**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Thursday, March 3, 2022, 1:00-2:00 pm**

**Microsoft Teams**

**Present:** Debbie Curry (recorder), Linda Beckman, Eric Alexander, Raquel Vigil, Glory Busic, Noemi Bueno, Mac Franks, Adam Leonard, Cody Fowler, Lucy Caples, Travis Cram, Rebecca McLean, Jack Herring, Ichi Kwon, Mary Piekarczyk, Quin Wilder

**Absent:** Michael Sledge, Steve Card, Caitlin Summers

**Guests:** Megan McGinnis (DRAC), Susanna Schronen (VU Operations), Steve Brummel (Athletics)

**Agenda Items:** 1) Review Financial Spreadsheet, 2) Spring Schedules

Michael Sledge was unable to attend today’s meeting. Debbie called the meeting to order at 1:02 pm.

Approval of 2/24/22 meeting minutes was postponed to the 3/10/22 meeting.

Debbie reminded the committee members to please send her their recurring meeting schedules or spring quarter class schedules (whichever applies) by end of day Wednesday, March 9.

**Review of Revised Financial Spreadsheet**

Linda shared her screen with a copy of the revised spreadsheet which had been updated with current numbers and formulas for next year, is more user friendly, and allows for more flexibility in playing with different scenarios. Linda stated a **locked** and unlocked version had been added to the Teams site and asked the committee to please download a copy of the **locked** spreadsheet onto their personal computers before making any changes.

Note: Linda originally stated in the meeting that both the unlocked and locked versions would be available on the Teams site. After the meeting it was decided not to make the unlocked version available to the committee.

Linda showed the committee where they could enter various assumptions and variables and how it affected other areas of the whole spreadsheet by providing examples and showing how the number changes rippled down into other areas.

This spreadsheet also has a tab with directions that Linda felt would be very helpful, walking the user through the process step by step depending on which section individual’s might be working in.

Eric asked Linda to try to explain how summer is split over two fiscal years, and when we are looking at summer, we are actually looking at the next fiscal year. Linda explained that our fiscal year runs from July 1 to June 30; summer session starts in June and ends in August/September with classes taking place and revenue coming in over that time period. When that revenue hits constituents’ budgets it will be distributed across two fiscal years. She also provided an example of fiscal 22 and fiscal 23 and how that affects summer 23.

Eric added the other confusing aspect is not knowing the headcount for summer until late spring. Linda responded that we what seems to work best is to look at summer based on credit hours, and further explained how summer 2021 is reflected in the spreadsheet, that the allocation last year was unusual, and provided a brief explanation as to why.

Raquel asked for clarification from Eric and Linda regarding confusion over summer fees. Linda explained there are no longer estimates but estimates that are projected. Eric’s explained that his perception had been students could be confused about which summer they were voting to fund and wanted to be clear that although we are talking about revenues partially from fiscal year 23, we are setting the fee for this summer coming up. Eric feels the changes Linda made to this spreadsheet now makes more sense than he’s seen historically.

Linda gave the committee some examples of how the numbers would shift inputting specific numbers within section 4 of the spreadsheet and seeing how the numbers flux to show shortages or overages.

Understanding this is a complicated spreadsheet, Linda encouraged the committee to work with it and not to worry if it didn’t make sense right away. She offered to be available as the committee works through scenarios if they need help or have questions.

Addressing Housing & Dining and Viking Union bonds, Eric added that the bonds are not just for Housing & Dining. There are Viking Union bond pledges for the facility building itself, so the VU is a receiver of bond pledges as well.

Linda asked if there were any further questions. There were no further questions.

Eric encouraged the committee to explore and play with their numbers on this document; learn how it works and understand how this spreadsheet has been set-up. Noemi thanked Linda for her amazing work on this great spreadsheet.

Linda reminded the committee the spreadsheet can be found in S&A Fee Committee 2022-23 Teams site, General channel, Files tab ([here](https://wwu2.sharepoint.com/%3Ax%3A/r/sites/SAFeeCommittee2022-23/Shared%20Documents/General/S%26A%20DRAFT%20MASTER%20LOCKED_Worksheet%20-%20FY23%20Fee%20Projection%20%20Allocations%20and%20Summer%2023%20Fee_3.3.22_LB%20v3.xlsx?d=w2b7c903df3e34af98369d798a3e30cd2&csf=1&web=1&e=DXta2g)).

Next meeting the committee will approve the minutes from the 2/24/2022 meeting as well as this meeting’s (3/3/2022) minutes and continue our discussion regarding the committee chair and vice-chair positions.

Today’s meeting adjourned at 1:37 pm

Next meeting: Friday, March 10, 2022, 2:00-3:00 pm, Teams Virtual