Western Washington University  
Services and Activities Fee Committee Meeting  
Thursday, April 25, 2019 8:45am  
VU462B

Present: Jackie Baker-Sennett, Matthew Coelho, Jordan King, Adam Leonard, Rebecca McLean, Ally Palmer, Lucas Potes, Christian Rotter, Caitlin Sommers, Kurt Willis, Eric Alexander  
Absent: Christopher Bianco, Cameron Allen, Steve Card, Milka Solomon  
Guests: Nikki Larson, Julia Sapin, Glen Tobosa, Megan McGinnis, Harley Kyger

Jordan King called the meeting to order at 8:46 am.

Agenda Items: 1) Approval of April 18 meeting minutes, 2) Discussion and approval of fee percentage change, 3) Discussion and consensus on revenue distributions/allocations between constituencies.

Approval of Minutes:

Jordan asked if there were any concerns, amendments or corrections to the April 18 meeting minutes. There were no corrections or comments from the committee. Christian moved to approve the minutes, ally seconded the motion. The minutes from April. 18, 2019 were approved.

Discussion and Approval of Fee Percentage Change and Discussion on Revenue Distributions/Allocations Between Constituencies:

Jordan announced that this is an open hearing meeting. She welcomed the guests and asked that the Committee and Guests introduce themselves. Jordan announced that based on prior discussions the Committee should increase the fee by 4% and called for a motion; none was made at this time.

Kurt began the discussion by mentioning that at this time the anticipated enrollment for Fall 2019 was about 150 fewer students than Fall 2018. Discussion ensued concerning the reliability of these numbers, when we may have better numbers, and what affect the reduced enrollment will have on available funding. It was noted that May 1, next Wednesday, is the WWU acceptance deadline, so we might have better numbers next week.

Kurt passed around a spreadsheet describing the breakdown of the fee and that Housing & Dining get a portion of the fee before S&A distributes the fee to their constituents. The handout displayed three parts: 1) Calculate the 2019-20 rate, 2) Estimate the 2019-20 Available Fees, 3) Fee Distribution Scenarios.

1) Calculate the 2019-20 rate: Based on our previous meetings budget presentations and needs, Kurt calculated the rate if we were to raise the fee by the maximum the legislature allows, 4%. This would be an increase of $7.38 per quarter per student for a 2019-20 quarterly fee of $223.98.

2) Estimate the 2019-20 Available Fees: Kurt explained that, with the anticipated reduction in enrollment (150 fewer), we will receive about $80,000 short of our requests.
3) Fee Distribution Scenarios: Part three showed the difference between what was requested for FY 2019 and what was actually received. Because enrollment was actually higher than projected, everyone received a net increase over their budget request. The next section showed the dollar and percent change in requests from 2019 to 2020, and the third section showed a couple of distribution approaches. We could distribute next year’s revenues using FY2019 percentages, which hurts some constituents and benefits others, or we could use FY2020 request percentages and every constituent would be affected by an equal percent.

Before discussion on allocations could proceed further, Adam suggested that we do this review in two parts. The first part is to decide by how much we should raise the fee for next year. Jordan noted that although the Committee in discussion has reached a consensus that the fee should be increased by 4%, no motion has yet been made and one was needed before we continued discussion on distribution and allocation scenarios. Christian moved that the S&A Fee be increased by the maximum allowed by law, 4% and Matt seconded. Jordan announced that, per discussion and approval at an earlier meeting, a roll-call vote would be taken. Jackie Baker-Sennett – Approve, Matt Coelho – Approve, Jordan King – Approve, Ally Palmer – Approve, Christian Rotter – Approve. Motion passed with five (5) yes votes, two (2) voting members absent.

Discussion on the estimated revenues and allocation scenarios resumed. Eric noted that when we look at the FY19 actual revenues and apply the 4% increase and subtract fees for 150 students due to the enrollment decline we wind up with a shortfall of $100,000. However, the actual request is a shortfall of $80,000, so if the enrollment decline is not as drastic we will be okay. Much discussion ensued as to how many students need to be enrolled for S&A to break even, and eventually a decline in enrollment by 120 students would still provide sufficient funding to meet our proposed.

Eric noted the methods of distribution using the different funding percentages has significant effect of some programs more than others. He suggested another set of columns that compare the dollar amount change per constituent using the different scenarios. Kurt pulled up the spreadsheet and displayed it for all to see, adding the columns requested to show the effect of different distributions. This seemed to provide a better visual of the effect of the difference. Jordan requested waiting until next week to move on distribution approach. Eric advised looking at last year’s minutes, available on the SA&’s website. As the meeting was coming to the closing time, he requested that Kurt send the modified spreadsheet to all constituents so they could play with the numbers and scenarios and come back next week with a better understanding of the effects of the different scenarios on each constituent. Kurt agreed to send out the spreadsheet.

Jordan adjourned the meeting at 9:31am.

Next meeting is scheduled for:

Thursday, May 2, 2019, 8:45 – 9:50am, VU462B

Agenda: 1) Approval of 4/25/19 Meeting Minutes, 2) Continued Discussion of Distribution Scenarios, 3) Determine Distribution Percentages