Western Washington University
Services and Activities Fee Committee Meeting
Thursday, April 11, 2019 8:45am
Miller Hall 158


Absent: Cameron Allen, Christopher Bianco, Ichi Kwon, Ally Palmer, Raquel Vigil, Steve VanderStaay

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

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

Agenda Items:
1) Approval of April 2 meeting minutes
2) Presentation of budgets
   a) Athletics
   b) Associated Students
3) Time Permitting: DRAC and Campus Rec
   a) Lingering questions
   b) Reminder to the committee of their main needs for the upcoming fiscal year.

Approval of Minutes:
Jordan asked if there were any concerns, amendments or corrections to the April 2 meeting minutes. There were none; Christian moved to approve the minutes as presented, Matt seconded the motion. The minutes from April 2, 2019 passed unanimously.

Athletics – Steve Card and Christian Rotter
Christian gave a quick overview of the S&A Fee request from Athletics, which totaled $65,124 or a 3.08% increase. There were no programmatic increase requests.

3.0% Salary Increase/Minimum Wage/Benefit Increase
- Minimum Wage 11,366 – Minimum wage will increase to $13.50/on 1-1-20. This will primarily impact the student intern program and the game day operation crew for Athletics.
- 3% Pro Staff Increase 43,659 – As part of the budget planning for the institution, auxiliary units have been asked to plan for a 3.0% increase for professional and classified staff,
- Benefits 10,099 and the health benefit to increase by 6.7% ($916/month to $977 month).

65,124

Steve shared that Athletics is currently running a trainer and a half short, according the National organization, but is not requesting S&A fee funds for that cost.

Jackie asked if the trainer shortage was a problem with the National organization or if it impacted the health and safety of students. Steve indicated it is not a problem, it is a recommendation. They have been managing by not having trainers travel with the teams and leaning on the standing rule that if visiting teams do not have trainers traveling with them, the host institution will support the visiting team with needs that arise as best they can. This is not the best situation, but it is manageable. As much as we would rather have the coaches traveling with the teams, the flip side is, if they all traveled simultaneously, that would leave no coach to assist students here at home.

There were no other questions. A copy of the Athletics handouts are attached to these minutes.
Associated Students – Eric Alexander, Millka Solomon and Nate Jo
Eric explained that Ally was unable to attend today’s meeting due to a personal family matter; Nate Jo attended today, along with Millka, in support of the Associated Students presentation.

Eric also introduced Nate as the new ASVP of Business Operations, recently elected to office, and likely the first new-year student to be elected to such a position. Nate has been working on creating different budgeting processes, to include the AS Senate, and although the effort is challenging, they are making great progress and Eric is excited to see the outcome.

Eric gave a quick overview of the S&A Fee request from AS which totals $156,700 or a 5.46% increase. These increases have mostly been impacted by three key variables: 1) changes to the state minimum wage, 2) mandated salary increases (cost of living and other adjustments) for exempt and classified staff, and 3) the creation of the AS Senate (a new cost of approximately $45,000 that has been funded from Reserves this year). A more detailed list of assumptions is as follows:

- 5.0% step increase for eligible classified staff
- 3.0% salary increase 7-1-19 for WFSE and PSE employees
- 3.0% salary increase for Professional staff
- Up to 4.0% inflationary increase for non-salary expenses
- Minimum wage increase 1-1-20; $12 to $13.50 per hour
- Employer Benefit increase in Health Care rate from $916 to $977 per month per eligible employee
- Employer Benefit increase as a result of new fees: Paid Family Medical Leave (37% of 4% of the employee’s gross salary)
- Administrative Service Assessment Fee at 5.775%

In addition to the new cost of an unfunded Student Mandate of $45,000 for the Student Senate, additional increases to the AS budget stemmed from the need for operationalizing two programs that have been funded out of the AS Reserves, including:

- Approximately $30,000 for Viking Outdoor Recreation (VOR) trip-leader training
- Approximately $30,000 for the Student Enhancement Fund (SEF)

The AS will continue to use Reserves funding in these three areas.

