**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Friday, April 16, 2021; 2:00-300 pm**

**Teams Virtual Meeting**

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

**Guests:** Megan McGinnis, Michael Sledge

**Agenda Items:** 1) Approval of 4/9/2021 Meeting Minutes, 2) Athletics Budget Presentation/Questions, 3) Associated Students Budget Presentation/Questions, 4) DRAC Budget Presentation/Questions (if time permits), 5) Adjourn

Evan Schuster called the meeting to order at 2:01 pm

**Approval of Minutes**

Evan asked if there were questions or amendments to the minutes of the April 9, 2021 meeting. There were no amendments requested to these minutes. Danil Sonjaya made the motion to approve the minutes as presented. Emma Duff seconded the motion. The motion to approve passed unanimously.

**Athletics Budget Presentation for FY 2021-22 / Questions:**

Emma shared the Athletics Overview for 2020, 2021, and 2022. 2022 includes a $30K increase (or 1.39% modest increase) over the 2021 budgeted amount of $2,163,302. This $30K is requested to cover the cost of two positions which Athletics has been attempting to fill for several years now: Training room graduate assistant ($15K) and Strength coach graduate assistant ($15K).

Emma explained the importance of these positions and how badly the student athletes and coaches need these positions filled. Currently, due to COVID and the social distancing guidelines, there are only three coaches in the training room and there are constant back-ups and sign-in sheets with athletes waiting to get in for training. The strength coach supports approximately 300 athletes and a grad assistant would be a great help to support this coach and the athletes.

Steve provided a detailed explanation of the 2021-22 budget request spreadsheet making the following points: Right now medical coverage for a collegiate athlete based on the size of Western’s Athletics program and travel requirements recommends five full-time trainers in the training rooms (most universities maintain at least four coaches). Right now, there are three full-time coaches and one full-time graduate assistant, which has become very challenging for Athletics on campus, in the travel environment, and with cross-over events throughout the year. The strength coach position is very time-demanding (in particular, working 80+ hours a week this last year dealing with the social distance challenges in the weight room during COVID restrictions). This is the 4th year these positions have been requested. Athletics is looking forward to the coming fall returning to more normal operations.

Questions:

Evan asked if the $2,163,302 amount is going under the assumption no increases would be requested and this is the starting point and Steve confirmed that Evan was correct.

Eric asked Steve if he had inquired whether state allocations could support these positions and Steve indicated he had asked, but that the state indicated a request for dollars would not be approved this year for those positions – other priorities this year at the university overshadowed this request for a trainer.

Kurt asked Emma and Steve, relative to the spreadsheet provided, why some revenue numbers showed up in some years and not others. Steve explained it primarily had to do with the variations between a COVID year Vs a non-COVID year. For example, the $82,700 in 2020-21 reflects a $50K donation from WECU (court sponsor for Carver Gym) for scholarship support which is moved into the Administration account to manage scholarships (unable to manage from the Foundation account); Athletics also collects $100 per athlete to support the training room, which has been in effect for over 25 years. The number of athletes is down this year and the NCAA offered students opt-outs, which allowed students to protect their position on the team or any athletic aid they may have qualified for, which affected that revenue streams. Athletics also knows our sponsorship revenue will be less this year as companies struggle like we are to get back on their feet – we anticipate it will take time to get sponsorships back up to the level enjoyed in prior years. The other revenues reflect somewhat conservative amounts, Athletics transitions from level 2 and 3 and wait for the governor’s guidance moving forward with the hope that this coming fiscal year revenues pick back up. Additionally, each team is responsible for fundraising (on an annual basis) to support the general operating budget; this year that was zero revenue, but Athletics is hopeful to see a consistent revenue stream soon.

Travis asked if the graduate assistant positions are advertised on a national level and if Athletics provided Tuition Waivers for these students. Steve responded there is a current Western graduate assistant in one of the positions now (was nationally advertised) and the second position will also be a national search. Our current trainer is also working with the HHD department to see if there are any graduate students that might be a good fit for our vacant position. Athletics do not provide tuition waivers (grad assistants would need to work with the Grad School for those on their own).

**Associated Students Budget Presentation for FY 2021-22 / Questions:**

Noemi presented the AS Overview, reviewing the prior years, 2020 and 2021, ending with 2020 and a budget request of $483,732, a 17.95% increase over the projected 2021 budget request of $2,694,508. This increase and percentage change was based on the original Board of Trustees approved allocation of $2,984,107.

