To: Melynda Huskey, Vice President for Enrollment and Student Services

From: Jaden Moon, Chair – S & A Fee Committee

Date: May 14, 2018

Subject: S & A Fee Committee Recommendations

This is to inform you that the S & A Fee Committee is recommending a 4% increase (the maximum allowed by law per House Bill 1433) to the non-funded portion of the fee. This represents an increase of $7.10 per quarter or $21.30 for the 2018-19 academic year. The annual rate of the fee would increase from $628.50 to $649.80.

Throughout the year, the committee conducted a careful review of the needs that the constituent programs necessitated through their budget requests, and how we, as a committee, could fulfill that. An overarching theme of the various requests was accounting for the impact of mandated increases due to changes in minimum wage and anticipated staff compensation. Related to that, the Student Publications sector of DRAC had to shift all positions from stipend to hourly, resulting in a much greater need in budgetary aid. Travel costs, as well as increased student interest and participation in some activities, account for the remainder of the increase in requests.
Proposed Distributions and 4.00% Increase in Fee

Proposed Fee and Distribution: The Services and Activities (S&A) Fee Committee recommends a 4% increase (maximum allowed by law) to the Services & Activities Fee for the 2018-19 academic year, maintaining the Summer 2019 rate at 65.15% of the academic year rate, and recommends approval of the distribution of fees for the 2018-19 academic year and summer 2018 as outlined.

Per HB1433, S&A fees were permanently decoupled from tuition in the 2017-18 legislative session but fee increases were capped at 4% on the non-funded portion of the fee. The committee proposes a 4% increase to the S&A Fee for the 2018-19 year (from $628.50 to $649.80 per academic year, or from $209.50 to $216.60 per quarter). This fee is prorated per credit ($21.66 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

The following constituents receive funds from the Services & Activities Fee:
- Housing & Dining (per bond covenants)
- Associated Students (AS)
- Athletics
- Campus Recreation
- Department Related Activities Committee (DRAC)

It should be noted that even with a 4% increase, constituent areas cannot fully fund their needs. Budgets in the respective areas have been impacted by mandated increases in minimum wage, staff salary increases and changes in student employee payment practices that include a change from paying a stipend to an hourly rate as well as eligibility for paid sick leave.

Background
The Services and Activities (S&A) Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations on the distribution of S&A Fees for the following constituents groups: Housing & Dining, Associated Students, Athletics, Campus Recreation, and Department-Related Activities Committee (DRAC). In concert with the RCW, the Committee is comprised of both voting and non-voting members. The voting members are to include a faculty member and six students representing Associated Students (2), Athletics (1), Campus Recreation (1), and DRAC (2). The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation, and Department Related Activities Committee (DRAC), and a designee of the Vice President for Enrollment and Student Services. A staff member from the Vice President’s office also attends to record minutes. A student was selected from among the voting members to serve as this year’s chairperson. This is the second year in a row that a student has chaired the committee. This is also the second consecutive year in which the committee has been unable to secure a faculty representative despite the efforts of the committee and the Faculty Senate to find a representative willing to serve who is also not affiliated with a constituent area.
The S&A Fee Committee follows an established annual process to prepare its recommendations on the level of distribution of S&A Fees. This process includes review of budget requests for each constituent group and an open hearing process to provide an opportunity for input from members of the campus community. Open hearings were held on April 10, 2018 and April 24, 2018 in regards to budget requests and the committee’s recommendations. Notice of these hearings was posted on the S&A Fee Committee website, published in Western Today and the AS Review, and posted as an announcement on the student’s MyWestern portal.

The vote on S&A fee scenarios for FY 19 academic year was 6-0 in favor of the allocation recommendations. For S&A fee Summer 2018 allocations the vote was 6-0 in favor of the recommendations.

CONSTITUENT BUDGET REQUESTS

The constituent groups took their work seriously to review their programs and budgets carefully, honoring their fiduciary responsibility regarding the impact of fees charged to all students. All committee meeting proceedings and documents are posted on the following website for the campus’ reference: http://www.wwu.edu/vpess/activitiesmeetings.shtml. Detailed budget requests were presented at the April 3, 2018 meeting with updates provided at subsequent meetings.

One constituent group did not request an increase, the remaining constituent groups requested high priority needs. Separate requests were made for the academic year vs. summer.

