Western Washington University
Services and Activities Fee Committee Meeting: Orientation Session
Friday, February 8, 2019 8:15am
Viking Union 462B


Guest: Megan McGinnis

Absent: Cameron Allen, Ichi Kwon, Adam Leonard, Caitlin Sommers, Steve VanderStaay, Raquel Vigil

Kurt Willis called the meeting to order at 8:17 am, followed by a welcome and introductions of the committee members and guest in attendance.

Approval of Minutes
Kurt asked if there were concerns or amendments to the minutes of the 2/1/2019 meeting. There were no corrections requested to these minutes. Ally Palmer made the motion to approve the minutes as presented. Jackie Baker-Sennett seconded the motion. The motion passed unanimously.

Agenda Items: 1) Introductions, 2) Approval of February 1 meeting minutes, 3) Follow-up to questions raised last week, 4) Orientation: Review the S&A Fee Expenditure Guidelines, 5) Orientation: Overview of Fee Collection Monies 6) Preparation for constituent overviews, 7) Chairperson position discussion, 8) Next week’s presentations

Follow-up to Questions from Last Week:
Kurt addressed the questions raised by Millka last week regarding the possibility of changes being made to the rules for the Open Public Meetings Act; specifically 1) allowing recording of the names of individuals who vote, and 2) permitting voting by proxy.

Kurt stated he has been in communication with the Attorney General’s office on campus and hopes to be able to share their response soon.

Orientation: Review the S&A Committee Expenditure Guidelines:
Kurt reminded the committee that each year the S&A Fee Committee proposes, and the Board of Trustees approves, program priorities and corresponding expenditure budgets for the S&A Fee Committee constituents. The University collects these fees from students and allocates the funds to the constituent budgets as directed by the Board of Trustees.

The university administration has the responsibility to ensure that state and university regulations and guidelines are followed. University personnel are responsible for spending S&A Fee revenue in an acceptable and appropriate manner following State of Washington and Western Washington University rules and guidelines. This document provides an overview of the more important rules that apply to S&A Fee expenditures.

These guidelines are the result of an audit conducted in 2015/16 pertaining to the S&A Fee process.
Kurt reminded the committee of the importance of this entire document; the advisors on the committee are aware of, and as budget authorities required to follow, these guidelines. Kurt highlighted specific areas he wanted to bring to the committee’s attention.

**Basic Principles:**
The budget authority for an S&A Fee funded program may approve an expense if 1) it is directly related and applicable to a student activity or program, 2) the item is an allowable and legal purchase under state and university policies, 3) there is sufficient money available to cover the expense, and 4) the purchase conforms with the S&A Fee Committee and Board of Trustees approved objectives and expenditure plan.

**Management of S&A Fee Money:**
Each S&A Fee funded area must identify an administrator responsible for budget oversight. Kurt asked the advisors on the committee if they could confirm this was already in place. Rebecca confirmed that working with DRAC as the budget advisor, she works with each of the programs to ensure they are following approved guidelines, with budget authorities and financial managers in place for each of the areas of DRAC. Steve, Eric and Adam are all financial managers and budget authorities. Kurt noted the advisors should all be aware of these guidelines, but as voting members of this committee, it is important students are aware as well.

**Reserve Funds** – Constituents are expected to maintain a reasonable designated reserve fund to allow for uncertainties in expenditure and revenue streams.

Kurt asked the advisors if the Reserve Fund mandate was still required for S&A Fees. Chris Bianco responded that he felt it is an “expectation” however, he believed it is more of a “recommendation” than a “requirement.” Eric agreed it was a suggestion from the auditors, based on the fact departments needed to be prepared for emergencies with Reserves. Kurt commented that he thought that in the past, S&A Fees did maintain Reserves, but the decision was made a few years ago to change that requirement. The committee will address contingency levels, which will be discussed at a later date.

**Impermissible (vs Permissible) Expenditures –** Gifts of appreciation or concern for anyone (farewell gifts, flowers, cards, etc.) are not allowed or are considered impermissible. Whereas expenses related to normal implementation of student activities are allowed: athletic events, travel expenses; social events; and clothing (such as t-shirts) to name just a few, would be examples of permissible expenses.