Noemi also explained that effective FY22 the funding for the Student Senate will change from the Grant Programs to the AS Operating budget; and because of COVID, AS anticipates hourly increases as well as reductions in summer employment and programs.

**Important notes:**

**FY20**: Due to the impact of COVID, the AS voluntarily reduced their portion of the S&A fee by 85% in spring quarter. A reduction of $740,593 in S&A Fee revenue.

 **FY21**: Due to the impact of COVID, the AS voluntarily reduced their portion of the S&A Fee by $15.00/ per fee paying student. An anticipated reduction of $435,472 in S&A Fee revenue.

**FY22**: Planning Assumptions, as advised by the Vice President’s office:
• 5.0% step increase for classified staff eligible
• Minimum wage increase 1/1/22 of $13.86
• Administrative Service Assessment Fee at 6.275%

**FY22**: Mandatory Impact as approved by the AS Executive Board, Student Senate, and or AS Finance Council:

• Unfunded student mandate for the Student Senate (initiated as of FY20)

• Hourly rate increase(s) as a result of minimum wage

• Reduction in summer student employment and programming as a result of COVID

Eric commented that the AS cover sheet looked different than other constituent’s, but they wanted this group to focus on the reductions taken last year; AS numbers aren’t based on the requested amount from last year but based on the 85% reduction taken last fall as well as the reductions for winter/spring.

Noemi also provided a brief overview of the FY22 proposal spreadsheet outlining the proposed expenses and revenue for the 11 areas within AS.

Eric also directed the committee to the footnotes on this spreadsheet which provide more detail to decisions made this year. He also commented that because the professional staff tend to work across departments, rather than having salaries broken out individually, pro staff salaries were moved to consolidate salaries into one central area of AS Operations. Additionally, the Ethnic Student Center, originally funded by AS, a year ago was moved under the direction of Eric, so these pro staff salaries were also pulled into the central AS pro staff budget area of Operations. These changes were made for budget clarity and transparency. The Student Senate, operating for three years now with over 20 senators representing departments across campus, including the Graduate School, and have been funded out of reserves, and in order to ensure consistent funding in the future, AS moved the Student Senate into the AS Executive Board Budget.

Questions:
Evan asked if the “17.95% Change” noted on the cover sheet was accurate or was that supposed to be 1.7? Noemi indicated that 17.95% is in reference to the difference between the Projected and the Requested amounts. Eric further explained that was why the budget notes were made, because the math does not work here. The 17.95% is an increase on the 2021 actual. In a more standard year, the 1.48% would be a normal increase request; our request is $44,134.

Kurt asked Noemi and Eric about KUGS and where they are in the communication and media world today: Are they all digital? What’s the future look like for them? Noemi responded that KUGS has continued broadcasting throughout COVID with students working up to 20 hours a day, 7 days a week. KUGS is one of the few departments whose work has not slowed down. Eric added they are mostly still analog, spinning discs is a trademark of sorts for them, but we have invested in some digital software allowing them to record and play back from remote locations – moving into the digital age slowly. KUGS has been a top 20 radio station for at least the last 7 years I’ve been here (#15 most years, 14 last year and 12 the year before that), maintain some of the longest standing radio shows in the state, if not the nation (an amazing Hawaiian music show on Saturday mornings) as well being a part of the Emergency Broadcast Service.

Evan asked for a brief explanation of the AS Productions. Eric explained those dollars included student staff wages for work on virtual events: Drive end movie events at Lincoln Creek parking lot (will do that again in the spring), working on some form of a live concert event. Next year we will hopefully be able to return to live events again.

Kurt asked Eric if student wages were still pegged to tuition increases or if they are tied to minimum wage increases. Eric indicated they are tied to minimum wage. Minimum wage is our base wage and as position are at higher levels the wage goes up from there. But we have compressed the distinction between the highest and lowest earning positions in our department where now they are within just a few dollars of each other rather than being a considerable (almost double) difference.

Eric also directed the committee’s attention to the Reserves Funding section at the bottom of spreadsheet, commenting that AS took a significant hit last year and will again this year. Our standing Reserves will be adequate, but it is important to know that because you see funds, in Clubs for example, these are not funds we have access to, but are simply being held in Reserves or a savings account for them.

Eric offered to answer any other questions anyone had.

**DRAC Budget Presentation for FY 2021-22 / Questions:**

Evan suggested holding off until next week to hear the DRAC presentation uninterrupted and other committee members agreed.

Today’s meeting adjourned at 2:52 pm

Next meeting: Friday, April 23, 2021, 2:00-3:00 pm, Teams Virtual