Eric added that he, as the Financial Fund Manager, and the Associated Students made the decision to pull back approximately $122,000 of their request for the following reasons:

1. To continue to spend down AS reserves.
2. To allows time for recovery of the S&A Fee to catch up with the 38% minimum wage increase over the last three years, and
3. To honor the challenge of the S&A Fee committee has in this complex year, given the needs of all the other constituents.

Eric also reviewed the procedures for how the AS Distributes funds to the AS Reserves. A copy of that Procedure is attached to these minutes along with the AS budget handouts for today.

Adam commented to the committee, expressly for the benefit of the student members, that for all the years he has been sitting on this committee, this year represents the most “bare bones” mandated increases; the most mild requests for increase he has ever seen; in addition, departments willing to pull from reserves and other resources to keep from asking for larger increases.
Megan agreed, stating she was pleased that everyone embraced the austerity goal for this year; “heading in to the process was kind of scary not knowing how the minimum wage would affect us, and it is nice to see these budgets were presented embracing each other and not scrambling.

Steve added up the four constituent’s new dollar requests coming up with a total of $292,004 (not including music copyright increase), plus a 4% increase to allowable expenses for a total of $6.5 million budgeted this year; 4% would be $260,000, so we are very close.

During the meeting, Steve ran some quick numbers forecasting we could bring in close to $100,000 more than the $6.5 million for this year; but added that the variable is enrollment. Enrollment is projected to be down, but the projection changes weekly. Adding that Kurt provided a number recently of 93, and he heard 200 at one point, and it may have gone down again. Steve added, we really do not know what to expect, but as we move forward in deliberations, it is import to look at what Eric referred to as the “aggressive zero.” Assuming the committee agrees to increase the fee by 4%, the current year is the best information we have; take enrollment and the 4% gives us the money we are actually talking about.

Kurt added that Steve makes a good point that the enrollment number is moving, but the closer we get to September the more accurate it will be.

Eric asked Kurt and Jordan if they had the summer numbers yet; Kurt indicated that information is still to come.

Jordan asked if there were any further questions or discussion regarding the AS budget. There were no questions or further discussion.

With the remaining time on the schedule, Jordan asked (Rebecca) DRAC and (Adam) Campus Rec to give quick reviews of their department’s main budget needs; and to answer any lingering questions the committee may have.

There were no further questions regarding the budget presentations for DRAC and Campus Rec.

Kurt asked the committee to please be prepared to discuss, review, debate, and negotiate these budgets at the next meeting. The next two meetings (4/18 and 4/25) will be focused on projections of enrollment and the unit requests and dealing with those differences. Kurt encouraged the committee to attend these important meetings.

Jordan asked for a motion to call the meeting to a close. Christian made a motion to adjourn the meeting; Millka seconded the motion. Meeting adjourned at 9:40 am.

Next meeting is scheduled for:
Thursday, April 18, 2019, 8:45-9:50am, VU462B

Agenda: 1) Approval of 4/11/19 Meeting Minutes, 2) Budget Discussions, 3) Deadline for Agreeing on Committee Recommendations
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**ATHLETICS SUBTOTAL** | 2,032,639 | 943,143 | 2,975,782 | 3,217,645 | (241,844) | 304,650 | 2,114,460 | 891,255 | 3,005,715 | 2,985,446 | 20,269 | (284,380) | 2,175,584 | 744,088 | 2,923,673 | 2,753,238 | 170,435 | 65,124  | 3.08% |

**NOTES**

1. 3% Salary Inc./Min Wage/Benefits
2. 3% Pro Staff Increase
3. Benefits
4. Minimum Wage
5. 1.3% Salary Increase/Minimum Wage/Benefit Increase
6. 3% Pro Staff Increase
7. Benefits
8. 65,124
1. \textbf{Minimum Wage, 3\% Salary Increase, Benefit Increase} $65,124
- Minimum wage increased to 13.50/hour on 1/1/20. This will primarily impact the student intern program and the game day operations crew for Athletics.
- As part of the budget planning for the institution, auxiliary units have been asked to plan for a 3.0\% increase for professional and classified staff, and the health benefit to increase by 6.7\% ($916/month to $977/month).
Associated Students of Western Washington University  
FY2020 S&A Fee Committee Budget Narrative

