**DRAFT Western Washington University**

**Services and Activities Fee Committee**

**Thursday, May 4, 2020, 4:30-5:30 pm**

**Microsoft Teams**

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

**Absent**: Annie Byers, Caitlin Sommers, Kevin Harris, Steve VanderStaay

Christian called the meeting to order at 4:31pm and thanked the committee for being willing to meet in addition to the regularly scheduled meeting time.

**Associated Students (AS) Budget Presentation – Nate Jo/ Raquel Vigil**

All documents reviewed and discussed at today’s presentation had been forwarded by email to the committee prior to this meeting and posted to the S&A Fee Committee channel in Teams.

Nate indicated that the Associated Students Finance Council approved their final budget request this morning, and he thanked Raquel for completing their spreadsheet and getting it out to the committee prior to today’s meeting.

Because of the number of departments (and lines) on this spreadsheet, for the majority of his presentation, Nate talked from the *AS Fiscal Year 2021 Budget Executive Summary*, which he felt provided a clearer view for explanation of the AS budget perspective, approach and proposals.

Nate recommended the committee review the entire Executive Summary at their leisure and offered to answer any questions.

**Breakdown**: The Five AS areas and individual budget requests:

1. AS Activities - $619,775
2. AS Central Services - $1,729,710
3. AS Representation - $279,021
4. AS Resources - $402,626
5. AS Subsidies - $144,350

*AS Budget Summary*

Total projected FY21 expense: $3,175,483 • *1% smaller than FY20 request*

Total projected FY21 revenue: $3,134,107 • *FY20 deficit was -$57,060*

FY21 projected deficit: $41,376 • *Summer 2020 revenue budgeted at*

*$150K to reduce summer S&A fee*

**Budget Process**:

* AS Finance Council is new to the FY21 budget process; created to include representatives from the AS Executive Board, Student Senate, areas of the AS, and a student at-large. This council replaced the Budget Committee and acts as a central decision-making body for AS budget and fiscal policies.
* Covid-19 Impacts:
  + Finance Council worked together to reduce the S&A fee to students for Spring 2020. Authorities were asked to propose realistic budget requests due to the cancellation of all events for spring quarter and classes being held remotely. AS was able to reduce the fee by 85% ($80 to $12.50 per quarter).
  + Additionally, budget authorities reduced the total FY21 request by $90,310 to accommodate the anticipated decrease in revenue.
    - FY21 Decision Packages were postponed to FY22 budget cycle, cancelled, or moved to grant proposal, except for the WIRC Advocacy Coordinator.
    - Grants still pending: WHOLE Coordinator and Additional AS Board Assistant.

Total AS Budget FYF21 Original Request $3,265,793

Adjusted FY21 Request $3,175,483

Difference of -1.1% $41,376

Raquel commented that the FY21 AS Proposal for S&A Fee spreadsheet is still a draft. The *Reserves* section will change depending on where AS is as they leave FY20 moving into FY21 and need to transfer Rainy Day or Operating Reserves into the Operating fund to cover the shortfall.

Christian asked Nate for the general rational for the decision packages being moved to grant proposals rather than including them in the budget proposals. Nate indicated the decision supported keeping the S&A fee low and deemed prudent to fund them from reserves for a short period of time. As the S&A fee can once again be increased, they will return to decision packages.

There were no further questions or comments. Christian thanked AS for their presentation.

**Next Steps:**

Now that the committee has seen all budget proposals, Christian shared that it is time to make decisions on the fee we want to set, if we raise the fee, if we lower the fee, what that number will be, and what the distributions will be based on the proposals we have seen.

Kurt reminded the committee of the dates and intent of the upcoming meetings:

**May 7**: A discussion meeting; first of open (public) hearings; Kurt will check with Shelli Soto for the enrollment numbers and we will talk percentages

**May 14**: Continued discussion; determine fee level for next year

**May 21:** Second open (public) hearing on fee level; Kurt and Christian will formulate memo to Dr. Huskey of committee’s final recommendations

Kurt encouraged committee members to review all presentations that will be downloaded into Microsoft Teams and be prepared for discussion at the next meeting.

The meeting ended at 4:52 pm

**Next scheduled meeting**: May 7, 2020, 4:00-5:00 pm – Microsoft Teams