**Western Washington University**

**Services and Activities Fee Committee Meeting**

**Wednesday, March 4, 2020 8:00am**

**Viking Union 462A**

**Present:**, Adam Leonard, Caitlin Sommers, Cameron Allen, Christian Rotter (Chair), Ichi Kwon, Jackie Baker-Sennett, Kevin Harris, Kurt Willis, Matt Coelho, Nate Jo, Rebecca McLean, Steve Card, Travis Cram, Debbie Curry (recorder)

**Absent:** Chloe Ingle, Eric Alexander, Lani Defiesta, Raquel Vigil, Steve VanderStaay

**Guests:** Megan McGinnis, Ryan Meredith, Allison Mazurek (DRAC)

**Introductions:**

Christian called the meeting to order at 8:02am.

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

Christian asked the committee if there were any questions or corrections to the minutes from the meeting held on February 26. Travis stated that he had a correction to the minutes on page one under the Follow-up Questions/Comments from Previous Meeting section.

Travis requested an edit in the first paragraph to reflect what he had stated regarding the funding packets. Debbie agreed to make the edits Travis requested. Christian moved to approve the minutes pending edits, Jackie seconded; the committee unanimously approved the minutes as they are to be edited.

**Discussion Regarding Previous Week’s Presentations:**

Christian asked if there were any questions or comments regarding the meeting last week. There was none.

**Expectations for Upcoming Budget Presentations:**

Christian provided a brief explanation regarding the purpose of budget presentations, explaining these presentations are an opportunity to share how the constituencies go about their daily business, why they do what they do, and how they support their various areas.

Referencing the budget template handout, Kurt explained that this format has worked well in the past years to provide informative information the committee will need to determine future allocation decisions for the coming year. He also recommended the student committee members work with their advisors in obtaining last year’s budget information from the S&A website to help guide their understanding of past allocations.

In Kurt’s review of the template, for determining S&A allocations for the coming academic year (Sept 22, 2020-June 30, 2021) he explained that detailed line-item explanations are not necessary on the spreadsheet; however, the information could be useful during the Q&A after making their presentations. Reserves expectations can be included on the Notes section at the bottom of the spreadsheet; further discussion and a decision regarding including explanations for the reserves was tabled until the next meeting when more student representatives are present to voice their opinion on the matter. Kurt shared that he values transparency and personally feels that information is a good use of space on the spreadsheet, but yields to the committee’s decision.

Kurt encouraged the use of the Notes section also as an area for explanation or clarification of particular importance to the constituency; however, asked the committee to be sure to use number or letter notations with the footnotes for clear reference and understanding.

Kurt asked the advisors if they had additional input to this topic:

Steve agreed this template has been used for a long time and is a precise tool in the budgeting process. He also suggested specific ground rules for the committee’s consideration:

* Begin with the current S&A budget allocation for this year.
* Consider mandatory increases that are non-negotiable, such as salaries and benefits.
	+ direction on proposed salary increases (professional staff and classified)
	+ direction on proposed 2.67% minimum wage increase
	+ cost of benefits to all student workers/professional and classified staff
* Consider programmatic increases.
* Use factual data (Budget Office as resource).
* Consider proposed tuition increases (will be coming from Olympia).
* Consider enrollment projections for next year (from Registrar’s Office – Kurt working on this).

Kurt commented that he would do the research on classified and professional staff wage increases and bring that information to the committee as soon as possible; adding that classified staff increases are dictated by bargaining unit contract . Professional staff increases typically mirror faculty increases, although that does not always hold true.

Travis made the point that the term mandatory suggests that we are stuck on a particular matter without options or recourse; however, mandatory may not be what is in the best interest of students. Kurt agreed that the use of the word mandatory should raise flags to the committee and encouraged listening for explanations for what that is exactly. Adding that price may be mandatory; programs or services may have to change to meet the mandate, and we need to challenge ourselves to match programmatic vs. funding.

Christian added that he felt the hard part is matching the mandatory with what is needed to keep the program running, but before adding or taking away anything, the best approach would be to mirror last year and go from there to see if we can add.

Nate shared that he appreciated raising the questions around taking money from the students and that we need to think ethically about what will be in the best interest of the students, considering it may be better for them to keep more money in their pockets.

Cameron added the importance of being clear on the diversity of things we provide on campus and prioritize when distributing fee dollars. It is important to be sure we do not duplicate funding in one area when that funding could have gone to another more in need on campus.

Kurt encouraged good dialogue and conversation; asking the committee to please use their time well.

**Call for Spring Quarter Class Schedules:**

It was determined in a brief conversation that Christian would send an email to student committee members after the meeting today to collect spring schedules to assist him in determining the best day and time for spring meetings. Once Christian determines the common availability, Debbie will find a meeting location and send out meeting invitations.

Travis commented Monday meetings could pose a conflict with Easter.

**March 11 Meeting – DRAC Revised Charter:**

Travis explained the purpose for the revised charter was to 1) provide clarity on evaluation of new members and 2) set guidelines for appropriate meeting conduct.

Travis provided Debbie with copies of the original, revised, and highlighted full-text versions of the DRAC Charter, which he requested she send to the committee for their review prior to next week’s meeting and discussion. Debbie agreed to send as requested. Copies of the revised charter will be provided at next week’s meeting.

Kurt added that charter changes are unusual and that the process does require S&A Fee Committee approval. He encouraged students to take full advantage of the opportunity to learn about this process.

**Other:**

Kurt shared with the committee that he has been developing a list of questions to forward to the Assistant Attorney General regarding the use of S&A Fee funds for purchasing food as well as clarifying the use of the Green Energy Fee. He is aware there is a great deal of varying opinions and information around campus on these topics and his goal is to create a clear guideline on the subject(s). More to come on this.

Today’s meeting adjourned at 8:45am.

**Next meeting**: Wednesday, March 11, 2020, 8-9am, VU 462A: Budget preparation