**Western Washington University**

**Services and Activities Fee Committee Meeting**

**Thursday, April 16, 2020 4:00pm**

**Virtual via Teams**

**Present:** Adam Leonard, Caitlin Sommers, Chole Ingle, Christian Rotter (Chair), Debbie Curry (recorder), Eric Alexander, Jackie Baker-Sennett, Kevin Harris, Kurt Willis, Matt Coelho, Nate Jo, Raquel Vigil, Rebecca McLean, Steve Card, Steve VanderStaay, Travis Cram,

**Absent:** Ichi Kwon, Lani Defiesta

Christian called the meeting to order at 4:04pm.

**Approval of Previous Week’s Meeting Minutes:**

Christian asked the committee if there were questions or corrections to the minutes from the April 9 meeting; there were no questions or comments. Christian requested a motion to approve the minutes for the meeting. Kevin Harris moved to approve the minutes; Christian seconded that motion. Committee members present responded aye unanimously to approve the minutes of April 9.

**Approval of DRAC Charter revision:**

DRAC presented their revised charter at a previous meeting held on March 11 (reference 3/11 meeting minutes for highlights of those revisions). As DRAC explained, any revisions made to their Charter are required to be approved by the S&A Fee Committee. A copy of the approved charter had been forwarded to the committee for their review prior to today’s meeting.

Christian asked if there were any questions or comments regarding the revised Charter prior to voting; there were no questions or comments. Christian made a motion to approve the revisions to the DRAC Charter; Jackie seconded that motion. Committee members present responded aye unanimously to approve DRACs Charter.

**Spring 2020 estimate:**

Kurt reminded the committee there are two known factors: 1) Baseline figures for 2020 to use for 2021, and 2) Known adjusted percentages for each constituency. Unfortunately, he had not received the enrollment projections, adding that the peak enrollment will hit this weekend and without those projections he wondered if the committee would rather table this discussion for now.

Kurt added that he and Steve had worked with Linda Beckman to estimate revised projections and asked if the committee would be interested in continuing the discussion while viewing the results of what Linda and Steve worked up. Steve added that he felt it could be beneficial for the committee to review, however he was clear that what they see today will not be accurate. The committee expressed they understood and asked to move forward with seeing Steve’s projections to get some idea of what they may be looking at.

Steve walked the committee through the **S&A Budget vs Actual** worksheet, explaining how the process evolved, which addressed the three categories noted below, followed by questions and responses.

1. The original budget, which was approved by the Board June 2019, with total collections of $8,323,600.
2. Steve’s Projections for FY20 including Spring 2020 at Full Fee.
3. Using the BOT-approved reduced Spring 2020 fee of $117, and a 2.3% enrollment reduction, the **estimated** collections after reductions for loan fund and H&D, could be $944,577. That would be apportioned to the four constituents as: 15.13% to AS, 73.13% to Athletics, 11.74% to Campus Recreation, and 0% to DRAC. These percentages are the outcomes of decisions made by each constituent’s organizational leadership a few weeks ago; to forgo a certain amount of Spring 2020 fees.

Understanding that spring travel and spring/summer revenue timing for Athletics are factors, Christian asked Steve to further clarify why Athletics wasn’t taking the same reductions the other areas were. Steve explained that Athletic numbers are driven by enrollment figures, which doesn’t affect Athletics.

Nate questioned how the percentages in column “T” were determined for each constituency. Kurt notes the formula here: Modified Spring 2020 fee of $117 less $4.10 to the loan fund and $32 H&D leaves distributable “base” of $80.90. Based on the % reduction each constituent’s leadership agreed to take (DRAC = 100%, AS = 85%, Campus Rec = 25.8%, Athletics = 0%), the existing (non-Covid) net quarterly fee level of $81.61 is reduced by that “cut” %, leaving the reduced fee level: AS = $12.24, Athletics = $59.17, Campus Rec = $9.50, and DRAC = $0. That reduced fee level divided by the revised distributable base of $80.90 gives the distribution percentages noted in the previous paragraph.

Nate and Travis returned to a point made last week regarding the changes that have been made to the budget which have not officially been approved by the S&A Fee Committee. Kurt responded that it is certainly appropriate for the committee to review the new percentage distributions and vote on them, however he recommends holding off until the committee knows the enrollment projections; Christian agreed. Steve explained that this committee can move funds as they decide and there are a variety of ways to do this, but that it is an easy and quick process once the distributions are finalized and approved.

For the sake of further understanding historical trends of fees over the years, Kurt presented a worksheet he had created, wondering if this perspective may lend to additional considerations the committee might keep in mind.

After additional conversation around using the Base, which included considering a zero-base budgeting approach as opposed to the current incremental budget approach, and considering 5% and 10% reduction alternatives and other suggestions proposed, the idea of keeping it simple seemed most logical and less confusing.

Regarding any fee increases, Steve reminded the committee that there are increases the committee will be required to address (salaries/minimum wage, programming), which are “mandatory increases”, and asked the committee for their thoughts on those requirements. Nate stated that, as a representative of the students, he would not support any increase of fee. He understands that we will have commitments to meet, but after all of the loss’s students have incurred, the message that an increase would send to students is just wrong and he could never support it. Steve thanked Nate for his clarification.

Kurt reminded the committee they have two matters to decide: 1) the fee level, and 2) the distribution of that fee. There will be program consequences and constituency consequences, and encouraged the student committee members to work closely with their advisors in terms of these decisions.

Steve confirmed with Kurt that when developing budgets, the committee will stick with the $8,3233,589 number as the base budget, listing constituency needs, and mandatory increases. Steve confirmed this was his understanding. That way everyone will be starting from the same place. All advisors also agreed with this recommendation.

Kurt agreed to forward to the committee the fall enrollment projections as soon as possible (via Debbie or Christian) for their consideration in budget preparations.

**Scheduling budget presentations:**

Presenting April 23, 2020: Athletics and Campus Recreation

DRAC indicated they could possibly be ready by April 30, but was not inclined to commit at this time. AS responded, they would be ready to present May 7, however it was felt that date may be pushing it too close to the May 14 date the final budget recommendations are due to the Vice President.

Christian will research availability of committee members to schedule an additional meeting date to those already on the calendar for DRAC and AS budget presentations. Kurt noted that the date set will be driven by the public notice requirements and will work with Christian on the date selection.

Today’s meeting adjourned at 5:18pm

**Next meeting**: April 23, 2020, 4-5pm – Virtual via Teams