**Western Washington University**

**Services and Activities Fee Committee Meeting**

**Thursday, April 23, 2020 4:00pm**

**Virtual via Teams**

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

**Absent**:

Christian called the meeting to order at 4:01 pm.

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

Christian asked the committee if there were questions or corrections to the minutes from the April 16 meeting; there were no questions or comments. Christian made the motion to approve the minutes for the meeting. Chloe seconded that motion. Committee members present responded aye unanimously to approve the minutes of April 16.

**Constituent Budget Presentations (Campus Recreation & Athletics):**

*Campus Recreation – Adam Leonard/ Chloe Ingle/ Matt Coelho/ Caitlin Sommers*

Adam presented a spreadsheet which included the 2019-20 and 2020-21 projections and walked the committee through a review of expenses for Intramurals and Sport Clubs for last year as well as the projected totals they were looking at for the coming year.

Referencing the *2020 S&A* tab on the spreadsheet Adam presented, the *2020-21 Dollar Change from Anticipated Budget Distribution* column showing $0 added; Adam indicated Campus Rec will not ask for any additional dollars this year, only the 7% share which they were budgeted for the year. Mandatory increases will include pro staff salary increases of 3%, student salaries, and minimum wage increases. Adam added that based on the revised allocation for all constituents of $6,732,965, Campus Rec requests a 7% share or $471,308. Should the allocation change, they would still request only a 7% share.

Based on these projections, Adam stated that Campus Rec would be looking at an approximate deficit of

approximately $45,000; looking at Sport Clubs adjustments, more fundraising, and limiting Sport Clubs travel. This projection is based on a 10% cut or worst-case scenario; a 5% cut would be about half of these projections ($22-23K). Most costs will be seen in Sport Clubs as most costs in Intermural are fixed.

Chole clarified that where Sport Clubs are concerned, student athletes will have to contribute additional funds to play or Caitlin may have to organize more fundraising or less national/regional travel. Adam added that the 7% share allow them to run a close to normal year. With enrollment numbers being uncertain, it is unclear what that would mean to Campus Rec, but they are prepared to make the adjustments necessary depending on the outcome.

Caitlan added that it is not necessarily cutting travel or telling teams they cannot compete in their leagues and competitions, but cutting back add-on tournaments and any extra competitions; they will have to consider additional fundraising or paying extra out of pocket. She wants to be sure allocations remain the same as has been in the past, but that any additional fees and support may be lower this year.

There were no other questions or comments regarding Campus Recreation.

*Athletics – Steve Card/ Christian Rotter*

Christian presented Athletics S&A 2021 projected budget beginning with a review of this year’s budget (2019-20), which began with a deficit balance of $530,319 ending with a projected net balance of $39,209 (the result of an open administrative position this year). This vacant administrative positive is also reflected in the 2020-21 budget showing a *Projected Net Revenue* balance of $98,329 (salary/benefits for one position). The Board of Trustees had approved $99,901 to be paid towards Athletics’ deficit, and the column labeled *2020-21* *Amount Required* contains amounts of mandatory spending for the various areas within the department (3% salaries, benefits, etc.) totaling $60,263. The total amount Athletics is requesting is the $60,263 to cover these mandatory expenses.

Steve further explained that Western is required by state law to have the Board of Trustees approve the Athletic budget on an annual basis. We have been running at a deficit and are making progress in reducing this; the positive revenue of approximately $98,000 reflects the associate director vacancy (salary/benefits). Not reflected is the impact of the reduction of summer camps, which speaks to why Athletics did not take a S&A fee reduction in Spring quarter. The summer camps have a net impact of $143,000, which is not reflected in the $39,209 figure. It’s also difficult to quantify the impact of having no fundraising in the spring, and we are hoping we are able to generate some income around Give Day. If the amounts required ($60,263) are not covered by S&A fees for 20-21 the additional impact would be on the department of Athletics, which we would be required to come up with in other ways, likely through reduction of programs.

On a national picture, we are seeing institutions we compete against cutting programs; we do not want to go down that road, compromising our Athletic department. This is going to be a financial challenge for sure, but we are not alone.

Eric commented that he hoped Athletics did not have to endure cutting programs; beyond being a great experience for our student athletes, the program is a great retention tool for the athletes and the university.

Copies of the presentation documents for Campus Rec and Athletics were emailed to the committee at the conclusion of today’s meeting.

**Update on Summer ‘21 Strike Force Conversation:**

The Strike Force was established by the Chief of the Finance Incident Command Team, Linda Beckman, to look at the impact of COVID-19 on the nine (9) Summer Mandatory Student Fees generated by Western given the university’s total online presence. The fees typically are different from other quarters, based on being on campus vs. being online. This creates a significant impact on collections, which impacts yearly budgets, particularly for FY21. This Team will report back to Linda Beckman and the Vice President for Enrollment & Students Services, Melynda Huskey.

Eric provided the following information to the committee:
Summer fees are unique compared to fall, winter, and spring. Summer is run through the Outreach and Continuing Education division rather than Academic Affairs area. There are only three fees every student pays, based on being an online or on-campus student; and compared to other quarters, summer is a big online quarter for students. Summer *tuition* is slightly higher than other times of year per credit, however summer session *fees* are much less. For example, Athletics does not take money from the S&A Fee during the summer, which supports summer fees being less than winter.