AS Student Reps: Allysia Palmer (AS Business Director/student), Millka Solomon (AS President, Nate Jo (VP Bus & Ops – non-voting)

Staff Advisors: Eric Alexander (Asst. Dean/Director of the VU/Staff and Financial Fund Manager), & Raquel Wilson (Business Manager), and Cindy Monger (DOS Program Assistant)

Context:
This is the Associated Students of WWU FY20 Annual S&A Fee allocation request, with past years for reference. This document will describe the process used to create this pro forma budget.

AS Budget Process:
The AS budget process values and utilizes the recommendations of AS employees, student government, and students at large. Our budgets are first organized and assessed by budget committee which is comprised of WWU students, alongside professional advisors, who review the totality of the AS budget. This process engages students, alongside their advisors, with the fiscal responsibility of the student fee dollar.

The process is as follows:
1. Budget Authorities and Student Coordinators work together to submit a proposal - they refer to past actual spending, known increases, future projects, and any areas where reductions are possible.
2. Budget Committee receives a presentation from each Budget Authority on their budgets then reviews and revises budgets as necessary
3. Budget Committee reviews changes and makes recommendations to the AS Board and AS Student Senate
4. The AS Board and AS Student Senate has final approval of the AS budget make and necessary changes at their approval level

This year was the first year that AS senators were involved in the budget process, which added 2 more members to the budget committee. Our current pro forma budget represents 8 of the 12 budget authorities that have presented to the committee thus far.

Current Associated Students of WWU S&A Fee Request:
This year budget authorities were asked to complete their budget with values that would allow them to maintain their current levels of service while still covering the costs of minimum wage and other necessary increases. The committee, after interviewing budget authorities, makes possible reductions based on previous spending. Our AS budget for this year is a product of students who are focused on conserving the student dollar as much as possible.
Once each budget has been reviewed and finalized it will be reviewed by both the AS Board of Directors and the AS Senate for ultimate approval.

Based on this process, the Associated Students is requesting a 5.47% increase in our Fall/Winter/Spring operating budget totaling approximately $3,007,042 and a 0.46% increase in our Summer allocation totaling approximately $167,862 based on our pro forma budgeting.
Significant Changes in Allocation and Reductions in Amount Requested

Initially, the request from the Associated Students was targeted to be an approximate 9.78% increase for Fall/Winter/Spring (approximately $3,129,924). This increase to the Associated Students of WWU was mostly impacted by 3 key variables: 1) changes to the state minimum wage, 2) mandated salary increases (cost of living and other adjustments) for exempt and classified staff, and 3) the creation of the AS Senate (a new cost of approximately $45,000 that has been funded from Reserves this year) as voted on by the student body. Additional increases to the AS Budget stemmed from the need to operationalize funding for operationalizing two programs that have been funded out of the AS Reserves, including: a) approximately $30,000 for our Viking Outdoor Recreation (VOR) trip-leader training; and b) approximately $30,000 for the Student Enhancement Fund (SEF).

The AS Senate was voted on by the student body and approved, with inaugural elections occurring Fall 2018 to include 20 new senators (2 from each college and 4 at large). The VOR trip leader training was designed to allow more opportunity for students at WWU to become outdoor wilderness leaders and has resulted in opening the doors to populations of people who may not have historically been able to access outdoor adventure, skill building, and certification. Finally, the SEF is a grant that allows student to apply for money for travel to enhance their academic experience by attending conferences or trainings related to their majors/academic pursuits.