Kurt encouraged the student committee members to read these guidelines carefully. There were no questions regarding these guidelines, but Kurt encouraged the students to check with their advisors should questions arise.

**S&A Fee Revenue-Deductions-Distribution (2017-18 used as example):**
Using a 2017-18 spreadsheet as a visual example on the overhead screen for committee members to follow along, Kurt provided a brief explanation on the basic pathway of revenue, the required deductions, and eventual distribution of these funds. From a student’s perspective, these fees appear as a number on their account. For reference, a copy of spreadsheet is included with these minutes.

**Preparation for Constituent Overviews:**
Kurt noted that in the next couple of weeks, constituent groups would have the opportunity to share their programs with the committee members, explaining why they need the funds they will be requesting. These presentations are anticipated to be made within the timeframe of the next two upcoming meetings and expected to take no longer than 20 minutes per area.
After brief conversation around schedules, availability, and time needed for preparation, the following constituent presentation schedule was established:

- February 15: Athletics
- February 22: DRAC – Associate Students – Campus Recreation

Kurt encouraged students to work closely with their advisors on their presentations. Debbie requested each group provide her a hard copy the day of their presentations for her meeting notes.

**Chairperson Opportunity:**
Kurt extended this role to the students for consideration, asking if any one of the student committee members were considering the opportunity. Although no one at this time expressed an interest in the position, Eric encouraged students to consider the possibilities the experience could provide them. Chris added that he has seen the chairperson position filled by both student and non-student individuals and it has worked great both ways; adding this position provides a great learning experience for the student, and that Kurt would be a great support to them in the meeting process and supporting them in this role. Kurt encouraged anyone of the students interested in this position to give him a call.

**Next Week’s Presentations/Questions:**
Kurt asked the committee if there were any questions regarding the presentations scheduled for the next couple of meetings.

Steve shared that the S&A Fee winter quarter distribution was announced yesterday and working from a spreadsheet he uses each year for projections, it appears we will receive more than what our budget projections indicate we may need (just shy of $100K surplus) which is good news for all constituents. Steve also recommended it may be helpful to pull minutes from last year addressing specific allocations and how they were determined rather than walking through the process again.

Addressing how the institution comes up with the distribution of money, Eric gave a brief explanation on how the University Budget Office provides (generally conservative) estimates to the departments; an Aggressive Zero Concept is maintained to be sure all funds collected are used appropriately (rather than sitting in a reserve account) with the goal of making a best-guess estimate. With funds coming in at the end of the year, this process can be a predictive exercise and an interesting balance to try to maintain. The hope is to try to allocate appropriate funds being put to use all year, rather than sitting in reserves.

Jackie asked if students at off-site WWU campuses paid S&A Fees. They do pay, but not the same fees. Eric thought that each campus site determined their own fees, but a clear answer was not available to this question and the advisors agreed to look in to this and report back to the committee.

Eric requested the updated meeting Schedule & Agenda Items be sent to the committee members. Kurt agreed he would send that out as well as update the website. Kurt reminded Eric the whole year has not yet been set, but he would be happy to send it out.

Today’s meeting adjourned at 8:56 am.

Next meeting:
Friday, February 15, 2019, 8:15-9:30am, VU462B
Agenda: Election of Committee Chair; Review of Athletics Program & Services
S&A FEE REVENUE & ALLOCATON SUMMARY
2017-18

GROSS S&A FEE REVENUE COLLECTED

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Fall (201740)</td>
<td>$2,713,824</td>
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<tr>
<td>Winter (201810)</td>
<td>2,625,743</td>
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<tr>
<td>Spring (201820)</td>
<td>2,472,516</td>
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Less Amount to student loan fund $273,423

= S&A FEE REVENUE TO DISTRIBUTE $7,538,660

DEDUCTIONS

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<th>Deduction</th>
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<tr>
<td>H&amp;D System Bonds</td>
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<td>Music Copyright</td>
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<td><strong>Balance Available for Constituent Distribution:</strong></td>
<td><strong>$6,240,477</strong></td>
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DISTRIBUTIONS

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<td>To Athletics</td>
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<td>To DRAC</td>
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<td>To Campus Recreation</td>
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= BALANCE / UNALLOCATED: $6,240,476

**BALANCE / UNALLOCATED:** $1