Western Washington University  
Services and Activities Fee Committee Meeting: Constituent Overview Presentations  
Wednesday, March 1, 2017  
Miller Hall 113

Present: Carrie Rosendahl, Steve Card, Chris Bianco, Rebecca McLean, Eric Alexander, Hayden Ramsay, Caitlin Sommers, Tina Loudon, Mary Moeller, Marya Rybalka, Karl Sponberg, Sara Wilson, Adam Leonard

Absent: Bethany Drake, Nanette Jackson, Ichi Kwon, Steve Vanderstaay, Raquel Wilson

Member Not Yet Appointed: Faculty representative (voting member)

Chair Rosendahl called the meeting to order at 4:06 pm., and outlined the agenda:

- Approval of February 22 minutes
- Notes for budget presentations
- Meeting schedule
- Open Hearing notification process
- Other business

Minutes of 22 February 2017

Chair Rosendahl called for a motion to approve 22 February minutes, Rybalka moved, Moeller seconded, to approve Feb. 22 minutes. Rosendahl invited discussion, there being none, by a show of hands, the 22 February minutes passed unanimously. [Amended to reflect attendance correction: Bianco absent. ks]

Budget Presentation Notes

Wilson noted all presentations should include annotation for any requested increases to distinguish between increases due to mandated requirements (e.g. minimum wage increases, staff salary increases) versus desired increases for programming/services. These annotations can be included on the budget form where there is space for notes/comments or may be a separate handout. All materials used as part of the budget presentations should be forwarded electronically to Wilson prior to the presentations for web posting. Alexander prompted a discussion regarding sources helpful to calculating staff salaries and benefits. All budget presentations will take place the next meeting (April 5th) in Viking Union room 462A.

Meeting Schedule

Chair Rosendahl prompted the conversation calling for any updates to students’ schedules for conflicts with presentation times. A general discussion followed and the meeting schedule was confirmed. Budget presentations will take place April 5 with an open hearing and budget discussions to begin the week following.

Open Hearing notices

Rosendahl prompted a conversation regarding notices for open hearings. Loudon noted that by publishing the meeting schedule on the web we are in compliance with the Open Public Meetings law in regards to giving notice of scheduled open hearings but to ensure campus access to the process that it would be prudent to take advantage of other communication streams. A general discussion followed, several avenues being
mentioned: Western Portal, Western Front, AS Review, Western Today. By common consent it was decided to pursue Western Portal, AS Review, and the Western Front. Rosendahl and Wilson will draft narrative for those announcements.

Other Business

Loudon inquired about a post-presentation survey this year. Moeller stated last year’s survey responses were so general in nature that it was of limited value. Moeller is tending towards not doing a survey this year.

There being no other business or discussion for the good of the order, chair Rosendahl adjourned the meeting at 4:39 p.m.

Submitted by Karl Sponberg, Recorder