Western Washington University  
Services and Activities Fee Committee Meeting  
Thursday, April 18, 2019 8:45am  
VU462B  


Absent: Christopher Bianco, Ichi Kwon, Raquel Vigil, Steve VanderStaay  

Jordan King called the meeting to order at 8:48am.  

Agenda Items: 1) Approval of April 11 meeting minutes, 2) Review and discussion of enrollment estimates, 3) Begin discussion on fee increase: what does this look like in terms of overall revenue?  

Approval of Minutes:  
Jordan asked if there were any concerns, amendments or corrections to the April 11 meeting minutes. Debbie shared a correction Rebecca brought to her attention shortly after minutes were distributed to the committee on Wednesday: Page 2, bullet point 6, the healthcare rate is reflected at $196 and should be $916. Debbie made this the correction prior to today’s meeting. There were no other corrections or comments from the committee. Matt moved to approve the minutes as corrected, Christian seconded the motion. The minutes from April 11, 2019 were passed unanimously.  

Review and Discussion of Enrollment Estimates:  
Kurt noted he had not received the enrollment numbers for summer, but will continue to ask for this information. After a bit of discussion, it was determined more time may be needed before the numbers are available.  

Kurt provided the committee with two handouts: 1) 2019-20 Academic Year Fee Projections (estimate of 2018-19 fee collection–Spring), and 2) 2019-20 Academic Year S&A Fee Constituent Requests (copy attached to these minutes). Kurt reminded the committee that in early March, enrollment estimated a reduction of 93 students; that number has now moved to a 151 student reduction of actual enrollment numbers for fall 2018. This number does not include transfers, etc., and the committee will need to convert that reduction of 151 to a fee collection amount and then match that to the budget requests that were heard over the last two weeks.  

In addition to the information Kurt had shared, Steve mentioned the possibility of over-collection of fees in the past… Kurt felt that because we are not seeing all that transpired it is hard to tell, and last year one constituency made no requests, so there may have been some over-collection, but this type of overage would not be apparent for a year or so. Kurt also added (for the benefit of the student committee members) that he is not sure that students have been paying extra, looking back at historicals.  

Kurt shared the spring number from Accounting Services this morning: referencing the 2018-19 chart on his Fee Projections handout, that number is $2,482,400. The amount to distribute for all constituents including housing and music would be $7,885,620, less the music fee and housing. Kurt added the number block below in that same chart should be disregarded, as it is still incomplete. The housing estimate works out to $1,286,163 ($886,163/$400K accounting projection).  

Steve added that looking at the distribution for winter quarter FY 19 from the Board of Trustees budget (copy of FY19 Winter Term Distribution attached), including the music copyright and housing and dining, the budget was $7,794,152, which leaves the committee $90K ahead.
According to Steve’s projections, with the reduction in enrollment and a 4% increase, should the committee choose to implement that increase, the estimated total allotment is $6,792,140, less the constituent’s budget of $6,784,605 indicates a short fall of between $10-12K. Breaking out $12,000 by 4% would be roughly $5K to AS, $4K to Athletics, and DRAC would have 15-16% of that burden of reductions that would need to be made from the original requests.

Jordan confirmed those reductions would apply “if” the committee agreed to take the full 4%; others also agreed that was correct. Jordan added that, if possible, the committee should reach at least a consensus regarding the percentage today, as the next meeting will be an Open Hearing and the committee should have some idea how much they will be increasing fees.

Kurt reminded the committee they are responsible for making two decisions: 1) what will the percentage of increase be (capped at 4%) and, 2) what will the distribution be among constituents; do you want to use the same percentages or change them?

Eric suggested a correction to the first decision, which would be to increase, or decrease, the fee.

**Fee Increase Discussion:**
Adams reiterated the conversation from last week stating the budget requests have been bare-bones; constituents are not asking for anything beyond mandatory increases (most of that for minimum wage, professional and classified staff increases), there is nothing superfluous in these requests in his opinion; from his perspective, requests are very clear-cut.

Millka commented that she is in favor of the 4% increase to support mandatory increases and to allow catch-up to the minimum wage impact on constituents (perhaps for years to come).

Jordan agreed with Millka on taking the 4% increase for the same reasons.

Kurt asked the committee what they know about other fees that are coming to the table (increases noted are approximate and per quarter):

- Housing Room/Board: Increase by 5% Board approved
- Health and Wellness: Will increase, but amount unknown
- Non Academic Bldgs.: Increase of $2
- Transportation: Increase of $1-$1.50
- Sustainability, Equity, and Justice (SEJ): No increase expected *(Eric Believes this sunsets at 4 year window, but will check)*

Kurt stated that Jordan will be summarizing the comments from the group, he and Jordan will write the narrative, but there will need to be some commentary included justifying budget requests. This information can be pulled from the budget request narratives, but Kurt cautioned the voting representatives to be prepared to respond to the constituencies regarding increasing the fee when asked.

