**Western Washington University**

**Services and Activities Fee Committee**

**Meeting Minutes**

**Thursday, May 21, 2020, 4:00-5:00 pm**

**Microsoft Teams**

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

**Absent**: Annie Byers, Chloe Ingle, Ichi Kwon, Lani Defiesta, Raquel Vigil, Rebecca McLean, Steve VanderStaay

Christian called the meeting to order at 4:05 pm.

**Approval of Minutes:**

A draft copy of the meeting minutes for May 14 had been forwarded to the committee for their review prior to today’s meeting.

Christian asked the committee if there were any questions or corrections to the minutes of the meeting held on May 14, 2020; there were none. Christian made a motion to approve the minutes; Jackie seconded the motion. The motion passed with a quorum vote.

**Discussion and decision on spring 2020:**

Christian reminded the committee today they will be revisiting and continuing the discussion and eventually reaching a decision on the spring 2020 redistribution allocation of funds. Christian asked DRAC representatives if they had a proposal ready for the committee. Travis indicated DRAC had the opportunity to meet to further discuss spring 2020 distributions and Kevin shared the following proposal for the committee’s consideration:

**Request amount:** $17,700.

**Revenue source:** The Spring 20 quarter “variance” created by the difference between the emergency projected budgets for Spring 20 and the actual amount of revenue collected (Total variance is $28,283, currently split between AS [$4,279/15.2%], Rec [$3,321/11.7%], and Athletics [$20,683/73.1%].

**Funding rationale:** Student Publications Council was uniquely disrupted by budget freezes for Spring 20 as two publications (*Jeopardy* and *Occam’s Razor*) had their spring printing budget eliminated and they are not tooled to shift to an online publication. The print production costs are:

1. *Jeopardy* print costs for Spring: $10,400.
2. *Occam’s Razor* print costs for Spring: $7300.

DRAC approached the emergency spring budget process with the assumption that the highest goal was to deliver the greatest fee reduction possible to serve Western students and opted for a 100% revenue cut. It was clear when making final determinations of distribution percentages that there was a discrepancy between the budgeting input (using dollar figure budgets) and the distribution output (using percentages). While all S&A constituents shared in the pain of reduced spring revenues, only 3 constituents share in the benefit of the $28,283. Transferring $17,700 of this overage to DRAC to fund disrupted activities that were originally budgeted helps support student activities (the ultimate goal and purpose of the fee and the committee), allows the S&A committee to have a say in the distribution of Spring revenue, and avoids punishing DRAC for a good deed as DRAC seeks to alleviate the stress on its reserves going into next year.

Kurt reviewed a recap of the actual spring distributions at COVID percentages and estimated fees (with an assumed 5% decline of enrollment; which leaves a variance of $28,283.

Christian asked the committee where they recommend the $17,700 would come from. Eric suggested the first questions to the committee should be, “does the committee want to award the request, and if so, how would we then go about that, if approved.” Kurt added, that because allocations have already been made, the committee would need to follow the appropriate motion and voting process. Once approved, then the committee would discuss how to redistribute the funds.

Kevin followed with a motion to reallocate $17,700 a percentage of the spring overage variance to DRAC; Cameron seconded that motion. The motion passed with a quorum vote (Nate, Cameron, Jackie, Christian, Kevin).

Matt spoke on Chloe’s behalf stating that she recognizes all constituents made very tough decisions and have seen the cuts as well. She had hoped we were moving forward, yet the circle of discussion seems to be continuing with a talk of redistribution; these the funds have already been distributed and unfortunately that is where all constituents are at – She finds this all very frustrating.

Eric shared that his feeling is that this action sets “not a great precedent” for the future in going back to change decisions that had already been made and approved; he cautioned the group on continuing this change after decisions had previously been made.

Travis responded to Chloe’s concern stating that not all groups were able to share in the distribution and the committee needs to consider the present circumstances. He also felt the precedent may work in the favor of being in the best interest of the students, and this action may open the door for others to feel to speak more freely in the future.