The AS and the Financial Fund Manager (Eric Alexander) have made the decision to pull back nearly $122,000 of our request for the following reasons:

1) To continue to spend down AS reserves,
2) To allow time for recovery of the S&A Fee to catch up with the 38% minimum wage increase over the last 3 years, and
3) To honor the challenge the S&A Fee committee has in this complex year given the needs of all the other constituents.
## FY '20
ASSOCIATED STUDENTS
S & A FEE REQUEST

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<th>2019 Projected</th>
<th>2020 Requested</th>
<th>AMOUNT INCREASE</th>
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<td>3,007,042</td>
<td>155,931</td>
<td>5.47%</td>
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<td>SUMMER S&amp;A REVENUE</td>
<td>153,719</td>
<td>167,093</td>
<td>167,862</td>
<td>769</td>
<td>0.46%</td>
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<td><strong>TOTAL REQUEST</strong></td>
<td>2,871,393</td>
<td>3,018,204</td>
<td>3,174,904</td>
<td>156,700</td>
<td>5.46%</td>
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FY20 Planning Assumptions, as advised by the Vice President’s office
- 5.0% step increase for classified staff eligible
- 3.0% salary increase 07/01/19 for WFSE and PSE Employees
- 3.0% salary increase for Professional Staff
- Up to 4.0% inflationary increase for non-salary expenses
- Minimum wage increase 01/01/20; $12.00 to $13.50 per hour
- Employer Benefit increase in Health Care rate from $916 to $977 per month per eligible employee
- Employer Benefit increase as a result of new fees: Paid Family Medical Leave (37% of 4% of the employee’s gross salary).
- Administrative Service Assessment Fee at 5.775%

FY20 Mandatory Increase as approved by the AS Board of Directors
- Unfunded Student Mandate for the Student Senate
- Hourly Rate Increase(s) as a result of Minimum Wage
## FY'20 ASSOCIATED STUDENTS REQUEST

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<th>FY '20</th>
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<td>CENTRALIZED SERVICES</td>
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<tr>
<td>OUTDOOR EDUCATION</td>
<td>86,170</td>
<td>14,022</td>
<td>95,610</td>
</tr>
<tr>
<td>STUDENT ADVOCACY &amp; IDENTITY RESOURCE CENTERS</td>
<td>111,321</td>
<td>3,000</td>
<td>3,520</td>
</tr>
<tr>
<td>ENVIRONMENTAL &amp; SUSTAINABILITY PROGRAMS</td>
<td>58,936</td>
<td>9,418</td>
<td>8,832</td>
</tr>
<tr>
<td>ETHNIC STUDENT CENTER</td>
<td>228,042</td>
<td>12,000</td>
<td>40,339</td>
</tr>
<tr>
<td>AS CLUB ACTIVITIES</td>
<td>165,409</td>
<td>2,800</td>
<td>1,900</td>
</tr>
<tr>
<td>AS PRODUCTIONS</td>
<td>264,014</td>
<td>5,083</td>
<td>20,331</td>
</tr>
<tr>
<td>KICS BK 3</td>
<td>90,339</td>
<td>19,000</td>
<td>3,465</td>
</tr>
<tr>
<td>PROFESSIONAL ADVISORY &amp; LEADERSHIP DEVELOPMENT</td>
<td>1,088,567</td>
<td>62,980</td>
<td>250</td>
</tr>
<tr>
<td>STUDENT ADMINISTRATION</td>
<td>99,426</td>
<td>12,658</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balance (4/1/16) as of Beginning of the Year</th>
<th>FY '18</th>
<th>FY '19</th>
<th>FY '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS CHILD DEVELOPMENT CENTER</td>
<td>102,700</td>
<td>5,000</td>
<td>500,518</td>
</tr>
</tbody>
</table>

Notes:
- FY'18 Year End Balance:
  1. Salary Savings as a result of unified Permanent Staff Positions
  2. Student Salary switched from Hourly. Savings as a result of hours budgeted and not used

Notes:
- FY'19 Year End Projected Balance:
  1. Salary Savings as a result of unified Permanent Staff Positions
  2. Student Salary switched to Hourly. Savings as a result of hours budgeted and not used
  3. Budget absorbed into another budget

Notes:
- FY'20 Budget Notes:
  1. 3% increase for Classified and Pro-Staff. Increase in Employer Benefit Rates
  2. Minimum wage increases to $12 (1/1/2019) to $13.50 (1/1/2020)
  3. Unfunded translate paid by WWU Students
  4. Previously Grant funded. Requested funding as Operating Expense. Additional Year of Grant Funding
  5. Administrative Assessment at 0.75% of revenue received
  6. CDC no longer Supervised and Managed by the VU, ESS Program (Caryl Forward, S&A Fee requested)
  7. No Bookstore Profit Share anticipated
  8. Budget absorbs/combined with another budget
## Proposed Reserve - FY2020

