**Western Washington University**

**Services and Activities Fee Committee Meeting**

**Thursday, April 30, 2020, 4:00-5:00 pm**

**Microsoft Teams**

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

**Absent**: Annie Byers, Lani Defiesta, Raquel Vigil, Steve VanderStaay

**Guests**: Ryan Meredith and Allison Mazurek, WWU Racing

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 23 meeting; there were no questions or comments. Christian made the motion to approve the minutes for the meeting. Nate seconded that motion. Committee members present responded unanimously to approve the minutes of April 23.

**Constituent Budget Presentation (DRAC) – Cameron Allen**

Cameron presented the budget request for DRAC requesting an overall increase of $15,000 for next year; a 1.4% increase, but overall request equals a net-zero increase, due to the summer budget FY2021 one-time drastic reduction, due to the COVID19 restrictions on gatherings and cancellation of all summer productions.

We will not be expanding any of our programs, except for the inclusion of WWU Racing as a provisional member of DRAC, and are committed to supporting that program for next year.

Additionally, DRAC has been hit harder than the other constituents, because we sacrificed one-third of our approved revenue due to the COVID19 closures. Part of the money is for members of DRAC who need those funds for essential expenses. We will have minimal programmatic changes across the board, except for WWU Racing. Because they are a new member of DRAC, they will be going from zero to their regular budget. Every other group is absorbing the budget cuts agreed to and DRAC feels that this is a modest request for the upcoming year.

Nate asked how the $15,000 allocation was determined. Travis indicated that $15,000 is approximately one-third of the actual cost of the essential needs to engage in their program. Rebecca added it was also the amount she had advised them to request based on historical funding allocated to new members. Historically, new members are never fully funded from the beginning; the reasoning is to partially fund new members and observe their management of the budget, which can help guide future allocations.

There were no further questions or comments.

**Summer Fees Update, Spring Re-distribution, and** **Advisory Vote:**

Eric provided an update to last week’s Strike Force Committee meeting regarding their summer fee collection recommendations, sharing that it looks likely the committee will recommend collecting only the three (of the nine) mandatory fees: S&A fee, Legislative Action Fund fee, and the Sustainability, Equity, and Justice Fund fee; they recommended not collecting the other six fees.

The S&A fee will be hitting student accounts soon, and it us up to this committee to make a recommendation on the level at which that fee will be collected (an increase or decrease). The final decision should be presented to VP Huskey on Monday. It is his understanding that the Legislative Action Fund dropped their fee from $1 to $0. The Sustainability/Equity Fund dropped their fee from $9 to $7 (the committee will be voting on this decision Friday, 5/1).

This is a time sensitive decision – the Board of Trustees need to approve this committee’s recommendation as soon as possible, and have indicated they would like not to have to call an emergency meeting, but will do so if necessary. If this committee can get their recommendation to Melynda, and the board approves it, we can get this into the system by next Monday and save time and money not having to go into accounts to adjust manually.

Final reduction considerations by constituents:

* Associated Students – Nate/Eric were willing to look at $150K for summer
* DRAC – Rebecca indicated DRAC could take a reduction of $50K (53% reduction) for summer
* Campus Recreation – Adam indicated he would like $12,819 considered; which would still be a net $23K loss (covers benefits and salaries only)

Considerable discussion took place to determine a sound number all committee members were comfortable with to recommend to the Vice President and Board of Trustees.

Christian made a motion for an advisory vote approving the new 2020 summer fee of $10.88. Nate seconded that motion. The advisory vote passed unanimously. Kurt assured Eric this vote information would go to Dr. Huskey, Linda Beckman, and Ichi Kwan in a memo right away.

However, immediately after the vote took place, Ichi questioned some of the figures used; with corrections the adjusted fee is $10.90. Voting reps agreed to this 2cent correction.

$ 150,000 AS

$ 12,819 Rec Center

$ 41,000 DRAC

$ 203,819 Subtotal

$ 51,000 H&D

$ **254,819 Allocable**

$ 9,231 Loan

$ 264,059 Total fee collection

$ 24,232 SCH (headcount)

$ **10.90 Summer fee**

**Spring Actuals:**

Christian ask Kurt if the actual distribution amounts for spring are known. Kurt indicated that all constituency groups should have received a memo from accounting services; all constituency groups confirmed they had received their notifications.

Christian inquired, if the reductions are not as severe as anticipated how are the additional funds allocated. Eric responded that he thought they looked at the percentage of the reductions each group took and the allocation is based on those percentages of the total distribution.

Christian suggested starting a conversation around circumstances that pertain to DRAC and other constituents who took heavier cuts (DRAC taking 0% distributions); could this committee make a recommendation to have additional funds redistributed to DRAC, for example.

Further conversation took place regarding the distribution of unanticipated spring 2020 revenue, and it was determined that Kurt and Christian would request spring 2019 enrollment numbers from Linda Beckman to provide accurate information to assist in moving the discussion forward.

This meeting had surpassed its scheduled time, therefore, the committee agreed to table this discussion until the meeting scheduled for Thursday, May 7.

The meeting adjourned at 5:22 pm.

**Next scheduled meeting**: May 4, 2020, 4:30-5:30 pm – Microsoft Teams

**5/1/2020 Meeting Update:**

Kurt informed the committee that it was discovered after the meeting April 30 ended, the wrong fee level had been used in making the decision the committee reached and vote on.

Because of Covid19 events, the 4/30/20 S&A Committee undertook reductions to supposed Summer 2020 allocations (due at the June 2020 Board of Trustees meeting) to lower the Summer 2020 fee to students. However, in error, the fee level of $14.11 and draft allocation dollar figures used were the ones developed in **May 2019** pertaining to **Summer 2019** and based on the **Summer 2019 fee of $14.11**.

The 2019 S&A Committee also approved the Summer 2020 fee of $14.59.

 ***As presented at***

 ***June 2019 BOT***

 **Summer 2019**

Approved Fee $14.11 *(Rate approved by S&A Committee May 2018)*

SCH 24,238

Gross Collections $341,998

To Loan Fund $11,970

To H&D $51,000

**Amt to Distribute $279,028**

Distributions:  *2019 Committee used Summer 2019 Request %’s*

Assoc Students $170,640 61.1549%

Campus Rec $12,819 4.5941%

DRAC $95,570 34.2509%

 $279,029 100.0%

A few scenarios where shared with committee members and an emergency voting meeting was called on May 4, 2020 at 10:00 am, where the committee would discuss and re-vote for the Summer 2020 fee.