**Western Washington University**

**Services and Activities Fee Committee Meeting**

**Wednesday, March 11, 2020 8:00am**

**Viking Union 567**

**Present:** Chloe Ingle, Christian Rotter (Chair), Kurt Willis, Matt Coelho, Nate Jo, Rebecca McLean, Travis Cram, Debbie Curry (recorder)

**Absent:** Adam Leonard, Caitlin Sommers, Cameron Allen, Eric Alexander, Ichi Kwon, Jackie Baker-Sennett, Kevin Harris, Lani Defiesta, Raquel Vigil, Steve Card, Steve VanderStaay

Christian called the meeting to order at 8:06am.

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

There was no quorum for this meeting; therefore, approval of the minutes for March 4 will take place at the next scheduled meeting.

Debbie asked if it might be possible for voting members to approve or disapprove minutes by email. Kurt looked into this and according to Western’s Assistant Attorney General the Open Public Meetings Act does **not allow** proxy voting.

Due to the Corona Virus policy currently in place on campus, the next meeting of this committee will likely take place remotely.

**Enrollment Projections:**

Kurt explained there are two groups of students we will use to base projections: continuing students and new & transfer students. Kurt shared that he had met with a number of departments/individuals on campus and, although the numbers are not final, according to Shelly Soto, Assoc VP for Enrollment Management, it is looking like the head count for the new incoming students for the coming fall will be lower than last fall. Housing (based on the information they got from Shelly Soto) is projecting to be down by approximately 50 (give or take) students in the fall. Sharon Schmidtz is working on determining the estimated number of continuing students we can anticipate next fall, however, Sharon has been out of the office and I will not have her feedback until she returns.

By the time this committee meets again in April, Kurt hopes to have more solid numbers to report. There were no questions or comments.

**DRAC Charter:**

Travis briefly outlined the changes in the DRAC Charter and the purposes for those changes. The original charter gave very little guidance on the application process or on basic meeting protocol or guidelines; and to establish guidelines to ensure DRAC members upheld the expected responsibilities and participation of membership.

Travis indicated that minor wording changes were made for simple clarification and explained the larger changes in more detail:

***Change #1***: Addresses the criteria for what qualifies as a DRAC member, Appendix A: DRAC Membership Criteria and Definitions was created to clarify eligibility requirements for DRAC membership; and defines criteria that may be used in evaluating an application for membership around artistic events, academic events, and intercollegiate competitions. Additionally, new applicants must bring a new and unique contribution to DRAC.

We created a clearer application process to ensure consistency to all applicants. Appendix B: Application for Membership was created, which includes Section A: Application Questions to ensure DRAC is a good fit for them; Section B: Draft Budget; Section C: Supplemental Materials, which provides perspective members the opportunity to share accomplishments to assist the committee in understanding the nature of their group; and Section D: Oral Presentation.

The final component is a decision making guide. Appendix C: DRAC Application Rubric, which will assist in assessing the strength of a petitioning group’s application to DRAC.

***Change #2***: Expectations and Evaluation of Member Areas is a guideline of expectations for each member of DRAC. Consistent attendance and participation in all deliberations and decision-making during meetings throughout the academic year is required, and members will be evaluated accordingly.

***Change #3***: Membership Application Procedure. We created a system for reviewing probationary members throughout the three-year probation period, based on how well they are upholding the standards of expectation and participation in DRAC (Section VI of the Charter). The original charter required no interaction or feedback between the probationary group and the committee. The revised charter provides that, at the conclusion of the first and second probationary years, each voting member will advise probationary areas on their performance in upholding expectations on attendance and participation. Each voting member will rate performance as either meeting, exceeding, or failing expectations, and provide a brief written justification for their rating. At the conclusion of the third probationary year, the committee can accept or reject the petitioning area based on performance throughout the three-year probationary period.

**S&A Fee Committee Approval of DRAC Charter:**

Kurt reminded the committee that we have the responsibility to approve the changes Travis has outlined to the DRAC Charter, however without a quorum today, these changes cannot be approved. Once approved, DRAC will present the revised charter to the Board of Trustees, at their April meeting if possible, otherwise their June meeting

Kurt noted this committee would not meet again until the week of April 6. Kurt and Christian agreed to further determine the process for presenting this charter to the committee at the next scheduled meeting.

**Budget Presentation Preparations:**

Kurt stated that he would be sending out the budget spreadsheet template soon and asked if there were any last minute questions on the spreadsheet presented at a previous meeting. Rebecca asked for clarification on several areas. Kurt agreed to make the edits based on her suggestions and would send the edited version to Debbie for distribution to the committee.

**Use of S&A Fee Funds for Food and Meals:**

Kurt stated that this had been a recurring question over the years, and has been discussed by this committee on a number of occasion. Kurt shared a draft memo, which he drafted for the Assistant AG requesting his feedback on the policy for using S&A fee monies for food purchases on campus.

The committee reviewed and discussed the memo with the following comments:

* Travis suggested in question #1 of the memo that “full-time” is actually irrelevant to the matter and Kurt agreed.
* Referencing the Expenditure Guidelines document under examples of permissible expenses, Nate questioned what “board approval” means and Kurt explained the process.
* Kurt also pointed out in the footnote of Nate’s example there is a typo; “as” should have been AS (referencing to Associated Students).

The committee agreed the draft is going in the correct direction for clarification and Kurt agreed to keep the committee informed of any feedback he receives.

**Other:**

* Spring schedule: S&A Fee meetings will start again the week of April 6; Christian has narrowed down the times to Thursday from 2-3 or 3-4, with one last individual to hear from regarding availability. Christian will let Debbie know the time as soon as possible, so she can get the meetings on everyone’s calendar and posted on the website.
* The committee members present agreed they would be willing to meet face to face as long as the university is open, however, Kurt asked Debbie to organize the committee on M/S Teams for virtual meeting access as it becomes necessary and encouraging full committee participation.

Today’s meeting adjourned at 8:52am.

**Next meeting**: The schedule for spring will be announced and scheduled soon