<table>
<thead>
<tr>
<th></th>
<th>FY '19</th>
<th>FY '20</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>27,547</td>
<td>27,547</td>
<td>0</td>
</tr>
<tr>
<td>AS Bookstore Improvement Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Computer Repair &amp; Replacement</td>
<td>40,000</td>
<td>50,482</td>
<td>25,482</td>
</tr>
<tr>
<td>Operating (formally known as Rainy Day)</td>
<td>271,116</td>
<td>271,116</td>
<td>0</td>
</tr>
<tr>
<td>OC Equipment Rental Amortization</td>
<td>9,751</td>
<td>21,126</td>
<td>(1,375)</td>
</tr>
<tr>
<td>AS Vehicle Repair &amp; Replacement Reserve</td>
<td>10,613</td>
<td>10,613</td>
<td>0</td>
</tr>
<tr>
<td>AS Vehicle Repair (Amortization)</td>
<td>1,365</td>
<td>1,500</td>
<td>0</td>
</tr>
<tr>
<td>OC Vehicle Repair (Amortization)</td>
<td>4,643</td>
<td>4,643</td>
<td>0</td>
</tr>
<tr>
<td>Hiring Union Organization</td>
<td>4,077</td>
<td>40,758</td>
<td>42,081</td>
</tr>
<tr>
<td>General Reserves</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pre-Approved Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Board Asset Academy Shared Governance</td>
<td>5,489</td>
<td>6,512</td>
<td>1,024</td>
</tr>
<tr>
<td>Student Enhancement Fund</td>
<td>27,436</td>
<td>30,160</td>
<td>2,724</td>
</tr>
<tr>
<td>Computer Maintenance Student</td>
<td>7,933</td>
<td>12,921</td>
<td>4,988</td>
</tr>
<tr>
<td>Grants Loans &amp; USD for Clubs</td>
<td>3,608</td>
<td>3,608</td>
<td>0</td>
</tr>
<tr>
<td>Diversity Conference Funding</td>
<td>3,914</td>
<td>3,952</td>
<td>398</td>
</tr>
<tr>
<td>ESC Steering Committee Funding</td>
<td>3,999</td>
<td>3,999</td>
<td>0</td>
</tr>
<tr>
<td>CC Exclusions Training (Three Year Grant)</td>
<td>26,549</td>
<td>49,749</td>
<td>23,200</td>
</tr>
<tr>
<td>CC Challenge Training (Two Year Grant)</td>
<td>495</td>
<td>12,406</td>
<td>11,911</td>
</tr>
<tr>
<td>Ethnic Studies Conference</td>
<td>6,512</td>
<td>5,281</td>
<td>(291)</td>
</tr>
<tr>
<td>Board Asset Multicultural Center</td>
<td>649</td>
<td>9,970</td>
<td>9,321</td>
</tr>
<tr>
<td>Student Senate</td>
<td>1,500</td>
<td>1,000</td>
<td>(500)</td>
</tr>
<tr>
<td>Legal Services for Students (Two Year Grant)</td>
<td>30,000</td>
<td>22,900</td>
<td>(7,100)</td>
</tr>
<tr>
<td>Marketing Rep &amp; Advocacy (Two Year Grant)</td>
<td>383</td>
<td>14,057</td>
<td>13,674</td>
</tr>
<tr>
<td>WASC Advocacy &amp; Peer Support (Three Year Grant)</td>
<td>3,215</td>
<td>22,897</td>
<td>19,682</td>
</tr>
<tr>
<td>NAIPO Regional Conference</td>
<td>552</td>
<td>1,000</td>
<td>448</td>
</tr>
<tr>
<td>Western Food Pantry (Three Year Grant)</td>
<td>1,214</td>
<td>1,100</td>
<td>(114)</td>
</tr>
<tr>
<td>Wall Street Journal</td>
<td>-</td>
<td>1,100</td>
<td>1,100</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Student Leadership Council</td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Discretionary Reserves</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment Reserve (Non-Operational Repair &amp; Replacement)</td>
<td>15,141</td>
<td>50,000</td>
<td>34,859</td>
</tr>
<tr>
<td>Large Events Reserve</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>Grand Discretionary Reserve Dollars</td>
<td>285,270</td>
<td>290,270</td>
<td>4,999</td>
</tr>
<tr>
<td>Total Reserves</td>
<td>1,678</td>
<td>1,593,511</td>
<td>1,533,833</td>
</tr>
</tbody>
</table>

