**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Thursday, April 22, 2022; 1:00-2:00 pm**

**Microsoft Teams**

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

**Absent:** Linda Beckman, Steve Brummel, Caitlin Summers, Ichi Kwon

**Guests:** Megan McGinnis (DRAC), Susanna Schronen (AS), Ben Crandall (AS)

**Agenda Items:** 1) Approval of 4/15 Meeting Minutes, 2) Associated Students Budget Presentation, 3) DRAC Budget Presentation

Quin Wilder called the meeting to order at 1:00 pm.

**Approval of 4/15/2022 Meeting Minutes**

Quin asked if there were any questions or corrections to the minutes of the April 15th meeting. There were none. Quin asked for a motion to approve the minutes. Glory moved to approve the minutes and Quin seconded that motion. By a show of hands, the minutes for the April 15, 2022, meeting were unanimously approved.

**Associated Students (AS) Budget Presentation**

Noemi began by stating the budgets presented to the committee have not been voted on by either the Student Senate or the Finance Council. She continued by referencing the Summary sheet highlighting the reduction AS received in FY21 due to Covid impacts, the FY23 planning assumptions used in preparation of the budgets which were recommended by the VPs office, and the FY23 mandatory impacts resulting in specific operational funding requests. The AS is requesting $3.138 million and increasing their summer request to $180,000 (rather than the $150,000 requested in the past) due to the trend seen with summer revenue generating higher than anticipated.

Noemi stated increases are due to mandatory salary increases, cost of living increases, a one-time payment to classified staff, and an anticipated 3.8% minimum wage increase for student employees in January 2023.

The AS has been experiencing some reorganization with budgets moving around. These may appear as increases but are actually just being shifted from one area to another. Also, there are some grants that are expiring at the end of the fiscal year which have created mandatory funding requests (Viking Outdoor Rec Center trip leader training, Blue Resource Center for undocumented mixed status students). These mandatory fees had previously been approved by the SEC Board Senate or Finance Council.

Noemi stated that due to the mandatory and overall increases the AS is anticipating, they are requesting a 4% increase to the S&A Fee and asked if there were any questions.

Adam and Steve commented on the inclusion of the summer fee revenue in the AS presentation stating they had not included summer in their presentations last week. Typically, this discussion does not take place until after the academic Fee has been determined, and they both wanted the committee to know that they also would like the opportunity to discuss their options for the summer revenue.

Steve also noted, upon review of the AS and DRAC presentations prior to today’s meeting that different starting figures were used. Last week both he and Adam presented based on the Board of Trustees approved budget figures, and he felt using these figures should have been consistent throughout these presentations, and he asked that the AS and DRAC numbers be changed to reflect what the Trustees budget figures.

Raquel indicated she did not realize that had been the recommendation but was happy to adjust the figures to the Trustees projected allocation amounts. Steve agreed that would be appreciated if that were what the committee also agreed to.

Steve also suggested that because 30 minutes prior to the start of today’s meeting the “actuals” were released and it might make more sense for all constituents to use the actual budget numbers. After a brief conversation, the committee agreed to adjust their budget presentations using the actuals and redistribute them to the committee for review prior to next week’s meeting.

Noemi finished up the AS presentation briefly covering the detailed budget sheets broken out by organization unit. Quin and Eric thanked Noemi for covering so much information and Eric added the committee will be able to discuss this budget proposal in more detail in the coming weeks.

Quin handed the floor over to Mary Piekarczyk from DRAC

**Department Related Activities Committee (DRAC) Budget Presentation**

Mary began the presentation working from the Summary sheet for DRAC, noting that DRAC drastically reduced their funding requests during Covid, but as they return to in-person events, they are increasing requests gradually to pre-Covid levels.

Mary emphasized that DRAC is a multidimensional committee and there are basically two types of clubs or constituents within the program: The bigger activities that are intertwined with daily life on campus - the travel-oriented clubs like theater and music which are intertwined within the fabric of Western with their student supported events; and the clubs like International Affairs Association, forensics, speech, and debate.

Mary addressed the effects of inflation and how travel-oriented clubs have been increasing their travel and while earmarked funds have helped, they are having to carefully consider how they will structure budgets moving forward.

Mary handed the floor off to Quin at this point, who further expounded the effects of inflation on club’s travel costs and the additional expenses students were absorbing. Because of the costs to students DRAC wanted to make the effort to maintain consistency within their budgets.

Quin stated that DRAC has talked with various constituent groups within its organization and they understand the fee may need to increase, yet they are still aware the least amount of increase the better for the students, which explains why their budget has not shifted a great deal and their summer request is minimal.

Quin also mentioned DRACs primary support of travel-oriented clubs as well as Western publications, theatre, and music, all which take a good chunk of the DRAC pie, and they are trying to be sure they focus on maintaining student life and activities in ways that support student programs. With that Quin handed the floor over to Travis and Rebecca.

Travis tried to give a view of the bigger picture: Last year he saw DRAC balancing programs that were not allowed to spend allocated funding while other programs worked to find flexibly within their budgets because things became so tight. Preparing budgets in a conservative manner then considering the need to look at going back to normal activities. All while wondering about the enrollment piece and how that would playout. Travis stated DRACs budgetary needs are above what shows in the spreadsheet. Unfortunately, reduced funds compromise access to activities and students either have to pay more or there will be fewer opportunities for activities.

The spreadsheet does show that our needs are high and we are not just going back to normal, As Quin mentioned, we are going back to a much more expensive normal with monthly, back-to-back a 9% inflation rate and it is hard to see this declining any time soon, so we are very concerned with where DRAC fits in terms of our overall percentage allocation – because of the differential nature of our programs and how they are affected.

Rebecca did not have anything more to add but offered to answer any questions as they arise. She also added she will revise the spreadsheet with actuals and resend them to the committee early next week.

Steve Card asked Rebecca for clarity on what DRAC would be requesting and Rebecca responded it will be a $100,000 request. This is the number DRAC will need to maintain our operations at a bare bones level.

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

Quin encouraged the committee to review the new budget materials before next week’s meeting once they are received and mentioned that he and Michael will be meeting with Linda Beckman next week to go over the spreadsheet and play with some percentages. He was also hopeful Linda will be able to attend the meeting next Friday.

Quin thanked the presenters again for the presentations and called the meeting to a close.

Today’s meeting adjourned at 1:51 pm

Next meeting: Friday, April 29, 2022, 1:00-2:00 pm, Teams Virtual