**Western Washington University**

**Services and Activities Fee Committee   
Meeting Minutes**

**Friday, February 12, 2021; 9:30-10:30am**

**Teams Virtual Meeting**

**Present:** Kurt Willis, Debbie Curry (recorder), Eric Alexander, Steve Card, Emma Duff, Adam Leonard, Caitlin Summers, Danil Sonjaya, Travis Cram, Rebecca McLean, Evan Shuster, Kevin Harris

**Absent:** Raquel Vigil, Abdul-Malik Ford, Noemi Bueno, Ichi Kwon

**Guest:** Megan McGinnis, Michael Sledge

Kurt Willis called the meeting to order at 9:32 am, followed by a welcome and introductions of the committee members and guests in attendance.

**Approval of Minutes**

Kurt asked if there were questions or amendments to the minutes of the February 5, 2021 meeting. There were no amendments requested to these minutes. Evan Shuster made the motion to approve the minutes as presented. Danil Sonjaya seconded the motion. The motion to approve passed unanimously.

**Agenda Items:** 1) Introductions, 2) Approval of February 5 meeting minutes, 3) Follow-up to questions raised last week, 4) Orientation: Review the S&A Fee Procedural Guidelines, 5) Orientation: Review the S&A Fee Expenditure Guidelines 6) Preparation for constituent overview presentations, 7) Set stage for discussing assumptions used when preparing budgets/requests ***moved to 2/19 meeting*** , 8) Chairperson selection invitation

**Follow-up to Questions from Last Week:**

In response to a question Evan posed last week, Kurt shared a spreadsheet, 2020-21 S&A Fee Distribution, and provided an explanation of the expenses that are included in the budgeting process. Kurt noted that last year was not a typical year of this process and explained in more detail the expense line items noted on this summary chart, also including a bit of history on the overall process. Eric also added a brief explanation of the copyright charges Western is required to pay annually. Kurt explained the differences between FY20 and FY21 due to enrollment differences incurred due to COVID.

Eric stated last year the Associated Students agreed to their heavy fee distribution reduction and enacted the use of their reserves which enabled a radical reduction in Spring, but that these AS reductions are not sustainable and were done as a one-time-act. Adding that many reductions took place in AS as a result of those cuts and wanted the committee to be clear that these numbers are not expected to be repeated again this year. Kurt thanked the AS for being willing to take these cuts last year.

There were no additional questions on this summary and Kurt would make this document available to the committee. *Note: Debbie emailed document to committee immediately following the meeting.*

**Orientation: Review the S&A Committee Procedural Guidelines:**

Kurt noted these guidelines provide a micro-view of the requirements and actions of this committee. There are seven voting members (six students and one faculty advisor). Kurt provided an overview of the following:

*The following is information over and above specifically mentioned by Kurt in the meeting, but may be helpful information to those new to the committee or as reference for others:*

* Committee Charge: Proposing S&A Fee level and distribution of S&A Fee revenue to student activities and programs
* Committee Reportage: Reports to Board of Trustees through University President, Sabah Randhawa, and Vice President for Enrollment and Student Services, Dr. Melynda Huskey
* Committee Composition:   
  Voting members, seven (7): Faculty representative from non-S&A Fee funded department and six (6) students from various constituent areas  
  Non-Voting members: Chair (or faculty/staff member) of DRAC; Director of Student Activities or designee; Director of Campus Rec or designee; Director of Athletics or designee; VPESS designee who serves as Administrative Coordinator
* Administrative Coordinator: Kurt Willis is serving as the Vice President’s designee; responsibilities include:
  + Call the first meeting of the year.
  + Serve as temporary chairperson.
  + Organize committee member training/orientation.
  + Serve as advisor to the chairperson.
  + Communicate with university offices including office of VPESS and University Budget Office to obtain information necessary to conduct committee business.
* Rules of Operation and Responsibilities of Membership: the committee operates under the Roberts Rules of Order; has the responsibility of developing and maintaining communication within the committee; active participation expected and encouraged of all members; and share a willingness to engage in constructive dialogue on any issue(s).
* Quorum: four (4) voting members make a quorum.
* Meetings: will be held weekly, however, schedule may change based on needs of the committee; any changes to meeting schedule will be posted on the Enrollment & Student Services website.
* Dissemination of Information: meeting minutes will be posted on the Enrollment & Student Services website.
* S&A Fee Allocation Requests: Each constituent group will ensure appropriate student involvement in the development of their program and budget proposals. All constituents will present their budget requests in a standardized format and an agreed upon schedule
* Public Hearings: The committee will hold a preliminary public hearing after the receipt and presentation of all constituent budget proposals but before the committee develops fee level and budget recommendations.
* S&A Fee Committee Budget Recommendations: The committee shall submit its budget proposal and program priorities to the VP for Enrollment and Student Services with supporting documents by the end of the third week of May for administrative review and response.
* Administrative Response & Disputes: The VP for Enrollment and Student Services shall provide a timely written response to the S&A Fee Committee, acknowledging receipt of their recommendations.
* Board of Trustees Presentation: Dr. Huskey, along with a representative of this committee, will present the recommendations of the committee to the Board of Trustees at their June meeting.
* Final Budget Reconciliation: Following the final approval of the S&A Fee level and allocations by the Board of Trustees and prior to September 1, the funded areas will submit a final budget to the S&A Committee.
* Monetary Shifts of Allocated Funds and Right to Delegate: With the exception of any funds needed for bond covenant agreements or other contractual obligations, once the budgets for existing services and activities are approved by the Board of Trustees, the administration may not shift funds from the amounts budgeted for the constituent areas unless approved by the Board of Trustees.