**Notes:**
- The table above details the proposed reserves for the FY2020 budget.
- The % Change column indicates the percentage change from the previous year's budget.
- The total reserves for FY2020 are projected at $1,593,511, a significant increase from the previous year's $1,533,833.
PROCEDURE

Effective Date: June 8, 2016
Approved by: AS Board of Directors by motion ASB-16-S-51

AS Bookstore Net Revenue Distribution 5/31/12, ASB-12-S-49

See Also: Defining AS Reserves
Funding from AS Discretionary Reserves

PRO-AS-FIN-01 DISTRIBUTING FUNDS TO AS RESERVES

This procedure describes of distribution of dollars to AS Reserves.

Definitions:

Accrual Period- Transactions for June posted after the cutoff date, corrections, or transfers that need to happen for the previous Fiscal Year are processed, this is completed by the end of July.

Associated Students (AS) - All currently enrolled students at Western Washington University.

AS Funds - Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget- The amount allocated by the AS Board of Directors for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.

Designated Reserves - Reserve funds for specific areas. Not available for AS Organization funding requests.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups, general funding requests can be made of these accounts.

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Fiscal Year - Western’s fiscal year runs July 1 - June 30.

Residual Dollars - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

I. Designated Reserve Distributions are Performed by the Business Manager
Prior to use of Residual Dollars, designated Reserve areas should be funded as described below.

1. Bookstore Net Revenue Distribution
   The Bookstore Manager will work with the Business Manager to perform the distribution. The Western Associated Students Bookstore shall retain the first $25,000 from net revenue and will be placed into the designated funds (Reserves) within the Bookstore Operating Budget. Net revenue above $25,000 shall be distributed evenly between the Bookstore operating budget and the Associated Students budgets.
2. **Child Development Center (CDC)**
   Any positive remaining balance from all of the CDC Operating Budgets will be transferred to the CDC Reserves.

3. **Vehicle Repair**
   Any positive remaining balance in FXXVEH will be transferred to the Vehicle Repair Reserves.

4. **Outdoor Center (OC)**
   The Assistant Director of the Viking Union for Outdoor Recreation should ensure that 40% of Equipment Rental Fees, any fees from rentals to OC Employees, fees collected for unreturned rental equipment, and revenue from the liquidation for used rental equipment were automatically deposited from Operating to the OC Reserves.

II. **Distribution of Residual Dollars is Performed by the Business Manager**
After the closing of the Accrual Period, the Business Manager begins the process of distribution, in consultation with the Associate Dean of Student Engagement/Director of the Viking Union.

Funds are distributed in the following priority order and to the levels stated for each fund:

1. **Board Approved Grants**
   *Funded Yearly/Cap:* Equivalent amount needed to fund all grants approved by the Board for the entirety of pilot programs and the total amount of one time purchases not fulfilled.

2. **Computer Repair & Replacement**
   *Funded Yearly:* Equivalent to the value of 20% of the number of computers and peripherals of the current inventory owned by the AS.

   *Carry Forward:* Any amount left in this account should carry forward to the next year.

   *Cap:* This fund is capped at twice the yearly funded amount (or 40%).

3. **Equipment**
   *Funded Yearly/Cap:* $50,000 to be reviewed annually for value of inventory or anticipated need.

