Western Washington University
Services and Activities Fee Committee Meeting
Thursday, April 28, 2016
Viking Union 567

PRESENT (voting): Bethany Drake (Athletics), Hannah Brock (AS), Juan Perez (Campus Rec), Cami Gates (DRAC), Osman Olivera (AS), Nanette Jackson (DRAC), Ying Li (faculty)

PRESENT (non-voting): Steven Card (Athletics), Adam Leonard (Campus Rec), Aaron Ignac (ACDS, support), Tina Loudon (Chair), Ted Sealey (DRAC), Rebecca McLean (DRAC), Eric Alexander (AS), Ichi Kwon (DRAC), Beth Leonard (DRAC)

GUESTS:

ABSENT: Raquel Wilson (AS, non-voting), Christopher Bianco (DRAC), Clark Cripps (Campus Rec, non-voting)

The meeting was called to order at 7:05am.

Approval of Minutes

• The minutes from the April 21, 2016 meeting were reviewed and approved by a vote of 7-0 after one minor change by Steve Card (made “golf coach” plural).

Updated Documents

• DRAC provided the narrative portion of their budget request
• Campus Rec provided an updated budget request spreadsheet that included all Summer S&A revenue in one Summer quarter rather than split across two fiscal years
• Aaron Ignac provided a summary table of current S&A budget requests for illustrative purposes only

Budget Request Discussion

• Eric Alexander stated that the ongoing AS budget discussions have lowered their S&A new dollars request to $181,532 (down from the initial $235,849).
• AS had questions for each of the other constituents:
  o Campus Rec explained their “other” sources of revenue and the percentage of their overall operating budget that comes from S&A fees
  o Athletics explained their “other” sources of revenue and percentage of their overall operating budget that comes from S&A fees
Steve Card provided more detail about the effect of the Carver renovation on ‘other sources’ of revenue, explaining how ticket sales and advertising are significantly lower and the expenses for equipping a second location at Whatcom CC are significantly higher than ‘normal’ years.

Steve also explained that the projected carryforward shown for the 2016 fiscal year is due to a vacant associate director position that will be filled going forward.

DRAC explained that their publications benefit all students and even beyond the campus, but that the course fees associated with producing them does not cover any of the printing and publishing costs (also addressing Ying Lin’s question).

Nanette explained that the salary for the manager of publications had historically been covered by the Western Front budget only, but that this year’s budget request showed higher budgets in each publication to more evenly distribute this shared expense.

Ying Li asked about the percentage of State dollars that help cover DRAC expenses. Ichio Kwon and Ted Sealey explained that State dollars cover teaching salaries, but that S&A revenue covers publishing, printing, equipment, and production expenses that are open to and benefit all students.

General Discussion and Next Steps

• Next meeting will be continued budget request discussion.

• Tina Loudon requested that all constituents review the Expenditure Guideline document that has been reviewed and accepted by the Internal Auditor for final discussion and vote at the next meeting.

• Hope to have projected S&A Fee revenue projections from the Business Office by next meeting as well.

• The Internal Auditor’s report from a couple years ago will be sent out to the committee as a reminder of findings and to orient the new members to the committee.

Meeting was adjourned at 8:00am.