SECTION I: GOVERNANCE OVERVIEW

1) Purpose of shared operating guidelines and agreement
   a) The WSU Board of Regents exercises ultimate control, legal power and policy responsibility for the general management and operation of the university and all university property with administrative authority delegated to the university president and chancellor. The purpose of this agreement is to establish the partnership responsible to manage the Student Union Building (SUB) and to define joint issue policies and procedures in support of the overall operation of the facility, which provides non-academic services, conveniences, and amenities to the entire university community.

2) Student Union facility management team
   a) The management of this facility shall be based on a financial partnership, which includes the Associated Students of WSU Tri-Cities (ASWSUTC) and Washington State University Tri-Cities. The facility management team facility shall consist of the following managing partner representatives, or their designee:
      i) Vice Chancellor of Enrollment Management and Student Services or designee.
      ii) Vice Chancellor of Administration and Finance or designee.
   b) An administration team shall address operating responsibilities and issues unique to each managing partner’s operations for each respective individual partner.
   c) Tenant spaces, (if available), are managed by the Division of Enrollment Management and Student Services (EMSS), and are available for lease to a service or business. The other managing partners shall participate in the leaseholder selection process. Without prior approval by all the managing partners, the tenant spaces will not be leased to a service or business, which is in direct competition with an existing managing partner’s operation. Tenant space leases shall be in compliance with the university commercial activities policy.
   d) No managing partner shall offer a product or service that another managing partner provides.

3) Governance board
   a) A governance board will represent the managing partners on shared governance responsibilities, management and operating issues for the facility.
   b) Voting members of the governance board shall include the following three (3) student representatives and two (2) members of the university president’s cabinet:
      i) ASWSUTC President or designee (1 year appointment),
      ii) Services and Activities Fee Committee Chairperson, or their designee (2 year appointment preferred),
      iii) Student at Large (2 year appointment preferred), appointed by the Chancellor,
      iv) Vice Chancellor for Enrollment Management and Student Services, and
      v) Vice Chancellor for Administration and Finance or designee.
   c) A student voting member will be elected by council members to serve as chair of the governing council. The chair will serve a one-year term and may be re-elected. As the need arises, other non-voting university representatives may be invited to participate in the meetings.

4) Governance board procedures
   a) The governance board meetings shall follow the guidelines established by the board, in accordance with the laws of the state of Washington.
   b) The governance board will meet at least once a semester, or as often as required.
   c) The governance board may establish standing or ad-hoc committees, as required. These committees shall address shared facility issues, which may include, but not be limited to finances, shared support
services, and physical facility issues, such as maintenance and capital improvements.

d) Recognizing the full partnership for joint occupancy, the governance board acknowledges the need for each managing partner to conduct assessments of the facility. Every year, the governance board will have the managing partners provide a facility assessment, which should address physical facility condition, technical services, furnishings and equipment replacement and repair, and long-term fiscal planning. Reports by each managing partner will be presented at a governance board meeting (date to be determined by the governance board).

5) **Standing Committees**
   a) Student Union Building Campus Design Committee
      i) The design committee performs the following functions in the form of recommendations to the Chancellor.
         1. Represent the campus community in the design of the student union building,
         2. Interfaces and assists in the selection of potential developers,
         3. Conducts forums to gather feedback from the campus community,
         4. Collaborates with university facilities and finance personnel, and
         5. Contributes to and makes recommendations for the final facility use agreements for the facility.
      
      ii) Voting members of the campus design committee should include and subject to the Chancellor’s approval:
         1. ASWSUTC President
         2. 5 student representatives appointed by the ASWSUTC President ensuring for adequate representation of the entire student body,
         3. Faculty representative appointed by the Vice Chancellor for Academic Affairs,
         4. Staff representative appointed by the Vice Chancellor for Enrollment Management and Student Services,
         5. Vice Chancellor for Enrollment Management and Student Services or designee, and
         6. Vice Chancellor for Administration and Finance or designee, and
         7. University Architect or designee.

      iii) A student-voting member will be elected by committee members to serve as chair of the design committee. The chair will serve a one-year term and may be re-elected. As the need arises, other non-voting university representatives may be invited to participate in the meetings.

6) **Procedures for changes to this document**
   a) The procedure for proposed changes in the facility management team is as follows
      i) The student facility management team shall submit proposed partnership changes to the governance board for review.
      ii) The governance board shall submit recommended partnership changes to the Chancellor’s Executive Council for approval. Changes for the upcoming fiscal year must be submitted no later than May 1st.
      iii) The student union facility management team shall review this document, including all referenced attachments and addenda, annually before the first of May of each year, in support of the principle of joint occupancy, management and operation of the facility. The managing partners will provide a report of the yearly review to the governance board.
      iv) The managing partners shall initiate proposed changes to this document.
      v) The student union facility management team shall submit proposed changes to this document to the governance board for approval.

Approved by the Chancellor: ___________________________ Date: December 23, 2014