Western Washington University  
Services and Activities Fee Committee Meeting  
Tuesday, April 2, 2019 8:45am  
Edens Hall 110


Absent: Christopher Bianco, Debbie Curry (recorder), Ichi Kwon, Raquel Vigil, Steve VanderStaay

Guests: Megan McGinnis (DRAC), Nate Jo (student)

Jordan King called the meeting to order at 8:45am.

Agenda Items: 1) Approval of March 1 meeting minutes (no quorum at March 8 meeting), 2) Approval of March 8 minutes (no voting/decisions made as no quorum), 3) Presentations of budgets a) Campus Recreation, b) DRAC

Approval of Minutes:
Jordan passed around copies of the minutes from the March 1 meeting and asked if there were any concerns, amendments or corrections. Matt moved to approve the minutes as presented, Christian seconded the motion. The minutes from March 1, 2019 passed unanimously.

Jordan explained that the minutes from the March 8 meeting were emailed prior to spring break, but were not included in the meeting reminder email sent a few days ago. No printed copies were distributed. Jordan asked if the committee members were comfortable with approving the minutes as emailed. Christian moved to approve the minutes as emailed to the committee, Matt seconded the motion. The minutes from March 8, 2019 passed unanimously.

Campus Recreation Budget Presentation – Adam Leonard
Campus Rec has not asked for an increase for five (5) years and has used their carryforward funds to help make-up the loss of revenue.

The primary purpose for the request is for increase in wages due to the increased minimum wage effective Jan. 1, 2020. Campus Rec reduced their Intermural Coordinator position to half-time to save costs, but have found the position does need to be full-time. They are requesting about $30K to accommodate the wage increases.

Campus Rec is maintaining a budget request of $130K for travel; the actual costs are closer to $300K and the difference is covered by other funds and fund-raising.

Millka asked how many students participate in intramural sports and what does Campus Recreation do to support students in financial need if they are interested in playing. This year we have 785 students participating in 25 teams. The individual clubs work out ways to help support students in need, whether it be by payment plan, reduced fees, or other support.
Department Related Activities Committee Budget Presentation – Rebecca McLean

DRAC is composed of several different, independent constituents and each constituent develops their own budget which they then present to DRAC. The minimum wage increase affects all DRAC constituents except for Forensics and the International Affairs Association; however, travel costs for those programs have increased. The other constituents reduced costs in other areas where possible to minimize the increase to their funding request. In Student Publications, the two smaller publications are not in need of new computers or equipment this year so they applied those savings to their personnel budgets and were able to reduce their overall request.

Rebecca explained that at the end of each fiscal year all excess funds from the DRAC constituents are swept into the Reserves. Each constituent then receives 10% of the prior year’s S&A Revenue as a carryforward/starting balance to be used in case of an unexpected cost. This amount is not included when planning budgets. The majority of the reserves funds is set aside for equipment replacement, although there is neither a limit nor base for how much is to be in the equipment reserve fund.

Caitlin asked if DRAC had any foundation (university advancement) funds. DRAC as a whole does not; however, some of the individual constituent’s programs do have foundation funds. Student Publications does, although the amounts donated are quite small. These funds are used for launching parties for the publications; these events cannot be paid for by S&A Fee money.

Eric suggested that AS and DRAC bring their reserve policies to the next S&A meeting so all could understand why some constituents have reserves and how they are managed.

There were no more discussion regarding the presentations. Next week Associated Students and Athletics will present their budgets.

Jordan asked for a motion to call the meeting to a close. Cameron made a motion to adjourn the meeting; Matt seconded the motion. Meeting adjourned at 9:25am.

Next Meeting is Scheduled for:
Thursday, April 11, 2019, 8:45-9:50am, MH158

Agenda: 1) Approval of 4/2/19 Meeting Minutes, 2) Budget presentations: Athletics and Associated Students