Summer session **mandatory** fees paid by **ALL** students are:

* Services & Activities (S&A) Fee: $14.59 per credit up to 10 credits (supports student activities, facilities and housing, and AS administration)
* Legislative Action Fee: $1 per quarter charged to all registered students on any WWU campus
* Sustainable Action Fund: $.90 per credit hour to a maximum of $9 per quarter (to fund purchase of renewable energy)

Additional Summer Fees –

Bellingham **mandatory** fees:

(only paid by students **on campus** (main) during the summer by students taking 6 or more credits)

* Health Services Fee: $117 (used to establish standard of health care for main campus and as a contingency for emergency services)
* Non-Academic Building Fee: $47 (used as part of the Housing/Dining system to renovate VU and Rec facilities)
* Rec Center Fee: $109.46 (used for construction, operation, and maintenance of Wade King Rec Center)
* Multicultural Student Center Fee: $30 (student-initiated fee to expand ESC and Multicultural Services space at VU/Bookstore complex. Max charged to students taking 6 or more credits. Used to fund a portion of the construction, maintenance, and facility operations)
* Technology Fee: $35 (6 or more credits) $17.50 (less than 6 credits) (used to upgrade and expand technology equipment, facilities, and software on main campus)
* Alternative Transportation Fee: $22 (6 or more credits assessed automatically; 1-5 credits can opt-in. Does not apply to online or off-site classes or non-credit programs (used to provide alternative transportation including Viking Xpress bus pass)

The University is still trying to decide if the mandatory fees that typically would be collected by the in-person groups would be true for this coming summer as well; for example classes that normally would be in-person – should we treat them as in-person or not. That has yet to be decided.

The S&A Fee sits in the “always collected” pot; we have an opportunity to look at our fees and determine if full collection from the three areas makes sense for the summer. In a typical summer we would be collecting fees from 40% of those students who are taking classes on-line as well – which supports the work of online students.

It is very hard to estimate how many people are going to take summer classes. Using last summer would be our best guess, but this year is an unknown. Another unique factor is that summer spans two fiscal years, the fees are set a summer in advance. For example, this year’s summer fee was set last year, and the fee for next year, we are setting now.

Christian asked if the university had made an announcement regarding summer classes being online, and if they are online, how the fees will affect students who would normally be on campus. Eric confirmed, the university had made the determination that 100% of all summer classes will be held online – ending in late August. This determination affects many things, such as fall advising and orientation, there will be no campus visitations; many of the things all of you students on this committee experienced. It will be a very different summer for many.

The quandary we are in right now is the fees that would normally be collected from the in-person student, won’t be. The Budget office is looking at ways to work through this, considering what model would work; the President will make the final decision.

However, Eric added, this committee has the capacity to fully collect those three summer fees, should we choose to do so. Once the budget decisions have been made, this committee will be asked if they intend to collect the fees or not; and if so, will you recommend collecting them at the full rate or at a reduced level. He also added there is an urgency for the committee to determine if they will collect the fee, suggesting ideally the determination will be made by May 1. Having the decision sooner than later allows student records to reflect accurate billing amounts, hopefully getting ahead of having to incur overhead costs in making changes after the fact.

Eric shared with the committee that the main question is will this committee uphold the recommendation of last year’s committee to raise the summer fee, or will they vote to lower this year’s summer fee.

Rebecca commented that due of the changes with in-person students, events not taking place, etc. DRAC would be able to take less funding (perhaps by $40k, down from $95k).

Eric also encouraged the committee to consider the long-term health of the S&A Fee portfolio of programs. There will certainly be urgencies in recommendations towards cutting fees. However, suggested, with the state legislature’s authorization to increase fees up to 4% annually, should the committee choose to cut fees, the amount of time it will take to make up those fee rates, for example a 10% reduction, would take three+ years to get back to the same level where we are now.

Nate reminded the committee that the reductions to spring and summer will be temporary, one-time reductions; these fees do not re-set back to the fee level we set, and we will not have to crawl back from that decision.

Eric closed that this is not an easy time and encouraged the committee to email him or share thoughts and considerations freely. It’s very important for us to be clear about our decisions when they do come about, for next year in particular.

Kurt asked the three constituents to please determine what their summer fee request will be: Will you have a carry-forward number or a reduction, and please be prepared to explain and defend why.

**Revised Committee Meeting Schedule:**

Kurt presented a draft proposal for meeting dates going forward, allowing adequate time for presentations and preparation before presenting the committee recommendations to Vice President Huskey the end of May.

Christian mentioned he reached out to the committee and determined that May 5 would be the best day based on schedule availability, but a time still needed to be locked in. Christian will connect with individuals again to determine the final meeting time on May 5; Christian will notify Debbie of determination so she can add this meeting to calendar.

Today’s meeting adjourned at 5:03pm

**Next meeting**: April 30, 2020, 4-5pm – Virtual via Teams