Kurt asked what pieces of information the committee needs him to provide next meeting to allow the process to move forward. The committee agreed it would be helpful to have Steve’s numbers double-checked and written out. Kurt added that in the next day or so Diane Fuller in Accounting Services should be able to provide the actual distributions, which he will forward on to the constituencies.

Eric felt that summer numbers would be helpful. Kurt replied he was hoping to get numbers from Extended Ed. He thought it is somewhere around 24,000 student credit hours. Eric added that considering EE deadlines and thinking historically, those numbers were released at the last minute, so we may not get those numbers for another couple of weeks.
Kurt suggested to the committee, we have a pattern of percentages of allocation among the constituencies. That number over the years moves for various reasons. To what extent will that conversation happen here for this allocation? Do we leave it the same as it is now? That is the call of this committee.

For comparison, to give the committee an idea of allocations based on percentages, Steve presented the constituency percentages for last year and this year based on the $6,784,605 budget requests.

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<th>This Yr</th>
<th>Last Yr</th>
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<tbody>
<tr>
<td>AS</td>
<td>44.32%</td>
<td>43.89%</td>
</tr>
<tr>
<td>Athletics</td>
<td>32.13%</td>
<td>32.55%</td>
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<tr>
<td>DRAC</td>
<td>16.60%</td>
<td>16.76%</td>
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<tr>
<td>CamRec</td>
<td>6.95%</td>
<td>6.8%</td>
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Referencing “percentage of distribution,” Kurt asked what the base or benchmark the committee would put their percentage against. Steve added that what will happen as part of the Board of Trustees process is that eventually a number will have to be assigned.

Millka asked if it had to be handled by percentages. Suggesting allocations could be made on actuals and adjusting scenarios depending on what the end budget allows. Determining ahead of time who might be willing to take a loss and who cannot would allow flexibility in the overall distribution. Kurt responded that it could work that way, but should it work that way. This group has followed that process in the past, in cases where more funds were received than expected and it have been distributed slightly different. That would require more discussion and conversation about who’s needs are different enough to justify that increase. But that is the purview of the voting representatives to make those decisions.

Matt asked for clarification; if dollars received is actually greater than what has been allocated to spend, if he understands correctly, that overage will be allocated and not just left to sit unused. Eric confirmed that the overage is distributed by percentage. In the past, when the committee worked from the more conservative Budget Office numbers, there were overages and in some ways appeared as an over payment. Steve added that overage that particular year would be a one-time surplus. Given the way we now calculate and forecast, surpluses are factored in to offset the coming year’s request. 2017-18 is a good example of an overage assigned to AS due to their impact of the increase of the student minimum wage and their greater need.

Millka agreed that the value conversation seems to make sense from a perspective of a particular constituency having a “need” rather than distributing strictly on percentages. Eric agreed the challenge is always in not knowing what needs will be a year out, which is the time it takes to become apparent. Millka suggested conditional scenarios; tiers or threshold distributions – Kurt responded that it could work. Accounting Services would be responsible to work that out, as long as it is clear what the demarcation points are, they would distribute accordingly.

Kurt again asked what pieces of information the committee would find helpful going in to next week’s conversation; adding he would update his budget sheet numbers and add a column, for comparison, to include percentages.

Jordan confirmed that next week’s meeting will be an Open Hearing and continued budget discussions; and we will need to nail down the fee increase.

Eric asked if there was a plan for advertising the Open Hearing meeting; adding that historically, Open Hearing meetings have been advertised to the student population to encourage attendance and to give them the opportunity to provide input to the committee. Millka offered to send out an email from the ESPresident email account; Kurt suggested posting on a centralized calendar, however Millka felt use of the new calendar has not really caught on. Rebecca suggested contacting the Communications office for posting in *Western*
Today. Eric questioned if the S&A Fee website would be a logical place to advertise; Debbie added that Sara Wilson relied on the S&A Fee website page for sharing this type of information.

Kurt thanked Eric for mentioning the website, adding that it has been discovered there have been accessibility issues on that site, which Lisa Megard has been working to correct and repair. Eric also suggested looking into the format of the documents we are producing. In his experience, documents can be formatted in a way that can make it easier to include and/or access them on the website. Kurt agreed to look into this.

Jordan adjourned the meeting at 9:40 am.

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

Agenda: 1) Approval of 4/18/19 Meeting Minutes, 2) Continued Budget Discussions 3) Determine Fee Increase