal from office. A motion brought by a member of the Committee may remove a member. A motion to remove from office must be passed by a 2/3 vote.

8. Duties of the Executive Officers*Coordinator*

The S&A Coordinator will:

- Maintain a regular schedule of office hours (a minimum of 12 and a maximum of 19 hours per week).
- Provide accurate information and services for the S&A Committee.
- Facilitate S&A Committee meetings.
- Establish the agenda for all Committee meetings.
- Disseminate information concerning actions of the S&A Committee in a timely and accurate manner to the Tacoma Program community.
- Advise and assist organizations applying for S&A funding.
- Work with TESC Student Activities Administration and the Assistant to the Director of TESC-Tacoma in the preparation and management of the S&A Committee's operating budget.
- Work with TESC Student Activities Administration and the Assistant to the Director of TESC-Tacoma in the preparation and organization of training and orientation for new S&A Committee members.
- Serve as a liaison to related campus offices and boards.
- Biennially, prepare and submit the proposed Tacoma program S&A Committee budget to The Evergreen State College S&A Board and the Director of Student Activities for inclusion in the Board's recommendations for administrative review to the Vice President for Student Affairs. Prior to submission to the Director of Student Activities, the budget will be reviewed and endorsed by the Tacoma S&A Fee Committee.

Office Coordinator

The Office Coordinator responsibilities are as follows:

- Maintain a regular schedule of office hours (a minimum of 12 and a maximum of 19 hours per week).
- Record, type and post minutes. Submit a copy to all Committee members; revise as necessary.
- Prepare materials for S&A Committee members in a timely manner.
- Provide written or telephone confirmation of all appointments with the committee.
- Check the mail and voice mail messages each day.
- Prepare the meeting agenda.
- Insure that all equipment (i.e. Dictaphone, cassette tapes, etc.) is working and all materials that are needed for committee meetings are prepared.

Duties of at-Large members:

The duties of Members at Large are:

- Maintain regular (a minimum of five hours per week) and posted office hours.
- Attend all regularly and specially called meetings of the S&A Committee unless officially excused.
- Perform all assignments of the Committee in a professional and diligent manner.
- Represent the needs and interests of the students of The Evergreen State College Tacoma Program.

9. Quorum

A quorum consists of two-thirds of current S&A Committee members. No business may be conducted in the absence of a quorum.

10. Decision Process

Decisions will be reached by the use of Robert's Rules of Order. A Robert's Rules training session will be a part of orientation each year.

11. Conflict of Interest

The Evergreen State College, Tacoma Program S&A Committee members will abstain when a conflict of interest arises. If necessary, the S&A Committee Coordinator will enforce abstention.

12. Regular Meetings

The S&A Committee will conduct meetings at least twice-monthly during Fall, Winter and Spring Quarters. The Tacoma Program S&A Committee may meet during the Summer Quarter. The S&A Committee Coordinator may call for an emergency meeting or special session if notice is provided to committee members and the campus community 48 hours prior to the proposed meeting date and time. Notification for regularly scheduled meetings is 72 hours prior to the scheduled meeting.

13. Dissemination of Information

A basic responsibility of the S&A Committee is to provide full information to the campus community (especially students) concerning programs and activities funded from the service and activities fees. To achieve this objective the Tacoma Program S&A Committee will hold open meetings and may arrange to hold public hearings on major issues presented to the committee. The S&A Committee will provide notice to the campus community through such devices as public posting, newsletters and bulletin boards as required by the Washington State Public Open Meetings Act.

14. Special Initiatives

All student organizations and units/agencies of The Evergreen State College, Tacoma program may request funding from the S&A Committee. All funding will be made in light of the stated purpose of the fund as defined in RCW 28B.15.44 and .45.

