**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Thursday, January 27, 2022; 1:00-2:00 pm**

**Microsoft Teams**

**Present:** Michael Sledge, Debbie Curry (recorder), Linda Beckman, Jack Herring, Raquel Vigil, Glory Busic, Noemi Bueno, Steve Card, Mac Franks, Adam Leonard, Caitlin Summers, Cody Fowler, Lucy Caples, Travis Cram, Rebecca McLean, Mary Piekarczyk, Quin Wilder

**Not Able to Attend:** Eric Alexander, Ichi Kwon

**Guests:** Megan McGinnis (DRAC)

**Agenda Items:** 1) Introductions, 2) Review of Agenda, 3) What is the S&A Fee, 4) Orientation Training, 5) Timeline, 6) Open Public Meetings Act, 7) Using Microsoft Teams

Michael Sledge called the meeting to order at 1:03pm, followed by a welcome and introductions.

Michael commented that a few documents had been sent to committee members for review prior to the meeting and encouraged students to ask questions today and at future meetings. Adding that everyone plays an important role on this committee. We recognize the importance of this work and making sure student voting members have the information they will need to make good decisions as this work moves forward.

The tasks of students on this committee are 1) to determine if they will recommend increasing, decreasing, or leaving the fee the same, and 2) to determine what allocations will be made to the four constituent groups. The quarterly S&A Fee helps support many services, programs, and activities across Western that benefit the entire campus.

Michael informed the committee that these meetings will be recorded and minutes of every meeting will be taken and circulated to the committee for review prior to approving them. A typed transcript of this meeting was also recording (confirmation on the continuance of this will be further discussed between Debbie and Michael). Michael encouraged open, casual, and professional conversations during these meetings and stated the student voting members should always feel comfortable asking any questions they have. Advisors are in attendance to share their experience and advise and are a part of this committee to support the student voting members in their role and decision processes. Debbie clarified the reason these meetings have been recorded is to assist in accurate note taking, not for the purpose of historical records.

Michael recognized that not everyone may be working with the same technology and as we move forward, we will work out ways we can all work cooperatively together.

Raquel suggested, because we have so many committee members attending these meetings with various responsibilities (voting student members, advisors, interested party/guests), that it might make more sense to be using Zoom. Debbie responded that she felt Teams has worked well in the past and considering all that the committee manages within the Teams platform, such as file storage/documentation, file sharing, and communications, it would be very cumbersome to use two platforms.

Michael appreciated Raquel’s suggestion, adding the committee will be sensitive to creating an environment where everyone has an opportunity to participate and make participation as easy as possible.

Michael also wanted to be sure all students attending these meetings understand that it is imperative they are active and engaged during the processes this committee will follow in the coming months. Active participation will make everyone’s job and decisions easier down the road.

Noemi inquired if today’s meeting time was only temporary and if more meeting dates would be set soon. She had concerns calendars would be filling up quickly. Michael responded that he wanted to be sure this time worked well for all meeting participants and had intended to discuss this at today’s meeting. After a brief discussion, it was decided that the Thursday’s, 1-2pm timeframe worked well for everyone. Debbie agreed to send out the meeting invite for the remaining winter quarter meetings after today’s meeting.

Michael provided a brief overview of the committee member roles and responsibilities as well as the anticipated timeline the committee will follow this quarter and spring quarter.

There are four constituent groups represented on this committee. The following four groups include voting student representatives as well as advisors: Associated Students, Athletics, Campus Recreation, and DRAC (Department Related Activities Committee).

The student representatives are the committee members who will ultimately put to a vote the decisions of this committee over the next several months. The information that will be shared will need to be presented in an organized and informed fashion. This will help narrow down choices to the decisions that are important to the campus community as well as individual students relative to what they pay in fees to be here on campus at Western. Advisors will support the student representatives in this process.

There will be some advisors who will come and go with regards to regularly attending these meetings. Linda and Ichi, for example will participate more consistently towards the end when the committee starts discussions and decisions around financials and determining fee levels.

Michael noted that as we move closer to the end of our processes, the deadlines come quickly and have very little flexibility, so it is important to make good use of the committee’s time. Michael highlighted the timeline of these processes: Time learning about each constituent group, what they do and what their budgetary needs are, as well as financial discussions, and the final determination of the fees for next year. Presenting the committee’s recommendation to the Vice President, and finally the presentation to the Board of Trustees.