4. **Large Events**
   *Funded Yearly/Cap:* $65,000

5. **Operating**
   *Funded Yearly:* Equivalent to 10% of operating expenses for the AS (e.g. salaries, benefits, utilities, contractual, etc.), to be determined on an annual basis by the Business Manager.

6. **Viking Union Organization**
   *Funded Yearly:* 15% of the remaining residual dollars, after all other target amounts have been reached.

7. **Grants**
   *Funded Yearly:* Remaining Residual Dollars, after all other target amounts have been reached.

   *Special Condition:* If Residual and/or Carry Forward dollars are unable to fill the previous priority Reserves, then these dollars may "backfill" those reserves until target balances reached.

   *Cap:* There is no cap on this Reserve.
POL-AS-FIN-02  DEFINING AS RESERVES

This policy describes funding in AS Reserve accounts.

Definitions:

Associated Students (AS) - All currently enrolled students at Western Washington University.

AS Funds - Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget - AS Funds allocated by the AS Board of Directors for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.

Designated Reserves - Reserve funds for specific areas. Not available for AS Organization funding requests.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups, general AS Organization funding requests can be made of these accounts.

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Financial Fund Manager - Position granted financial authority over the monies allocated to a fund; may delegate further to Budget Authorities.

Residual Dollars – Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

I. DESIGNATED RESERVES

A. Bookstore
   1. Purpose: To improve the operation and services of the Bookstore to the student body; or to establish/improve interaction between the AS Organizations, AS Clubs and the Bookstore.
   3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

B. Child Development Center (CDC)
   1. Purpose: For fundraising and training opportunities not funded by the CDC Operating Budget.
   2. Source: Any positive balance remaining from all of the CDC Operating Budgets at year end.
   3. Approval: Child Development Center Manager in consultation with Financial Fund Manager.

C. Computer Repair and Replacement
   1. Purpose: For consistent repair and replacement of computer equipment for the organization.
   3. Approval: Information Technology Manager in consultation with Financial Fund Manager.
D. **Operating**  
1. Purpose: a safety net for sudden, unforeseen and catastrophic reductions in revenue (such as those caused by drops in enrollment).  
3. Approval: Authorized by the Financial Fund Manager, then brought to the next Board Meeting as a Consent Item.  

E. **Outdoor Center (OC) Equipment**  
1. Purpose: For replacing equipment for rental in the OC in accordance with the amortization plan.  
2. Source: 40% of equipment rental fees, fees from rentals to OC employees, fees collected for unreturned rental equipment, and revenue from the liquidation of used rental equipment.  
3. Approval: Assistant Director for Outdoor Recreation in consultation with Financial Fund Manager.  

F. **Vehicle Replacement**  
1. Purpose: For replacing vehicles or repairing major system failures.  
2. Source: Allocation by the Board of Directors and proceeds from the sale of surplus vehicles.  
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.  

G. **Vehicle Repair**  
1. Purpose: For expenses beyond normal wear or maintenance (e.g. accidents or minor system failures).  
2. Source: Any positive balance remaining from in Motorpool Operations at year end.  
3. Approval: Assistant Director of VU Facilities & Services in consultation with Financial Fund Manager.  

H. **Viking Union Organization**  
1. Purpose: For unique opportunities such as professional development, speakers, etc. Or for items unforeseen in the budgeting process such as statewide required salary increases.  
3. Approval: Associate Dean of Student Engagement/Director of the Viking Union with consent from the AS Board of Directors for expenditures over $3,300.  

II. **DISCRETIONARY RESERVES**  

A. **Grants**  
1. Purpose: For pilot programs lasting a set length of time (to allow assessment before becoming part of the AS Operating Budget) or one time expenses unrelated to or in excess of other Reserve areas.  
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.  

B. **Equipment**  
1. Purpose: For repairing, replacing, or purchasing new Equipment (as defined above).  
3. Approval: Repair & Replacement requires approval of the Financial Fund Manager; New Equipment requires the approval of AS Facilities & Services Council.  

C. **Large Events**  
1. Purpose: For funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.  
3. Approval: AS Activities Council reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.
POL-AS-FIN-03  FUNDING FROM AS DISCRETIONARY RESERVES

This policy applies to all requests for funding from AS Reserve accounts included in this policy.

