Western Washington University  
Services and Activities Fee Committee Meeting: Orientation Session  
Friday, January 19, 2018  
Viking Union 462A

Present: Eric Alexander, Christopher Bianco, Brette Boesel, Kaylie Gladwell, Keith Harmon, Alex LaVallee, Rebecca McLean, José Rios-Sanchez, Caitlin Sommers, Sara Wilson, Debbie Curry (recorder)

Guests: Casey Hayden, Assistant Director, Viking Union

Absent: Steve Card, Ichi Kwon, Adam Leonard, Jaden Moon, Steve VanderStaay, Raquel Vigil

Members Not Yet Appointed: Faculty representative (voting member)

The meeting was called to order at 1:04pm by Sara Wilson, followed by introductions of committee members and present guest. Agenda items for today’s meeting: the approval of January 12 minutes; review and discussion of adjustment to current meeting timeline (schedule); review and discussion of documents shared with committee prior to today’s meeting; walk through the election and responsibility of the chair; and update on status in Olympia, if time allows. Sara asked the committee for other agenda items – there were none requested.

Sara asked if there were any corrections or questions regarding last week’s meeting minutes. Sara requested her last name be corrected from Williams to Wilson. No further action was requested. Alex LaVallee moved to approve the minutes of January 12, 2018. Keith Harmon seconded. The minutes were unanimously approved.

Sara requested feedback from the committee regarding the March 30 meeting scheduled during spring break; would they recommend rescheduling to another date or simply shifting the agenda for that meeting to another date. After brief discussion, it was determined deleting March 30 and shifting the schedule to encompass that date’s agenda would still provide adequate time for budget preparation and presentation. Budget presentations planned for March 30 will be moved to April 6; Open Hearing scheduled for April 6 will be moved to April 13. The decision was moved by Keith Harmon and seconded by Brette Boesel. The adjusted meeting schedule was unanimously approved.

Sara stated the S&A bill is making its way through the House in Olympia with language calling for the permanent decoupling of the S&A fees. A second bill was introduced in the Senate, which would also decouple the fee from tuition, which imposes a cap of 4% for fee increases. Sara will keep the committee updated as these bills continue to make their way through the legislative process. The legislative session is scheduled to end March 8. If the session ends on time, the committee would have all the information needed to prepare a single recommendation to the Board of Trustees in June, without the need for alternate recommendations.

Sara noted that the students’ legislative agenda has this as a top priority and that they met with multiple legislators at Monday’s Lobby Day to discuss this priority and to try to educate legislators on how the fund is used. Alex added that he spoke with two representatives last week in Olympia who were in favor of decoupling and one who didn’t seem to understand the purpose of the S&A fees at all. Sara commented that in her legislative call this morning the question was asked, with regards to student employment, if the S&A fees were used in the same way Western utilizes them at other Washington institutions. Alex also inquired as
to why Campus Recreation’s S&A fee to cover the Center is handled separately. Sara will do research to address that question. She also indicated that centrally she has access to the fee discussions taking place across various committees who make decisions about mandated fees and that she will share that information as the committee deliberates the S&A fee later in the process.

Sara conducted a brief review of documents she provided the committee prior to today’s meeting:

1) Services and Activities Committee Charge and Procedural Guidelines
2) Services and Activities Fee Committee Relevant RCWs (Revised Code of Washington)
3) Western Washington University Board of Trustees Guidelines for the Service and Activities Fee Committee

Sara reviewed the Services and Activities Committee Charge and Procedural Guidelines by section with particular attention to the responsibilities of the Chairperson. Sara also stated, as the Administrative Coordinator, she is serving as the temporary Chair until someone is elected. If no one is elected, she would continue to serve as the Chair throughout the term of meetings.

Should a student be elected to the position of Chairperson, as was the case last year, Sara explained she would meet with the student in advance of each meeting to assist in preparation and support. Sara added that the position of the Vice Chairperson has not been utilized in the past but does exist.

Sara noted that in developing the budget there are allocations that are first accounted for before making decisions about distributions to the constituent groups. These include allocations for music copyright costs, to address student loan funds, and to housing and dining per a bond issue. Remaining funds are then distributed to the Associated Students, Athletics, Campus Recreation and DRAC.

Rebecca inquired about the budget proposal format. Sara indicated that she may be requesting a cover sheet from each group that is similar to a document AS submits with their request to help ensure she is using the correct data from the various budgets being submitted. This doesn’t need to change the manner in which each constituent area prepares their own budget documents.

Regarding the Services and Activities Fee Committee Relevant RCW’s, Sara stated that she highlighted the areas of the RCW’s she felt most critical relative to this committee. The Board of Trustees Guidelines repeats, to a large degree, the Charge and Guidelines document, bringing specific attention to the last sentence “In no case will S&A fee dollars be utilized to pay for core academic or administrative functions that are not related to student activities” being the basic core to the purpose of this committee; to ensure the appropriate use of S&A fees.

Sara asked the committee to please review the Services & Activities Committee Expenditure Guidelines document prior to the next meeting on February 2 as there was not time to review those guidelines.

Sara adjourned the meeting at 2:01pm.