Western Washington University  
Services and Activities Fee Committee Meeting  
Monday, February 23, 2015  
Viking Union 462A

PRESENT:  Eric Alexander (AS), Steven Card (Athletics), Ashley Demko (ACDS), David Fewings (Finance & Marketing), Aaron Ignac (ACDS), Tina Loudon (VP Designee), John Petrinovich-Bartich (Campus Rec), Ted Sealey (Journalism), Raquel Wilson (AS)

ABSENT:  Kiera Alkema (DRAC), Christopher Bianco (DRAC), Chelsea Ghant (AS), Adam Leonard (Campus Rec), Kurtis Pederson (Athletics), Marie Sather (Campus Rec), Quy Ton (DRAC), Kenny Torre (DRAC), Annika Wolters (AS)

The meeting was called to order at 12:11 by Tina Loudon.

Loudon noted that next week’s meetings agenda items are the overviews of each constituent area. Because we have two meetings a week, it is up to each area to decide how they want to present their information, but that it’s important to try to present the same information at each meeting. The information to be presented is intended to be a broad overview of each area so that the voting members have some context as to what each area does and where the budgets come from. Alexander recommended developing a template for the overview presentations for future reference.

Discussion on Services and Activities Committee Charge and Procedural Guidelines

Loudon gave an overview of this document that went to the Board of Trustees last year in this draft form.

- It was noted that the work on this document began last year with Kevin Majkut.
- A suggestion was made that perhaps the selection process of student representatives might be more efficient if it started the spring quarter the previous year, and will be discussed further at a later meeting.
- Because each constituent area is different, it would be difficult to have the recommendation of student representatives be consistent with each. However, the goal is to make the process within each area more transparent, public, and well understood, and to have students have more of a voice in the process. Tina requested each area discuss this section and come back with suggestions for their area.
- In response to Alexander’s question regarding how the student representatives are being educated in the process of developing the budget within their constituent areas, Card noted that often the students that serve on the S&A Fee Committee are also usually on committees within their areas, and that it is the advisor’s role to provide their student representative with an overview of the area and educate them on the budget.
- Sealey noted that within DRAC the need for continuity to keep the budget process moving forward is paramount, so that without having students serve more than one year and having the consistency of the staff within the departments, they would have to start over every year.
- In response to Alexander’s questions regarding a way for the S&A Fee Committee to support the training of the student representatives within the constituent areas, Loudon noted that the language under the Selection Process could be expanded to give more guidance, or it could stay as is and leave it up to each area to decide how best to educate their student representatives.
- With the divided up meetings, it was suggested that the election of the chair should be postponed to the first meeting of the spring quarter when everyone will be at one meeting.
- In response to Fewing’s recommendation that the paragraph under the “Chairperson” section regarding electing a student representative as chairperson be deleted, Card noted that having a person from a constituent area serve as chairperson could lead to an unfair advantage. Sealy agreed that it has worked out well having the chairperson be a neutral person. Loudon reflected that some language is needed that the chairperson cannot be a person from an area that is receiving fees.
- In response to Fewing’s recommendation that the Administrative Coordinator always serve as Chairperson, Wilson noted that it is stated in the RCW that the chairperson has to be elected by the voting members of the S&A Fee Committee, however by default if no one stands for election, the designee of the VP will become Chairperson.
- In response to Wilson’s question regarding how the Committee body is changed if the basis for the number of representatives from an area has changed, Loudon noted that there is not any language in the Board of Trustees level guidelines stating how many Committee members there are required to be, and that the Committee can make a recommendation to change the composition.
Card noted that all the budget requests are pro-forma, so the language under Final Budget Reconciliation specifying the Associated Students submitting a pro-forma budget request be altered to state that all areas are allowed to submit pro-forma budget requests. Wilson noted that the note under S&A Fee Allocation Requests regarding pro-forma budget requests would also need to be altered.

Meeting adjourned at 13:00.