Michael mentioned the role of the committee chairperson, which is a student role. A future agenda item will include student representatives voting for the person they choose to fill this role. This person will assume the role of facilitating future meetings, writing the memo to Dr. Melynda Huskey, the Vice President for Enrollment and Students Services with the final committee recommendation in May, as well as representing this committee at the Board of Trustees meeting in June requesting final approval of the committee’s recommendations. Michael will work as the advisor to the chairperson throughout this entire process.

Michael explained that this committee will work together while applying the Roberts Rules of Order around the voting process and putting proposals forward.

He also discussed the Open Public Meetings Act and general rules pertaining to the actions that committee members should be aware of, requesting the members be cautious holding meetings outside of this committee; no in-person, phone, or email meetings or conversations should be held – discussions regarding the S&A Fee and this process must be discussed within committee only. These meetings are also open to the public and as required by law, the committee meeting schedules are publicly posted.

*(The following information was not specifically mentioned by Michael, but is included on these minutes as helpful information to those new to the committee or for reference for others)*

The Open Public Meetings Act, originally passed in 1971, is an example of a “sunshine law.” “Sunshine laws” are those created with the purpose of ensuring that processes are open to the public with no secret decision making. This act applies to any governing board of an agency and any organization or committee that makes decisions on behalf of that board. The S&A Fee Committee is considered applicable under this act per RCW 28B.15.045.

More complete detail regarding committee structure and responsibilities, the Roberts Rules of Order and Open Public Meetings Act can be found in the handouts you received for today’s meeting and those you’ll receive for coming meetings.

Michael asked the committee if there were any questions on the material he had covered so far. There were no questions.

Michael touched again on the Microsoft Teams platform used for these meetings. All the meeting materials (meeting agenda, handouts, minutes) and records (budget presentations and budget spreadsheets) will be kept in Teams and each committee member has been given access to the **S&A Fee Committee 2022-23** Team and respective channels (folders). This site is accessible through the Microsoft Teams desktop or mobile app. Michael encouraged the committee to spend some time familiarizing themselves with the platform and questions and answers shared at any time.

In reference to speaking in meetings, Glory suggested we think about what we are planning or trying to say and be as clear as possible. She also recommended reading the minutes carefully when they are circulated to be sure what has been printed accurately reflects what you shared and that your comments were not taken out of context or misunderstood.

Noemi agreed with Glory’s comments regarding the meeting minutes and encouraged those uncomfortable speaking or nervous because the meeting is being recorded not to let that stop them from being a part of and engaging in conversation.

Michael agreed with Glory and Noemi adding there is a strange balance in being comfortable and open and professional at the same time.

Debbie added for clarification that minutes generally are not taken word for word, but a summarization of the comments. There may be times that full comments will be noted, but it is not common. These meetings are recorded to capture conversations and make minute taking more accurate overall, and she is very comfortable and appreciative of any corrections brought to the committee’s attention.

At this point, Michael invited advisors to share any tips, knowledge and experience they’d like to offer.

Travis suggested students lean into the learning curve. This committee is not expecting expertise from student members and we are aware that sometimes we are working through tough situations. He encouraged students to feel free to ask to have something repeated, ask questions, or for the conversation to slow down – whatever is needed to learn.

Adam shared that he felt it is important that students lead the conversations, with the committee overall and between each other. Assistance will come from the advisors in preparing documents and obviously working with the budget.

Raquel stated that the S&A fee is a benefit to all fee-paying students at Western and the goal of the committee is to determine the appropriate distribution to enhance student’s out-of-classroom experiences.

Michael shared that as much as possible we will try to wrap the meetings up a bit early for those who need to get to class.

Quin thanked the committee for being here and willing to be professional and he is excited to work with everyone.

Michael noted that early next week more documents will be sent that we will go over at next week’s meeting. We will also spend time getting to know each other a bit.

Eric Alexander joined the call just before the meeting ended. He introduced himself and shared that he is available to help to describe allocations for the housing and dining portion of the S&A fee. Eric has been at Western for eight years and part of this committee since he started working at Western.

Before ending the meeting, Michael asked for any questions on topics covered on today’s call. There were no questions.

Today’s meeting adjourned at 1:45pm

Next meeting: Thursday, February 3, 2022, 1:00-2:00pm, Virtual, Microsoft Teams