There were no questions or further discussion regarding the procedural guidelines.

**Orientation: Review the S&A Committee Expenditure Guidelines:**

Kurt provided a quick review of the basic principles and general rules of spending (noted below), highlighting that the committee cannot make gifts of public funds, funds must not be used to cover building operations, salaries, etc. The management of S&A Fee money, examples of permissible expenses, etc. are very important and will be further explained and seen as we walk through this process.

***Basic Principles*** – approvals by budget authority must be directly related to a student activity or program

***General Rules*** – fees collected must be for the express purpose of funding co-curricular and extra-curricular activities and programs

***Management of S&A Fee Money***– each funded area must identify an administrator (budget authority) responsible for budget oversight; all expenditures must be made in compliance with established university policies, and records of purchases must be retained as required by university policies

***Examples of Permissible and Impermissible Expenditures*** were reviewed and discussed

Kurt encouraged student committee members to pay close attention to the upcoming budget presentations and be aware of the costs outlined by each constituency; stating it is important for them to know where their money is going.

There were no questions or further discussion regarding the expenditure guidelines.

**Preparation for Constituent Overview Presentations:**

Referring to the current meeting schedule, Kurt stated that two meetings had been planned for budget presentations; February 19 and 26. Each constituent’s presentation should run approximately 10-20 minutes and the presenter must include what it is each of their area does and why they do it. All representatives should meet with their advisors for consultation and the development of these presentations. Kurt asked the committee which of these dates would work best for their schedules and for volunteers the coming week:

* Campus Rec (Adam) indicated either date will work for them
* Athletics (Steve) responded Emma would be unavailable on the 26th and Athletics would prefer to present on the 19th
* DRAC (Rebecca) indicated they would like to present on the 26th as Kevin will be out of town on the 19th. Also, if they could be first on the agenda that would allow Kevin to leave the meeting in time for a class
* AS (Eric) indicated their preference would be the 26th

**Set the Stage for Discussing Assumptions Used when Preparing Budgets/Requests:**

***THIS AGENDA ITEM WAS MOVED TO THE NEXT MEETING***

However, Rebecca stated that an overview of the process estimation may be helpful now as DRAC is in the process of forming their budget. Kurt indicated that Enrollment and Student Services (ESS) has indicated that many things are still in the air: Legislative cost wage increases for faculty/pro staff, confirming bargaining unit contracts 21-22 that may increase, the minimum wage is known which is helpful, but there are just too many unanswered questions to make educated guesses/estimates.

Kurt also stated that “mandatory expenses” should be discussed per constituent, which implies no adjustments can be made, but indicted to Rebecca that this matter needs more discussion within the committee to further explain what “mandatory” means.

Rebecca responded that last year this committee went around and around in conversation on this matter and suggested this year perhaps rather than using dollars we look at percentages. Kurt reconfirmed to Rebecca that without the enrollment piece, planning is very challenging. He understands that DRAC efforts are moving faster than S&A Fee level is moving, however the committee must have a clear picture on enrollment before making any recommendations.

With a baseline picture, he encouraged decision made on what funds are needed to do business; not to shortchange the initial ask, but to out a proposal that reasonably reflects the needs – this committee will make decisions based on needs. Again, stating he is very reluctant to move forward without enrollment numbers. Kurt asked if there was additional input from the advisors.

Travis commented that students need to recognize what the feel level should be and how should it be distributed as a percentage. Every program understands there will always be some difference in what was planned and what is received. The burden is on them to determine how distributions are made – at the end of the line, flexibility to adapt to any cuts is necessary.

Kurt added there, in the past, there have been surplus to be distributed, but it can also fall short (flexibility as Travis mentioned) is very important. Rebecca will have a challenge with so many programs in determining budgets until more information has been learned. There are many moving parts in this process, but he expects this year to be better than the last.

**Chairperson Opportunity:**

Kurt explained the purpose of selecting a chairperson and requested the students on the committee to consider being the chair; it’s a great learning and service experience, and he will be working with the chair throughout this meeting process. Kurt asked Eric to please share this opportunity with the AS students not on today’s call, and Eric agreed. Eric also suggested individuals can cross-nominate as well if they are so inclined. Kurt stated the nomination process should be completed by the 4th meeting (2/26/21) and asked anyone interested and/or with questions to please text, call, or email him. The votes taken on the nominations will be anonymous.

Today’s meeting adjourned at 10:26 am.

Next meeting: Friday, February 19, 2021, 9:30-10:30am, Teams Virtual