Christian asked for recommendations on making the reallocations. Kevin suggested pulling the funds from Athletics. Eric recommended as the AS financial manager, understanding Athletics circumstances and the fact that AS is currently in a better position than Athletics, assuming Nate and Lani agreed, he would recommend the entire AS variance of $4,279 go to DRAC; Nate agreed with this recommendation. Christian asked if Steve had additional thoughts to add regarding Athletics contributions and Steve indicated he had nothing more to add from what he had shared at previous meetings.

Kurt asked for DRACs recommendation on how they suggested this distribution be split or shared. Travis made the recommendation to take 15.2% from Athletics, 11.7% from Campus Recreation, and recognized the very generous offer by Associated Students of $4,279; also acknowledging his math may not be exact on these percentages.

Adam offered that Campus Rec would give up their $3,321 variance towards Athletics as well. Steve appreciated Adam’s recommendation, but countered with Athletics absorbing 86.16% of the remaining balance of $12,721, ensuring Campus Rec did not take such a severe hit.

After additional conversation, two specific proposals were presented, discussed, and a motion was made.

Proposed Reductions Offered from AS/ATH/CR to DRAC:

Assoc Students $4,279 24.2% $4,279 24%

Athletic $10,100 57.1% $11,564 65%

Campus Recreation $3,321 18.8% $1,857 10%

DRAC 0 0.0% 0 0.0%

$17,700 100% $17,700 100%

*(Eric proposal) (Steve proposal)*

Christian made a motion to approve transfers offered in Steve’s proposal (as highlighted above) from AS, Athletics, and Campus Rec to DRAC; it was seconded by Jackie. The motion passed with a quorum vote (Nate, Cameron, Jackie, Christian, Kevin).

It was confirmed the transfers would be managed by journal voucher. Kurt indicated he would inform budget advisors when transfers should be made, suggesting those transfers take place after the Board has approved this recommendation.

Addressing a request the committee made of Kurt at last week’s meeting to further investigate the Board’s actual discussion around this committee’s recommendation at their April meeting, he shared he had reached out to Dr. Huskey on Monday asking for her recollection of what she had heard in the Board’s conversation at their emergency meeting; was it just the $117 fee, or the $117 fee and the reduced allocations that were discussed; he had not yet received a response.

Kurt reminded the group that recommendations made by this committee go through the Vice President and that the university can disagree with those recommendations, indicating that his communication may have bearing on today’s decision. Christian will be forwarding this committee’s recommendations (next year’s fee, summer fee, and today’s redistribution) to her in memo format for her consideration, but the committee should be aware, she will also be taking into consideration what the trustees had already approved.

**Discussion regarding decisions made last week:**

As a follow-up, Christian reminded the committee that last week they had approved not to raise the fee and to move forward with the original budget distributions for this year, and asked if there were any questions or further conversations on these matters. There were no questions or further comments.

**Updates from Kurt:**

Kurt revisited a topic discussed by this committee back in March and April regarding the use of S&A Fee funds for purchasing food. Kurt indicated he is drafting a memo to Assistant Attorney General, Melissa Nelson, and looks forward to a response from her to answer this question. The conversation can continue with the S&A Committee next year and we can hopefully move to establish guidelines in this area. He offered to share this memo if anyone on the committee would like to see it.

**Final Process**

Christian reminded the committee he will forward a memo to Dr. Huskey with the committee recommendations, he will attend the Friday, June 12 Board of Trustees meeting and be on hand to answer any questions they may have. Eric added that this board meeting will be a public meeting and encouraged the committee to attend if possible.

**Today, May 21, 2020 Meeting Minutes Approved**

Because this meeting was this committee’s last, the minutes were taken in real-time and the committee reviewed them in draft form before the close of the meeting. After a review of the minutes, some corrections were made. Debbie indicated any spelling or grammar corrections and sentence completions would be made for clarity and understanding before the minutes are finalized.

Christian made a motion to approve the minutes; Cameron seconded the motion. The motion passed with a quorum vote.

The meeting ended at 5:00 pm