In order to do so, the requesting entity must present a completed Special Initiative Request form to the S&A Committee Coordinator not less than five days prior to the date of the next Committee meeting. (In case of emergent need, the S&A Coordinator may waive the five-day waiting period for consideration of the request.) A member of the requesting organization must be present and make an oral Special Initiative Request of the Committee. The Special Initiative Request Form consists of the following information:

- a. The purpose of the funding request, including the date, location, and speaker, etc.
- b. How much funding is necessary.
- c. The current year's budget allotment, if any, for the agency requesting funds.
- d. The current balances of the budget, at the time of the presentation.
- e. The current reserve account levels.
- f. The proposed budget allotment for the following year, per discretion of the current S&A Committee.

The S&A Committee may choose to fund all, part or none of the request. All decisions of the Committee will be posted publicly within 48 hours of the Committee's decision.

The Dean of Student and Academic Support Services may, after consultation with The Evergreen State College, Tacoma program S&A Committee and the Director of Student Activities, invalidate or suspend an allocation, which is his/her view is not legal, represents a misuse of funds, or violates institutional guidelines. If the Dean exercises this option, he/she will present a written explanation of his/her action to the Committee and the Vice President for the Student Affairs.

All decisions for funding will be made in accordance with the funding stipulations of RCW.28B.15.045

15. Annual Budget Hearings

The S&A Committee will prepare an annual budget. All appropriate TESC, Tacoma parties will have an opportunity to request funding from the S&A Committee.

Notification of the budget-building process will be made to the campus community in the middle of Winter Quarter.

a. Budget Request Hearings

The S&A Committee will schedule budget request hearings each week in February. Groups requesting annual funding will be required to make an oral presentation to the Committee.

b. Final Hearings

The S&A Committee will hold at least one open public hearing to consider appeals, not less than one week after it approves the service and activities budget. The S&A Committee will review and hear testimony from the appealing parties and enter it into consideration before providing final recommendations.

16. Budget Recommendation

The S&A Committee will submit biennial budget recommendations for the expenditure of service and activities fees, with supporting documents, to the Director of Student Activities and Services and Activities Fee Allocation Board in the first week of May. In June the budget will be included in the overall recommendations of the TESC Services and Activities Fee Allocation Board to the Board of Trustees.

17. Coordinator Presentation

The Coordinator of the Tacoma Program's S&A Committee will make a presentation of the final S&A Committee's proposed budget recommendations to The Evergreen State College Services and Activities Fee Allocation Committee.

18. Dispute Resolution

a. Every effort will be made to resolve any disputed allocation at the origin of the original decision.

b. All disputes must be received in writing, by the S&A Committee Coordinator within 72 working hours of the publication of the original decision. Review and attempt to resolve the dispute must occur within 72 working hours of the receipt of the written dispute.

c. If said dispute is not resolved at the local level a written appeal may be made to The Evergreen State College Services and Activities Fee Allocation Board. All disputes must be received in writing by the S&A Board Coordinator within 72 working hours of the publication of the most recent decision. Review and attempt to resolve the dispute must occur within 72 working hours of the receipt of the written dispute.

d. If said dispute is not resolved by The Evergreen State College Services and Activities Fee Allocation Board, a written appeal may be made to the Dean of Student and Academic Support Services. Review and attempt to resolve the dispute at this level must occur within 72 working hours of the receipt of the written dispute.

e. If said dispute is not resolved by the Dean of Student and Academic Support Services, a written appeal may be made to the Vice President of Student Affairs. Review and attempt to resolve the dispute at this level must occur within 72 working hours of the receipt of the written dispute.

f. All disputes involving S&A Board allocations or recommendations that have not been resolved in accordance with the above stated process shall be resolved pursuant to RCW 28B.15.045, Sections 6,7, and 8. The Chair of the Board of Trustees shall have the authority to appoint the three governing board representatives. The Dispute Resolution Committee's recommendations are advisory to the Board of Trustees, although it is expected that the Dispute Resolution Committee's recommendations will be given serious consideration by the Board of Trustees.