

## **Everett Community College Student Green Fee Agreement**

Pursuant to the Student Green Fee (commonly referred to as the Green Fee) Election conducted in May, 2018, the Associated Student Body Senate (hereafter referred to as the **ASB**), acting through its President, Emmerson Hunter, and Everett Community College (hereafter referred to as the **College**), acting through its President, David N. Beyer, agree that the Student Green Fee (hereafter referred to as the **Fee**) shall be administered as follows:

### **1. Fee Amount**

The **Fee** shall be set at \$0.50 per credit for the first fifteen (15) credits, not to exceed \$7.50 per quarter per student. The **Fee** shall be assessed beginning Winter Quarter 2019. It shall be the responsibility of the College Administration to determine what programs, courses and/or students are assessed the **Fee** and to inform the ASB President regarding changes.

The **Fee** shall only be adjusted pursuant to the Revised Code of Washington, the Washington Administrative Code, ASB policy and procedure and College policy and procedure. The College shall coordinate the collection of the **Fee** and disbursement of the collected **Fee**.

### **2. Use of the Fee**

The purpose of the **Fee** is to provide funding and resources to allow the College and ASEvCC to promote sustainable practices and minimize its environmental impact, contribution to climate change, and resource consumption. The **Fee** shall be utilized only for:

- The Campus Sustainability Fund (hereafter referred to as the **CSF**), which will offer grants for student projects that promote sustainability and environmental leadership, demonstrate zero-waste or zero-emissions operations, and aid in the reduction of the Colleges environmental impact and carbon footprint.
- Supplement the Office of Sustainability, which will take on some management responsibilities of the **Fee**, and coordinate the overall effort to reduce the environmental impact of the College. The monies allocated to this supplemental budget shall not be used for the salaries of permanent College employees or any expenses that would normally be covered by the College's operating budget.
- Student job opportunities offered by the Office of Sustainability.

### **3. Student Green Fee Administrative Committee**

A Student Green Fee Administrative Committee (hereafter referred to as the **GFAC**), shall be established. The **GFAC** shall be comprised of seven voting members as follows:

- ASB Sustainability Officer or his/her designee
- Four (4) students to be nominated by the ASB Sustainability Officer and approved by the ASB Executive Council
- One faculty representative to be appointed by the Faculty bargaining agent
- Office of Sustainability staff member

Ex-officio (non-voting) members shall be appointed on a case-by-case basis at the discretion of the **GFAC**.

The ASB Sustainability Officer shall be chairperson of the **GFAC**. For the purposes of budget development, funds from the **Fee** shall be authorized to hire the ASB Sustainability Officer in Winter Quarter 2019 until the end of FY 2018-19. Unless an extraordinary need for additional funds arises, no other monies from the **Fee** shall be authorized until FY 2019-20 and is consistent with the approved budget.

The ASB Sustainability Officer will coordinate with the ASB Executive Council to nominate the other four (4) students to the **GFAC**. Once the nominations have been cast, the **ASB** shall vote to confirm the appointments to the **GFAC**.

Four (4) voting members (three (3) of which must be students) shall constitute a quorum. The role of the **GFAC** shall include, but not be limited to, approving requests for funding from the **CSF**, recommending annual budget proposals, and other administrative responsibilities for the **Fee**.

**4. Student Green Fee Financial Code**

The **ASB** and **College** shall maintain a Financial Code that outlines the policies and procedures to manage the Student Green Fee. The Financial Code shall include, at a minimum, specific policies and/or procedures that outline the collection and use of the **Fee**, financial and accounting responsibilities, the process to request funding, annual budget development, role of the **GFAC** and use of any fund balances. The **ASB**, **College** and **GFAC** shall adhere to the policies and procedures to be outlined in the Financial Code.

**5. Primary Contacts for Information**

Requests for information regarding **Student Green Fee** policies and procedures should be directed to either of the following contacts:

- The **ASB** designates the interim ASB Sustainability Officer as the primary contact.
- The **College** designates the Vice President of Administration as the primary contact.

The terms of this agreement are accepted by Everett Community College and the Associated Student Body and will be reviewed during Spring Quarter, 2019, for functionality, procedures and consistency.

The signatures below were affixed on this \_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_.

\_\_\_\_\_  
Dr. David Beyer  
President, Everett Community College

\_\_\_\_\_  
Emmerson Hunter  
President, Associated Student Body