**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Friday, May 21, 2021; 2:00-3:00 pm**

**Teams Virtual Meeting**

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

**Absent:**

**Guest:** Megan McGinnis, Linda Beckman, Jack Herring, Vanessa Blackburn

**Agenda Items:** 1) Approval of Minutes 5/7 & 5/14, 2) Summer FY22 Allocation, 3) FY22 Allocation Distribution Amounts, 4) Adjourn

Evan Shuster called the meeting to order at 2:02 pm

**Approval of Minutes**

Evan asked if there were questions or amendments to the minutes of the May 7, 2021 meeting. There were no amendments requested to these minutes. Noemi Bueno made the motion to approve the minutes as presented. Emma Duff seconded the motion. The motion to approve passed unanimously.

Evan asked if there were questions or amendments to the minutes of the May 14, 2021 meeting. There were no amendments requested to these minutes. Emma Duff made the motion to approve the minutes as presented. Evan Shuster seconded the motion. The motion to approve passed unanimously.

**Summer FY 2022 Allocation Distributions:**

Referencing the *2021-22 Academic Year S&A Fee & Distribution* spreadsheet, specifically *Summer 2021 Constituent Requests* (below), Evan recapped the requests, and asked if any of the voting representatives had questions or issues regarding the three amounts constituents had requested. There were no questions or comments. Evan noted that meeting these requests leaves an available fund balance of $48, 925 for distribution and opened the floor for discussion.



Raquel made the request that those remaining funds go to the AS for the reason that the AS had submitted a very low Summer request of $150K as they assumed that enrollment would be down due to COVID restrictions. In 2021, the AS dropped their anticipated request to $150K and asked for the carryforward.

In actuality the AS subsidizes their summer operations. If they more aggressively budgeted for what Kurt had proposed (via the spreadsheet), AS would have asked for a greater amount (perhaps $175K).

By requesting a greater amount, the AS Academic year request would be reduced by $25K. In actuality AS would not be receiving more money for the Fiscal year, rather the amount for summer would increase and the Academic year request would be decreased (DRAC and Campus Rec requested their maximum need, as they do not subsidize Summer operations in the same way the AS does).

Others made the argument that summer fees should go to students attending summer classes and those who paid for the summer fee, not distributed for the Academic year. Linda confirmed that summer and academic S&A Fees are two separate fees and funds; Rebecca added that she is not allowed to comingle these two fees in DRACs budgets. The committee seemed to be in agreement on this.

A brief conversation took place around summer headcount; Michael and Evan indicated that Kurt had provided the following details via email which should be considered in this conversation.

"Section IV on the big worksheet has to do with the revenue available for Summer 2021 distribution. Cell O7 shows $345,000. You'll note that it's the product of the summer fee x headcount. However, that headcount figure is NOT really accurate: Long story short, I've been working with John Krieg to understand how summer headcounts worked (peak enrollment) and how Accounting does revenue allocations. They're using different figures. SO: Forget the headcount figure: I just went with the expected collections based on recent history. See the document in the S&A Committee 2021 SharePoint Site: /General/Summer S&A Revenue History. You'll see that for Summers of 2018, 2019, and 2020, whether COVID impacted or not, it's around $340 - $350K. Therefore, since I didn't want to spend time confusing folks I used $345K. IMHO it holds water. "

Additional conversation regarding the overage continued; AS, Campus Rec and DRAC providing explanations for how they would or would not be able to use additional funds.

Eric suggested a similar situation occurred in the past when it was determined that once the requested distributions had been made the summer overage would be distributed at a different percentage rate among the three constituents. After further conversation it was suggested sticking with the proposed percentages originally presented in the *Summer 2021 Request %*.

Travis suggested the Committee approve the percentages up to the full distribution of $233K; then make another approval for the distribution percentages for the available funds of $48,870. Travis also suggested DRAC and Campus Rec take a lesser percentage allowing AS to make up some of their shortfall.

Evan made a motion to leave the percentages as submitted in the budget for the FY22 Summer distribution amount of $233K with allocations as follows:

Assoc Students $150,000 64.38%

Campus Rec $15,000 6.44%

DRAC $68,000 29.18%

 $233,000

Kevin Seconded the motion. A vote was taken among five voting reps. This motion passed unanimously.

