Western Washington University
Services and Activities Fee Committee Meeting: Orientation Session
Friday, February 2, 2018
Viking Union 462A

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

Guests: Casey Hayden, Assistant Director, Viking Union

Absent: Kaylie Gladwell, Ichi Kwon, Caitlin Sommers, 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 guest.

Agenda items for today’s meeting were as follows: the approval of January 19 minutes; Chair review of the committee expenditure guidelines document; review of the primary charge of the chair and the election process; and if time allows, update on status in Olympia. 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. No corrections were requested. Keith Harmon moved to approve the minutes of January 19, 2018. Jaden Moon seconded. The minutes were unanimously approved.

Sara stated the committee expenditure guidelines were approved in May 2016. The guidelines were created as a result of a recommendation from an internal audit to provide further guidance and ensure fees were used as intended.

Sara briefly outlined the general duties and primary charge of the committee chair, adding that her role on the committee is to see that meeting minutes are prepared and available as soon as possible for the review of the committee; to meet with the chair to assist in meeting preparation and provide whatever assistance necessary for the upcoming meeting.

Sara asked if there were any nominations for the position of committee chair. Jaden Moon self-nominated for the position and spoke briefly on his background and why he felt qualified for this position. Chris asked Jaden if he had chaired a committee in the past; Jaden confirmed he had chaired committees during Model UN conferences and that he understands his level of responsibility on this committee.

Casey inquired about the history of the chair on this committee, understanding that in years past there had been a former employee who had chaired the committee for a long period of time, and last year being the first year a student filled that role. He was inquiring what others on the committee could provide regarding comparison of an administrative person vs a student in this role. Steve and Chris both commented they felt that both worked well. From the standpoint of an administrative chair it could be a time saver relative to sharing and processing information and also that individual was a neutral party when it came to votes. Committee members did express that the process also worked fine last year with a student chair. Chis also
added that this is a student fee committee, this position is a great learning opportunity for the student, and he feels having a student is beneficial.

Sara added that she also felt the student worked out very well last year; it was a good learning opportunity for the student chair as well as other committee members new to their roles. She added that good systems and spreadsheets were created last year that will make it easier for the chair and Administrative Coordinator to do the work more informed this year.

After a brief conversation regarding the responsibilities of the chair and voting members’ involvement in this process, Eric suggested adding language regarding neutrality.

Following discussion, no other nominations were forthcoming. Keith Harmon moved to approve Jaden Moon as the 2018 committee chair, the motion was seconded, with a unanimous vote in favor of Jaden. Sara thanked and congratulated Jaden.

Regarding the next meeting, Sara asked each constituent area to be prepared to present an overview/general orientation of their area, including how S&A fees support the work of the area and any anticipated financial needs that are outside of normal expenditures. Each group is asked to be prepared for the next meeting though presentations may take two meeting to complete. Each group has up to 30 minutes for presentation and Q&A period. Sara recommended reviewing past presentations on the website to get an idea of what the presentations should contain and help ensure a smooth presentation process. Rebecca and Jaden shared they would be unavailable on February 16 and would plan on presenting next week.

Sara gave a brief legislative update, sharing that bills are moving through both the House and Senate that would permanently decouple S&A fees from tuition but would cap the fee at 4%. There is a high probability that this bill in one chamber or the other will pass.

Discussion ensued about the negative implications of this long-term for the committee as a result of minimum wage increases and also the impact of this on the Recreation Center which has a separate fee that is bond issued and which would be severely impacted by a restrictive cap. Sara stated the budget office is looking further into the Recreation Center fee and she will update the committee when she has more to report. Constituent areas will also provide additional information about the minimum wage impact in regard to the cap to both Eric and Sara to forward to our respective legislative voices in Olympia.

Sara adjourned the meeting at 1:47pm.