Western Washington University  
Services and Activities Fee Committee Meeting: Orientation Session  
Friday, February 23, 2018  
VU 462A

Present: Eric Alexander, Brette Boesel, Steve Card, Kaylie Gladwell, Keith Harmon, Alex LaVallee, Adam Leonard, Rebecca McLean, Jaden Moon, José Rios-Sanchez, Caitlin Sommers, Sara Wilson, Debbie Curry (recorder)

Absent: Christopher Bianco, Ichi Kwon, Steve VanderStaay, Raquel Vigil

Members Not Yet Appointed: Faculty representative (voting member)

Jaden called the meeting to order at 1:03 pm.

Jaden asked if there were questions or concerns regarding the minutes of the February 9 meeting. Adam requested a correction be made to Caitlin’s name on page two. Keith Harmon moved to approve the minutes with the correction requested; the move was seconded by Caitlin Sommers; the minutes were unanimously approved.

Jaden asked that the committee forward their schedules to Sara as soon as possible in order to make adjustments to the meeting schedule for the spring term. Sara requested that professional staff committee members be as flexible with their schedules as possible, working around the limitations of the faculty and student schedules.

Sara directed the committee to page three of the S&A Fee Procedural Guidelines; the S&A Fee Allocation Requests section. This section provides guidance when preparing budget request. The information reviewed included the following:

Each constituent group will ensure appropriate student involvement in the development of their program and budget proposals. All constituents will present their budget requests in a standardized format on an agreed upon schedule. Budget requests are to include the following:

- The current year’s operating budget including the S&A Fee allocation, other revenue, expenses and beginning and projected year-end balances
- Budget information from the previous year including the S&A Fee allocation, other revenue, expenses and beginning and year-end balances
- Current reserve fund account levels and information on the policies that direct the use of these funds
- Proposed budget for the following year including the requested S&A Fee allocation, projected revenue, projected expenses and projected year-end balances.
- A narrative on budget needs, concerns and issues which includes a prioritization of requested new dollars

Sara added that previous year’s budgets are posted on the S&A Fees website if helpful to committee members. Additionally, the committee was asked to provide a budget overview sheet modeled after the Associated Students’ sheet that Raquel prepares. The cover sheet was reviewed and slightly modified by the committee. The overview sheet will be forwarded to committee members electronically. The purpose of this
sheet is to ensure that as Jaden and Sara work to prepare budget information for the committee that they are pulling the correct information for each area. There was some confusion with the varying formats submitted last year. Sara asked if there were any questions adopting this request into their respective budgets; there were no questions.

Alex inquired what the 3.5% loan fund was used for. It was explained that those loan funds are used by Financial Aid to support needs-based scholarships for students.

In preparing budgets, Steve suggested each area use what was originally budgeted for their group for this year, to ensure all areas start at the same level to begin this process; the committee agreed this made sense.

The next committee meeting will be dedicated for each constituent area to make a 15 minute budget presentation. Meetings to follow will allow for public comment per open hearings and to deliberate on how to allocate budgets for the next fiscal year.

Eric asked if DRAC gets the same budget information from all areas they represent. Rebecca thought that she did, working with various sources. As a result of conversation regarding budget increase assumptions for such things as salary and minimum wage increases, Eric asked if it would be possible to have a list of these assumptions compiled for the committee in working on their budgets; Sara asked Debbie to compile these assumptions for her to share with the committee.

Jaden asked if there were other questions or concerns the committee had; Alex inquired if the time students spent meeting with this committee was qualified relative to the time they actually spend in discussion and presentation. After a bit of conversation, Jaden pointed out that the initial meetings were more towards orienting committee members and stated that as the committee moves into the budget presentations, which are led by the student representatives that yes, their time is well qualified.

Rebecca shared that the DRAC budget is very complicated; to try to simplify the process, she had suggested the DRAC areas use the 2017 budget format as a starting point, then consider new rulings and the known expenses making adjustments from there, with as minimal of increases as possible. However, even with simplifications, it is anticipated that minimum wage will consume most of the budget.

José shared that in his experience with the Associated Students, as they have been working through the budget process, as difficult as it seems, various areas have been able to make ‘some’ reductions; although even with these reductions, he still doesn’t see how AS will not be over budget (believing that meeting the minimum wage increase alone will put them over).

Jaden and Alex continued with discussion regarding club budgets and what they have done to manage cost increases over the last couple of years; Keith shared how Student Publications struggles this year to meet even where they were budget wise last year – stipends changing to salary has been a big expense for them; Student Publications is not likely to have any decrease in their budget.

Alex shared concerns about the extent to which students are always looking for ways to supplement their income; many donating (selling) plasma at BioLife in Bellingham for a potential earning of $280 a month (possible for set number of donations each month). Such factors need to be considered in addressing the budget and considering fee increases.

There were no further questions or discussion. Jaden moved to adjourn the meeting at 1:53 pm.