Evan shared, based on conversations he’s had with team members and advisors and the potential for revenue over or below the suggested difference of $48,925, he recommends basing the additional funds distribution on a percentage. Additionally, Evan as a DRAC representative) suggested DRAC and Campus Rec cut their percentages in half providing Associated Students to further benefit from FY22 Summer overages that may occur. On behalf of Danil, Adam agreed to this recommendation.

Evan made a motion that any revenue collected over $233K for Summer FY22 should be distributed by percentages noted below, after housing allocations and fees have been paid for the summer.

DRAC 15%

Campus Rec 5%

Assoc Students 80%

Kevin Seconded the motion. A vote was taken among five voting reps. This motion passed unanimously.

**Allocation (Fee Distribution) Amounts FY22**

Evan recommended, assuming a $524,228 deficit, the committee focus the conversation on determining percentage allocations. Voting reps agreed that was a good process.

Evan presented a couple of options the committee could use as a starting point: using the *2022 Requested percentages* or *2020 Budgeted percentages*. Evan suggested using what was proposed for this year’s budget and what has been discussed in these past meetings as the appropriate percentages to use. Kevin and Emma agreed that it makes sense.

Assoc Students 44.65%

Athletics 32.11%

Campus Rec 6.29%

DRAC 16.95%

Travis suggested, knowing that we are all working around a deficit, providing each area time to briefly touch on how they would manage that shortfall may help us in the decision-making process. Evan agreed to that approach and invited the constituencies to provide their thoughts.

Travis indicated, broadly speaking, DRAC would use reserves and implement 10% carry forward out of reserves to allow each program to deal with 10% budget cut. Rebecca added they have already made reductions to budgets and are about as low as they can go.

Adam stated that Campus Rec had already asked for less money this year and cannot offer to take further cuts: Campus Rec’s request for FY22 is a decrease of $36,531 (-7.81%). To get hit with another 6.29% reduction would put Campus Rec down $69,504 from the previous year; and Campus Rec is already a very small piece of this budget.

Noemi asked to mention that the AS increase was related to the mandatory addition of the AS Student Senate to the AS budget this year; voted on by students several years ago. The grant used to initially fund that expired the beginning of this year. Overall, this addition is the only increase to the AS budget.

Steve indicated that the S&A Fee shortfall is just a piece of the shortfalls we are anticipating. Athletics requirements and parameters are too complex to fully explain here and how Athletics will manage those shortfalls. Athletics follows a lot of rules, policies, and governing bodies to manage (such as NCAA/GNAC). However, Athletics is obligated to and will be competing next year and will do what is needed to maintain the integrity of Western’s Athletic program. Steve indicated he will be working with Linda on their budget and reporting to the Board of Trustees in June on this matter as well. Steve added that he did not have a more specific way he could explain Athletics situation to this group at this time.

Steve also addressed Noemi’s comment made regarding adding the AS Student Senate to their budget. Steve indicated he understood the fee increase of 1.25% was approved to cover “mandated costs” only and that new programs would not be added due to the current dire budget circumstances. The $38,000 noted on the Athletics budget line in the spreadsheet is dedicated specifically for COLA increases for permanent staff members funded out of the S&A Fee. Given the suggestion made for Campus Rec to take a possible additional hit while AS funds a Student Senate does not seem consistent with our understood process this year. Steve asked what exactly was the purpose of the 1.25 % Fee increase? It was his understanding the increase was to fund existing operations only, with all constituencies understanding the considerable shortfall, that the shortfall would be spread out among all groups, and we would all have to find ways to deal with that shortfall individually.

Evan stated he wanted to give AS the opportunity to respond and at this point in the meeting that the committee will not be able to reach their desired conclusion. Evan suggested moving further discussion and the final decision to the next meeting. The committee agreed to that and Michael suggested pushing next week’s meeting out to 90 minutes.

Evan asked constituencies to meet together, ask the important questions and be ready to come to a decision next Friday.

Today’s meeting adjourned at 3:28 pm

Next meeting: Friday, May 28, 2021, 2:00-3:00 pm, Teams Virtual