For the second consecutive year, the overarching theme of the various requests was accounting for the impact of mandated increases due to changes in minimum wage and anticipated staff compensation. Even with a requested increase to the fee, constituent areas still face financial shortfalls in addressing these mandates and will continue to in the coming year as additional wage increases ($1.50/hour) will also occur in January of 2020. In addition, it should be noted that any requests to grow or enhance programs were not included in the requests to the board. These increases are limited to what is needed to maintain the base level of services and programs that this fee funds.

CONSTITUENT BUDGET REQUESTS FOR ACADEMIC YEAR 2018-19

Associated Students
The Associated Students requested an increase of $167,729 over the current year’s actual fee revenue. The requested increase is primarily to fund mandated wage increases in minimum wage and in planning for staff increases in salary and health benefit costs. If the S&A fee is allowed to increase 4%, the Associated Students is projected to receive 100% of their request.

Athletics
Athletics requested a total increase of $151,792. In discussions of the budget, Athletics removed their request for a full-time athletic trainer ($64,979) as this priority was additive to the program rather than addressing mandates as imposed on other constituent areas. The requested increase is directly related to the increase in minimum wage and in planning for staff increases in salary and health benefit costs and to bring the Head Strength Coach to full-time in response to a change in NCAA rules regarding required certification of strength coaches. If the S&A fee is allowed to increase 4%, Athletics is projected to receive 100% of their request.
Campus Recreation
Even though they are facing an increase in student wages due to the rising minimum wage, Campus Recreation did not request a budget increase to their S&A fee for the 2018-19 academic year. To offset these expenses, Campus Recreation plans to hire a part-time Intramural Coordinator instead of a full-time coordinator position. This will free up more dollars for increased student wage expenses.

DRAC
Department Related Activities Committee requested an increase of $33,516 over the current year’s actual fee revenue. DRAC made a number of budgetary decisions to account for cost savings, to address mandated impacts, and to keep their requested increase at a minimum. The following decisions and factors were considered in their request:

- The Assistant Attorney General struck down federal exemption that allowed journalist/editorial positions to receive stipend pay. This ruling resulted in a switch to hourly positions for Student Publications Council student employees, which—in conjunction with minimum wage increases—drastically increased student employee wages.
- DRAC eliminated a constituent group, Western Window, as it was determined that it didn’t fulfill requirements for DRAC membership. This served to decrease DRACs overall annual operating budget.
- As part of program & budgeting process, Student Publications Council conducted an audit of programs to determine appropriate staffing levels; as part of a student-led decision-making process, the SPC eliminated over half of Western Front’s student employee positions, to develop a more balanced staffing level.
- Travelling to tournaments and competitions is critical aspect of Western’s debate program and International Affairs Association (IAA); as a result, Forensics program decreased staff compensation and increased operating budget for travel expenses.

If the S&A fee is allowed to increase 4%, DRAC is projected to receive 100% of their request.

2018-19 Academic Year
Proposed Fee Distribution

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of $17,877.
- Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to $32 per quarter per full-time student and $6.40 per quarter per part-time student.
- Recommendation is based on projected revenue. Revenue in excess of projection to be allocated to constituents on a percentage basis.
**Proposed Fee Level**

As approved by the Board of Trustees in June 2002, the summer rate is set at 65.15% of the academic year rate. With an increase to the rate for the 2018-19 academic year S&A Fee, the rate for Summer 2019 would increase from $13.65 to $14.11 per credit.

**S&A Summer 2018**

**CONSTITUENT BUDGET REQUESTS for Summer 2018**

**Associated Students**
The Associated Students requested $167,862 in total for Summer 2018 to cover minimum wage and programmatic cost increases. The AS is projected to receive $167,093, which is 99.54% of their request.

**Campus Recreation**
Campus Recreation requested a carryforward level of $11,154 in total. Campus Recreation is projected to receive $11,083, which is 99.54% of their request.

**DRAC**
DRAC requested $87,358 in total for Summer 2018 to cover salary increases and for costs related to Klipsun, which is only published every two years. DRAC is projected to receive $86,958, which is 99.54% of their request.
**Proposed Fee Distribution**

In June 2017, the Board of Trustees approved the Summer 2018 rate, of $13.65 per credit. It is proposed that Summer 2018 S&A Fee revenue be split on the following percentages after Housing & Dining receives $32.00 per full-time student and $6.40 per part-time student.

<table>
<thead>
<tr>
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<th>Summer 2017 Actuals</th>
<th>Summer 2018 Proposed</th>
<th>Summer 2018 Requested</th>
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<tbody>
<tr>
<td>Housing &amp; Dining (bond convenant)</td>
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<td><strong>Total</strong></td>
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<td><strong>Total without H&amp;D</strong></td>
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