**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Thursday, May 7, 2020, 4:00-5:00 pm**

**Microsoft Teams**

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

**Absent**: Annie Byers, Matt Coelho, Steve VanderStaay

Christian called the meeting to order at 4:00pm.

Christian began the meeting by encouraging the committee to verbalize their comments rather than typing them into the chat feature, which will allow for more thorough taking of the minutes.

**Approval of Minutes:**

Draft copies of the meeting minutes for **April 30** and **May 4** (an am/pm meeting) 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 April 30, 2020; there were none. Christian made a motion to approve the minutes of April 30; Nate seconded the motion. The motion passed unanimously.

Christian asked the committee if there were any questions or corrections to the minutes of the meeting held on May 4, 2020 at 10:00 am; there were none. Christian made a motion to approve the minutes of May 4; Jackie seconded the motion. Nate abstained (was not present); the motion passed.

Christian asked the committee if there were any questions or corrections to the minutes of the meeting held on May 4, 2020 at 4:30 pm; there were none. Christian made a motion to approve the minutes of May 4; Chloe seconded the motion. Kevin abstained (was not present); the motion passed.

**Spring 2020 Distributions:**

Kurt indicated to the committee he would be stepping out of the meeting at 4:30 to attend another appointment. Understanding this is a sensitive topic for some constituents, he shared with the committee some of his thoughts and perspectives regarding Spring 2020 quarter allocations and the unanticipated spring quarter revenue:

Reflecting on what the strike team did in early April, he felt the decisions were made in a good-faith effort to look at all four constituent groups and asked himself the following:

* Was there representation from each constituent? Yes, he felt there was.
* Was all the information made available to the constituent groups? Yes, he was a part of those conversations and felt that it was.
* Did all of those on the strike team follow the same instructions? He felt the instructions were clear.
* Was the fact that spring 2020 S&A collections would be greater known at that time? It was not, all constituent groups had been working with a similar understanding.

The strike team made decisions based on information what we had, with the best of intentions; to make the best determinations to support our students in terms of reducing the fee.

The S&A committee and advisors who represent the committee and administer those funds and proceeds made their recommendation to the Board of Trustees and the board approved those recommendations. Now that we have received more proceeds than expected, it doesn’t feel as equitable, and the question has been asked if these funds can be redistributed. His concern is we are considering going back to the Board asking them to undo something we asked them to approve.

Lastly, Kurt stated the RCWs address conflicts prior to board approval; and there is a procedure in place for those situations, and then sked for thoughts and comments from the committee. Some of the comments made were:

* Nate stated that he believes the Board approval of the committee’s recommendations approved the final fee level, but no specific distribution level was presented in any documents he has seen.
* Eric suggested that if the committee would like to consider strategies as it relates to spring revenues and spring distributions, the discussion should not be around fall/winter (annual) distributions and overages. They are both very different conversations.
* Eric added that DRAC and Associated Students have reserves; Athletics has zero reserves;
Adam clarified Campus Rec has no reserves for Sport Clubs/Inter Mural budget, but they do have Rec Center reserves.
* Eric also made the point that all groups benefited from the overages from the unexpected fall/winter revenue, Athletics will benefit from spring revenue, and that revenue will also be drastically reduced this coming summer.
* Raquel felt it was important for the committee to consider the most equitable plan for groups receiving S&A funds, although there are varying approaches to determine what that plan should be. She also made the point that the distributions have already occurred, and it is pointless to beat a dead horse, so to speak.
* Steve stated, that all constituencies made their decisions, those decisions were accepted by the VP and Board of Trustees, without pushback from either. He agreed Athletics received more funds in fall/winter, just like all the other groups did. Athletics cannot afford to take a cut, because any potential events for Athletics revenue for summer have been cancelled. We are losing hundreds of thousands of dollars and cannot afford to reduce our cut because of the loss of that revenue.

As Kurt prepared to depart the meeting, he directed Christian to a Fall/Winter/Spring Distribution document to bring up for the committee to view as they continue their discussion, encouraging them to either resolve the matter today, or vote to table the discussion for the next meeting. The conversation continued:

* Nate asked DRAC of they had an urgent need for a redistribution or was their budget cut to a greater severity than anticipated at the time they agreed to cut their fund request. Rebecca stated while it is not urgent, there were equipment expenses that came to light after they had agreed to the cut that they will now have to pay for out of reserves; a greater cost to reserves than they had anticipated. She felt there was not adequate time to fully realize the long-term effects looking at spring and felt the decision warranted further consideration.
* Nate suggested the distributions should stand, this conversation should be dropped, and the committee should move forward; adding that when we know better, we do better. Unless DRAC is making a formal request for additional funds for spring 2020, in which case he would fully support further discussion.
* DRAC members proposed and agreed they would like to table this discussion to allow them, as a committee, more time to review and discuss their situation and potential need for additional funds.

The committee agreed they would like to see the difference in the dollar amount of what the Board of Trustees approved for Spring at the beginning of April 2020, with the cuts, versus what was collected.

 **Review Constituent Presentations:**

Christian presented on the screen the *2020-21 Academic Year S&A Fee Requests (version 5/11/20)* which provided numbers and percentages that had been discussed and agreed to prior to today’s meeting: 2018-19 Actuals, 2019-20 Board of Trustees approved budget/percentages, actual distribution/percentages, and the actual distribution Vs the original budget. Also, the 2020-21 request and percentages; as well as changes by dollar/percentages from the original budget and the actual distribution. Conversation continued.

Christian agreed to work with Kurt to bring to the committee a document with constitutes full budgets, also including what budgets would look like with 5% and 10% reductions to enrollment. The committee can use those numbers as the base for discussion in determining allocations and the fee level for the coming year. Kurt will reconfirm with Shelli Soto regarding the enrollment information, and Kurt and Christian will present said information to the committee to support the conversation moving forward next week.

It should be noted that some constituencies developed their budget presentations using last year’s projected figure ($2,984,050), adding their budget needs to that figure, while others tried to end up at that number anticipating a 0% increase to the fee. It was also established that the true AS budget number to work with is $3,175,483. Campus Rec should have worked from $467,941, but are more focused on staying at 7% of the fee; Adam made it clear that the figure they wish to receive is 7% of the S&A fee, whatever is decided.

Christian reminded the committee there are only five weeks left in this quarter and the committee is short on time in making their determination and moving forward with the responsibilities of this committee.

The meeting ended at 5:12pm

**Next scheduled meeting**: May 14, 2020, 4:00-5:00pm – Microsoft via Teams