Western Washington University
Services and Activities Fee Committee Meeting: Open Hearing
Tuesday, May 1, 2018
VU 462A

Present: Eric Alexander, Brette Boesel, Steve Card, Keith Harmon, Alex LaVallee, Adam Leonard, Caitlin Sommers, Kaylie Gladwell, Rebecca McLean, Jaden Moon, José Rios-Sanchez, Sara Wilson, Debbie Curry (recorder)
Absent: Christopher Bianco, Ichi Kwon, Steve VanderStaay, Raquel Vigil
Guests:

Members Not Yet Appointed: Faculty representative (voting member)

Jaden called the meeting to order at 8:04 am.

Approval of Minutes
Jaden asked if there were concerns or amendments to the minutes of the 4/24/2018 meeting. No corrections were requested to the minutes. Keith motioned to approve the minutes as presented. José seconded the motion. The motion passed unanimously.

Summer 2018 Allocations/Revised Overview Sheets
Sara provided an update on the overview sheets provided in the handouts and the corrections she implemented to provide consistency across departments. Because different figures were used in the 2018 BOT Budgeted column of the spreadsheets, Sara corrected all figures to reflect the BOT budget amount that went into the document last year and then the requests going forward. Sara noted the final totals may be slightly different from what was reflected on the detailed budget sheets, and apologized for any confusion.

Summer 2018 Allocations
The 2018 SCH (Student Credit Hours) is 24,000 at a summer rate of $13.65 per credit (calculated at 65.15% of the S&A fee rate for that specific year) making a total estimate of $327,600; backing out the student loan fund of 3.5% and housing and dining allocations, leaving a balance of $265,134 for the committee to allocate.

The table on the chart of the Summer 2018 handout is in the format typically presented to the Board; the first column is summer actuals, the third column is what was requested, and the middle column is the calculation for each area’s percent of what they asked for. Sara stated that she felt everyone is relatively close to what they are asking for and based on the conservative figure provided by Extended Education the committee is likely to come close to or exceed in actuals the requested amounts. Sara noted it was up to the committee to accept these proposed allocation percentages, perhaps continue discussion, or propose another strategy. There was no further discussion or proposal made. Jaden made the motion to approve the summer allocation request, Keith seconded the motion. The committee unanimously voted to approve the summer allocation request.

Fee Distribution for Next Academic Year
Sara directed the committee to the projection spreadsheets (revision of the draft provided at the last meeting and new spreadsheet from Linda Beckman); the actuals in box three of the revised draft spreadsheet of $6,240,476 and the actuals in the Beckman spreadsheet of $6,496,037 are very close with regards to available funds. In all scenarios, the starting figures are close to a $6.4M mark.
Steve asked to address the committee with a recommendation, addressing the Distribution if Use FY18 Revised % and using the $6.496 allocation as noted on the Beckman spreadsheet, would put Associated Students just under $36K. However using the adjusted percentages of 43.89% (AS), 32.55% (Ath), 6.8% (Campus Rec), and 16.76% (DRAC) provides an overage of approximately $31K and no shortage of fund allocation for any department. Additionally Steve reminded the committee that all areas have made as many reductions as possible, and adding an additional $31K overage of additional funds could be used for things that had been cut out of their budgets. Recapping he believes the committee will be safe not having less than our total requests, and there’s a good chance we will have in excess of our requests.

Sara agreed with Steve’s calculations and added, based on the historical percentages Steve provided last meeting, she didn’t feel the committee is out of line in their requests.

Sara asked if there was further discussion, if the committee wanted to adopt the proposal, or if they had another strategy to propose. There were no other suggestions or discussion. Jaden made the motion to adopt the percentages proposed by Steve, as noted above, Brette moved to second the motion. The committee unanimously voted to approve the allocation request.

**Board of Trustees Draft Document**

Sara reminded the committee of the steps in the process of this final document: it will go first to the Vice President for Enrollment and Student Services along with a memo from Jaden stating what the committee’s decisions have been, VP Huskey will then review the document and decide to approve it or not. If she does not, it would come back for a period of deliberation between the committee and the administration for resubmission to the VP. Assuming the VP approves the committee’s decisions, this document will be included in the Board documents for the June 15 meeting.

Sara reminded the committee she will not be in attendance for next week’s meeting, and because the committee has made all anticipated decisions with the exception of this document, the only action the committee will need to take next week is to finalize this document. Sara also reminded the committee the minutes for next week’s meeting will be taken in real-time and need to be approved before end of meeting. She also shared the items in red are the areas of the document the committee needs to finalize, and asked if this document included everything they wanted the Board to be aware of. There was brief discussion clarifying a couple of questions and Sara confirmed those matters were all addressed in the narrative included in this document.

Sara also requested this document be finalized by Friday of this week (5/4) and all areas agreed to provide Sara with their narrative to meet her request. Based on decisions made today, she will update this document as it applies and include narratives she receives to ready the document for next week’s approval.

Steve requested Sara add information that reflects the removal of the non-mandatory position for Athletics. Sara confirmed she would make that change. Eric asked to include the importance of funding minimum wage; Sara directed the committee to the bullet points on the first page of the document that address the wage increase matter as well as throughout the document, noting departments are in a state of playing catch-up. Campus Rec will forward a narrative to Sara; Keith will do the same for DRAC (to also include explanation of the International Affairs and Forensics competition and travel related expenses and the Attorney General’s requirements for Publications).

Eric commented that next year all departments can expect cross the board cuts and asked Sara if it would be beneficial for this fact to be included in the document. Sara directed Eric to the second page under Constituent Budget Requests asking if he felt this section addressed his concerns. Eric responded it did. Sara
also noted the boxed paragraph on the first page, indicating “4% increase (the maximum allowed by law)” is also making a clear statement about the request.

Eric also shared the administrative costs most departments are incurring that they will not recover losses for should also be included in the document, so the Board understands how deep these changes go. Sara agreed to include that information.

Sara also suggested it might be a good idea, as a committee, to look at our funding model versus other institutions; how are other institutions handling student employment, because it doesn’t seem to be impacting them as it is at Western. Eric suggested the possibility of creating a sub-committee prior to next year’s S&A Committee convening, to utilize colleagues to research this matter from an advisory perspective and provide a report so next year’s Board can be informed on why these situations occur.

It was discussed that Sara and Jaden received an email from Cora Coles, the AS REP committee coordinator, asking about Graduate School representation on the S&A Fees Committee. Given the committee is about to wrap up their work for this year, this item will be tabled until next year which will also allow for more time to research the process for considering new representatives and/or revising the committee’s guidelines. Eric asked the question of who owns the charge for this Committee; is it the VPESS or another? It seems who owns the charge would make that decision. The answer to that was not clear to committee members. Steve indicated knowing what the purpose of their request is would be important to know.

Steve also suggested to voting members of the committee, if schedules permit, they plan on attending the June 15 Board meeting when Melynda and Jaden present the S&A Fee request. The Board likes to and will engage with the students, it’s helpful and impactful, and important to be there to support Jaden. Sara outlined the general process for the meeting. Sara will provide members with the time of the presentation once the agenda has been finalized.

There was no further discussion at today’s meeting.

**Meeting Adjournment**
Jaden moved to adjourn today’s meeting, Keith seconded the motion. The meeting was adjourned at 8:37am.