**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Thursday, March 10, 2022; 1:00-2:00 pm**

**Microsoft Teams**

**Present:** Michael Sledge, Debbie Curry (recorder), Eric Alexander, Raquel Vigil, Glory Busic, Noemi Bueno, Steve Card, Adam Leonard, Caitlin Summers, Cody Fowler, Lucy Caples, Travis Cram, Rebecca McLean, Ichi Kwon, Mary Piekarczyk, Quin Wilder

**Absent:** Linda Beckman, Mac Franks, Jack Herring

**Guests:** Megan McGinnis (DRAC)

**Agenda Items:** 1) Approval of 2/24 and 3/3 Meeting Minutes, 2) Committee Chair/Vice-Chair Discussion, 3) Spring Quarter Meeting Schedule

Michael Sledge called the meeting to order at 1:01 pm.

**Approval of 2/24/22 and 3/3/2022 Meeting Minutes**

Michael asked if there were any corrections to the minutes of 2/24. Glory had one correction (Page 2, AS Q&A, 2nd paragraph, replace word “homework” with “covid”). Michael asked for a motion to approve the minutes of the 2/24/2022 meeting. Quin moved to approve the minutes. Glory seconded that motion. By a show of hands there were four votes to approve, 0 nays, and 0 abstains. The meeting minutes for February 24, 2022, were approved.

Michael asked if there were any corrections to the minutes of 3/3. There were no corrections. Michael asked for a motion to approve the minutes of the 3/3/2022 meeting. Mary moved to approve the minutes. Noemi seconded that motion. By a show of hands there were five votes to approve, 0 nays, and 0 abstains. The meeting minutes for March 3, 2022, were approved.

**Committee Chair/Vice-Chair Discussion**

Michael asked to revisit the committee chair and the vice chair positions with the student voting members of the committee and questioned if there were any student members interested in either of these positions, encouraging additional discussion on the matter. He offered the committee could also proceed as we have been operating but wanted to leave the decision up to the voting members; he had recently learned that there have been previous years where there was no student chair confirming that was a viable option. He also asked if there were additional an alternative suggestion or plan to discuss.

To help students understand more clearly what the responsibilities would be for the chair position, Michael gave a more in-depth explanation of the job description. He didn’t feel that it would require a great deal more work than what students already contribute. The chair would run the weekly meetings and keep the agenda moving along. The first three meetings in April will basically run themselves while budget presentations take place although the May meetings will involve some assistance from the chair in facilitating conversations. An additional one-hour weekly meeting with Michael will be necessary through-out spring meetings to discuss the upcoming meeting and align meeting preparations (if there are one or two vice chairs, they would join these meetings as well). The chair would assist Michael in looking over the budget development as well as time to develop the fee recommendation document (using a template already in place for that letter) the committee will forward to the Vice President which will ultimately go to the Board of Trustees at their meeting in June. The chair will also provide a summary of the discussions this group has in May to ensure the Board of Trustees and institutional leadership are aware of the concerns that have come up in our reasoning as a group. And lastly, if available and interested in attending, to be present at the Board of Trustees meeting in June.

Travis shared he understood that it’s tough for students to commit to extra work on top of just finishing up such a tough quarter but reminded the students that early next quarter they will have had a chance to recuperate and won’t be quite as tired as they may be feeling now. Travis felt this experience would be a great asset to their resume and reminded students that their perspective, as a student, is what’s advantageous to the committee in this position – someone capable of putting the interests of your fellow students who pay this fee first and ensuring that perspective is in the conversations this committee has. That is a perspective other committee members may not bring to the table. Travis also added the last two chairs have done a remarkable job and were glad for the opportunity.

Glory stated she felt it would be helpful to have a student chair, reiterating her current schedule doesn’t allow her time for the position, she agrees it’s a very beneficial role ad opportunity, and again offered her help as a vice chair to support the role. Noemi added she also didn’t have the capacity for this position but was open to provide her support to the chair.

Michael asked for other thoughts from student voting members. Quin offered that after hearing other’s perspectives and listening to the conversation, He would like to nominate himself for the chair position. He thanked Glory and Noemi for their offer of support, but felt he is able to take on the role exclusively, managing the role as Michael outlined. Michael thanked Quin and asked for a second to Quin’s nomination. Glory seconded that motion and by a show of hands Quin was elected chair of this year’s committee, Show of hands 4, opposed 0, abstention 1 (Quin).

Michael thanked the committee for their conversations. Eric congratulated Quin and thanked him for accepting the role.

**Spring Quarter Meeting Schedules**

Michael thanked Debbie for doing the work on scheduling for spring quarter and indicated it appears the available time slot is Friday’s 1-2pm and would like to start April meetings with April 15.

Michael suggested the plan moving forward would be for each constituent area to do interactive budget presentations, which would take up two meetings. Michael indicated he felt it would be wise to delay starting meetings until mid-April to allow groups sufficient time to get their work done on the budgets and ready to present as well as allowing a bit more time for enrollment numbers to become clear for the more accurate projections. After input from committee members on scheduling, the spring dates and presentation schedule recommendations are as follows:

4/15 Athletics and Campus Recreation

4/22 AS and DRAC

Due to the complexity of budget development for the AS and DRAC, a discussion will take place at the 4/15 meeting to check in on the progress of their budget planning and confirming they will be ready to present on 4/22. Or make alternate plans.

After some discussion, it was agreed by the committee the schedule noted below allowed sufficient time for budget presentations, budget development and adequate time to receive the most accurate enrollment projections possible, all-in time to forward the committee’s recommendation to Vice President Huskey.

Spring meeting schedule: Every Friday from April 15 through May 27, 2022. 1:00-2:00 pm

Glory asked if the committee would continue meeting virtually next quarter. Addressing that question, Michael asked for a show of hands how the committee preferred to meet – the committee voted to continue spring meetings virtually. The decision is open for further discussion at the committee’s discretion.

Today’s meeting adjourned at 1:37 pm

Next meeting: Friday, April 15, 2022, 1:00-2:00 pm, Teams Virtual