Definitions:
Associated Students (AS) - All currently enrolled students at Western Washington University.

AS Funds - Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget - The amount allocated by the AS Board of Directors for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.

Contracted Hospitality Activity - An activity involving a personal services contract to provide food, beverages and/or transportation (e.g. personal services contract for performers).

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Funding Request Forms — forms for specific accounts are available at:
Grants:
Large Events:
Equipment:

Grant - A sum of money given for a particular purpose (repayment not required). In the case of AS Reserves: a Grant is AS Reserve dollars designated for discretionary use by the AS Board of Directors. Funding may be allocated for one time use or pilot programs for a designated time period and amount.

Large Event - An event with an expected attendance of 100 or more.

Loan - A sum of money borrowed with the intent of repayment.

Professional Development Opportunities: Include but are not limited to: professional conferences, workshops, webinars, speakers, trainings, retreats, etc.

Repair - any restorative work which is estimated at more than 10% of the replacement value.

Replacement — purchase or new or used equipment/furniture to restore existing items. (Replacement shall not include new purchases or simply upgrading existing items.)

Residual Dollars - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

Underwrite - A sum of money given for a particular purpose. All unused funding, or revenue must be returned.
I. **Approved Funds Must be spent in Accordance with AS Policies and Procedures**

II. **All Requests Must Fall Within the Mission of the AS Organization**

III. **Grants**
   For pilot programs lasting a set length of time (to allow for assessment before becoming part of the AS Operating Budget) or onetime expenses not related to other reserve accounts.

A. **Completed Requests Must be Received at Least 5 Weeks Before Funding Required**
   Submit requests using the Grant Request Form. The AS VP for Business & Operations will review the form for completion. The AS Board will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

   Exception: may be granted by the AS Board under special circumstances.

B. **Funding Requests are Limited**
   1. Each AS Organization may only request funding twice per year.

   Exception: the AS Board may approve one waiver per year under special circumstances.

   2. The AS Board should not allocate over $50,000 in Pilot Programs that would end in the same academic year. This will help keep the amount needed in the Operating Budget the following year to a more reasonable amount.

IV. **Large Events**
   For funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.

A. **Requests are Limited to AS Organizations Seeking $500 or More for an Event**
   Amounts of $500 or more may be requested for Large Events by the AS organization serving as primary sponsor for the event.

B. **Completed Requests Must be Received at Least 5 Weeks Before Funding Required**
   Submit requests using the Funding Request Form. The AS VP for Activities (or designee) will review the form for completion. Activities Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting. Requests over $10,000 should be brought to the Board as a Consent Item.

   Exception: may be granted by Activities Council under special circumstances.

C. **Activities Using AS Large Event Reserve Funds Must Be Open to Campus Community**
   Exception: The AS Board may approve as a targeted event; after approval the office may apply.
D. **Funding Requests are Limited**

1. Each AS Organization may only request funding twice per year.
   
   Exception: The Activities Council may approve one waiver per year under special circumstances. Waivers must be approved as a Consent Item by the AS Board.

2. Professional Development Opportunities are not eligible for funding.

3. No Food or Beverages may be funded by the Large Event Reserve.
   
   Exception: If required by a Contracted Hospitality Activity.

E. **Excess Revenue or Unspent Funds from Events Must Be Repaid first to Large Event Reserve up to the Original Amount Funded**

V. **Equipment**

*For repairing, replacing or purchasing new Equipment (as defined above).*

A. **New Equipment Requests Reviewed by the Facilities & Services Council**

1. Completed Requests Must Be Received at Least 5 Weeks Before Equipment Needed
   
   Submit requests using the New Equipment Request Form. The AS VP for Business & Operations will review the form for completion. The Facilities & Services Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

   Exception to the timeline: may be granted by Facilities & Services Council under special circumstances.

B. **Repair & Replacement Requests Reviewed by the Financial Fund Manager**

Requests should be submitted directly to the Financial Fund Manager, currently the Associate Dean for Student Engagement/Director of the Viking Union Organization.