**Western Washington University**

**Services and Activities Fee Committee Meeting**

**Thursday, May 9, 2019 8:45am**

**VU 462B**

**Present:** Eric Alexander, Christian Rotter, Steve Card, Matthew Coelho, Jordan King, Adam Leonard, Rebecca McLean, Lucas Potes, Millka Solomon, Caitlin Sommers, Kurt Willis, Debbie Curry (recorder)

**Absent:** Cameron Allen, Jackie Baker-Sennett, Christopher Bianco, Ichi Kwon, Ally Palmer, Steve VanderStaay, Raquel Vigil

**Guests:** Glen Tobosa, Art and Art History Department

Jordan King called the meeting to order at 8:48 am.

**Agenda Items:**

1) Approval of May 2 meeting minutes 2) Review of documents going to the Vice President for Enrollment and Student Services and the Board of Trustees 3) Identify planning and preparation needs for next year’s S&A Committee efforts

**Approval of Minutes:**

There was not a quorum at today’s meeting. The committee determined that the minutes could be approved electronically (via email). Debbie agreed to send the minutes for May 2 to the committee members for approval; and because this is the last scheduled meeting for this committee, will also send out the minutes for today’s meeting for electronic approval. *Note:* All copies of emails received from committee members related to approval of minutes for both meetings will be filed in the S&A Fee Committee (Pdrive) files in the VPESS office as historical records.

**Review of Document going to the VPESS and Board of Trustees**

Kurt handed out copies of a prepared Memo with detailed descriptions of the 2019-20 Mandatory Student Fees that Jordan would be presenting to Dr. Huskey and eventually going to the Board of Trustees.

Jordan, Kurt and the committee went through the document page by page for both review and discussion:

**Page One - Cover Memo**: Includes a general outline of the committee’s process timeline, and the committee’s actions and funding recommendations. There were no questions, changes or recommendations to the cover memo.

**Page Two**: Includes the committee’s proposed 4% fee increase and distributions. A brief background regarding the Services and Activities (S&A) Fee Committee is also included. There were no questions, changes or recommendations to this page.

**Page Three**: Describes the constituent budget requests for the Academic Year 2019-20.
Eric stated that the AS Senate funding next year will come out of reserves, and asked for that detail to be included under the Associated Students section. Jordan agreed to add that note.

Eric also suggested in the third line for Campus Recreation rather than *position* *cannot be done with only part-time* it be corrected to read *duties (or work) cannot be fulfilled*. Jordan agreed to make this correction as well.

**Page Four**: Includes an encapsulation of numbers for the proposed fee distribution. Kurt noted the dollars are slightly different from the chart the committee had been working from, due to the rounding of figures. Also included is the constituent budget requests for summer 2019 (FY2020). It was noted Athletics was not included, as they made no request for funding. There were no questions, changes or recommendations to this page.

**Page Five**: Includes the conclusion of the proposed fee distribution for summer 2019 (FY2020) and the proposed fee level for summer 2020 (FY2021). There were no questions, changes or recommendations to this page.

Kurt stated that the next steps would be for Jordan to present this document to Dr. Melynda Huskey; Dr. Huskey will either agree or disagree with what is presented. If she agrees, she will present this to the Board of Trustees at their next meeting. If she disagrees, this document will come back to the committee for continued work. Kurt felt confident that the committee worked hard and in good faith and that Dr. Huskey would likely accept the committee’s recommendations; he agreed to keep the committee informed with the outcome of Jordan’s meeting with Dr. Huskey.

**Identify Planning and Preparation Needs for Next Year’s S&A Committee Efforts:**

Eric commented that at the conclusion of the committee’s work last year, the Graduate School asked to have a representative be included on this year’s committee, and he wondered if Kurt or Jordan had been contacted by anyone regarding that request. The Graduate School’s concern seemed to involve fees graduate students were paying that they did not feel they benefited from. After a brief discussion, it was determined that it would be appropriate for Kurt to reach out to the Graduate School and let them know that the committee considered their request. It was agreed that this committee is not the appropriate venue for any discussion beyond what this committee is charged with; determining the appropriate increase or decrease of S&A fees for a given year. Kurt agreed to connect with them and share this determination.

Eric also suggested that this committee may consider questioning if there were other “S&A-Type” fees collected separate from the S&A Fee that should actually be included with this S&A Fee process rather than collected separately (Sustainability, Equity, and Justice fee for example). After a brief conversation within the committee, Milka suggested including a statement in this year’s memo to Dr. Huskey addressing the possibility of looking at other fees that should be included with the S&A Fee. The committee agreed with this suggestion.

Eric asked the student committee members if they had suggestions on improvements or feedback for the committee advisors: Matt found the background shared early on very helpful, but felt that maybe having the constituent presentations earlier on in the process would have been beneficial to their conversations related to budget decision, especially for those new to the budgeting and planning process. Christian agreed.

Steve inquired how many of the current student committee members would be returning students next year. Christian responded as the only student who will be returning next year. Steve’s point being that the more experience student committee members have with the S&A Fee process, the easier the overall process and experience becomes.

Rebecca thanked Jordan for her support and hard work chairing this year’s committee; Jordan received a round of applause from the committee.

Jordan called the meeting to a close at 9:20 am.