Western Washington University
Services and Activities Fee Committee Meeting: Constituent Overview Presentations
Wednesday, May 10, 2017
Viking Union 462A

Present: Members: Caitlin Sommers, Hayden Ramsay, Chris Bianco, , Bethany Drake, Carrie Rosendahl, Sara Wilson, Eric Alexander, Mary Moeller, Raquel Wilson, Marya Rybalka, Rebecca McLean, Tina Loudon
Guest: Megan McGinnis, Student Publications
Recorder: Sara Wilson

Absent: Adam Leonard, Nanette Jackson, Ichi Kwon, Steve Vanderstaay Steve Card

Member Not Yet Appointed: Faculty representative (voting member)

Chair Rosendahl called the meeting to order at 4:06 pm., and outlined the agenda:
- Budget recommendation: Summer 2017 allocations
- Approval of 3 May minutes
- Review Board of Trustees document
- Other business

Budget discussion: Summer 2017 (FY18) Allocations

Chair Rosendahl called for continuing discussion on recommendations for addressing Summer 2017 distributions. Two options were discussed as were provided in a handout prior to the meeting. Option A would provide distribution using the percentage allocations from FY17 and Option B would use percentage allocations based on total Summer 2017 (FY18) requests by constituent area. Chair Rosendahl pointed out that Option A does provide Campus Recreation with funds which exceed their requested carryforward balance.

Discussion followed. Alexander did express a desire to have documentation include the total amounts requested by area so that it is clearer that needs are not being fully met. Wilson noted that the total requests are included in the narrative that is submitted to the Board of Trustees but she will also document that in the tables that are included in that same document.

It was noted that Jackson had assigned her vote to Bianco or McLean in her absence via an email submitted to the Administrative Coordinator prior to the start of the meeting.

Drake moved, Ramsey seconded, to approve using FY18 percentages for Summer 2017 distribution (Option B). By show of hands, the motion to approve was passed unanimously (5-0).

Minutes of 3 May 2017

Drake moved, Ramsey seconded, to approve the minutes of 3 May 2017. By show of hands, the motion to approve 3 May minutes passed unanimously (5-0).
Board of Trustees Narrative
A working draft was distributed to committee members for review. Some changes were requested to replace the term “salaries” with “wages”. Wilson will update the document for final review at the next meeting.

Eileen Coughlin, Vice President for Enrollment and Student Services, will present the fee recommendations to the Board of Trustees on the morning of Friday, June 9th. Wilson will provide the anticipated time of the presentation to the committee once the agenda has been finalized.

Other Business
Chair Rosendahl noted that next week’s meeting will include a final review of the Board document and approval of the minutes for the 10 May and 17 May meetings. At the conclusion of the meeting, Rosendahl will submit a memorandum and description of the committee’s recommendations to Vice President Coughlin as outlined in the Committee’s procedural guidelines.

Rosendahl thanked the committee for their work and for the collaborative nature with which decisions were made, recognizing that faced with a very difficult budget year that the process had the potential to become contentious.

Moeller thanked Rosendahl for her leadership as student chair for the committee. Moeller expressed a desire that a student continue to chair the committee. Per the committee guidelines that will be a decision for next year’s committee.

There being no other business, Rosendahl adjourned the meeting at 4:40 p.m.

Submitted by Sara Wilson, Administrative Coordinator