**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Thursday, May 20, 2022; 1:00-2:00 pm**

**Microsoft Teams**

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

**Absent:** Cody Fowler

**Guests:** Megan McGinnis (DRAC), Susanna Schronen (VU)

**Agenda Items:** 1) Approval of May 13, 2022, Meeting Minutes, 2) Continued Budget Discussion, 3) Summer 2021 Preparation, 4) Next Steps

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

**Approval of May 13, 2022, Meeting Minutes:**

Quin asked if there were any questions or corrections to the minutes of May 13. Noemi requested a spelling correction to Kaylan Rocamora’s name on the first page; Debbie responded she would make that correction. Quin made a motion to approve the minutes and Mary seconded the motion. By a show of hands, the minutes for the May 13, 2022, were unanimously approved as corrected. Glory abstained as she was not in attendance on May 13; no one opposed.

**Summer 2021 Preparation:**

*Note: The committee had been notified prior to today’s meeting that the assumptions were estimated to be $308,000 for the Summer 2022 Distributions*.

Quin began the meeting by reminding the committee that at the last meeting they had approved to keep this year’s percentage distributions the same as last year, and now that the decision has been finalized, the committee needed to determine what the summer distributions would be. With that, Quin handed the discussion off to Michael.

Michael provided a brief explanation regarding the assumptions and how enrollment affects the available amount for the groups to split. He then asked Linda to provide an update on the new assumptions she had received. Linda briefly explained the updated numbers and worked on calculations for a corrected assumptions amount.

Michael also asked the Associated Students, Campus Rec, and DRAC to please confirm their estimated summer numbers were correct on the screen/spreadsheet: **AS corrected to $180K, Campus Rec confirmed $15,847, and DRAC corrected to $95,931**.

Linda indicated summer registrations are down by 4.5%, however they are not yet complete. Assuming the registrations hold, and by her calculations using the above referenced request amounts, she felt that $291,778 would be reasonable assumptions estimate. Final percentages for the constituent groups confirmed were as follows: **Associated Students 64.36%, Campus Rec 6.44%, and DRAC 29.20%**. *Note: Athletics not included as they do not participate in Summer S&E Fee distributions.*

Quin asked the student voting members if there were any questions or comments; there were none.

Quin asked for a motion to approve the percentages as referenced above. Glory made a motion to approve these percentages; Noemi seconded that motion. By a show of hands, the vote was unanimous to approve summer’s distribution to **Associated Students 64.36%, Campus Rec 6.44%, and DRAC 29.20%**.

**Next Steps:**

Michael briefly outlined the next process for this committee, which entails formally submitting their recommendation to Vice President Huskey. This will be done using a fee memo template, a boiler plate, which needs numbers added and then forwarded on. VP Huskey will make the presentation to the Board of Trustees at their June 9th or 10th meeting. If it works for Quin’s schedule, he will also attend that meeting. Michael asked the committee if there were any questions regarding the Next Steps. There were no further questions.

**Improving the S&A Fee Approval Process: Eric’s Recommendations**

Addressing the points Eric had made at the last meeting regarding improvements to the organization of this committee, Quin suggested the student reps use part of next week’s meeting to deliberate on these recommendations. He recognizes there may not be enough time to approve these changes based on this committee’s time left together this quarter, but if a small group could dedicate themselves to just 2-3 meetings during the summer, he felt significant work could be accomplished.

Glory agreed it was a good idea, although she would not be available this summer to participate, she agreed to pass this opportunity on to her successor. Noemi also indicated she would be leaving soon but would discuss this matter with her successor as well.

Michael added that having experienced voting representatives on this committee able to offer their individual expertise, as well as having a good solid understanding of and having gone through the process, would be extremely beneficial and it would be great to capitalize on that opportunity this summer. There were a few more comments and Michael concluded with two direct questions to the committee: 1) Is there energy around doing this work from at least a couple of the voting members on this committee? 2) Are there students here who might have the capacity over the summer to use their expertise in thinking through how to improve the S&A Fee process for next year’s S&A Fee Committee?

Quin indicated he does have capacity to meet over the summer and asked for thoughts from other voting members and budget advisors.

Raquel asked if it was possible for the advisors and budget advisors to convene with Michael to discuss Eric’s recommendations.

Megan indicated she would be available over the summer to offer whatever support might be needed.

Michael shared that he envisioned pulling together a working group to do significant work addressing points that Eric brought up – which have also been mentioned in previous years, as well as other improvements. Michael felt this group could make recommendations for next year’s committee, suggesting one or two other students who would be willing to engage in thinking through this process now while it is fresh in your minds, the group's recommendations could then be forwarded on to the next committee.

To get a clearer sense if the student voting members thought this is a good idea, Michael suggested to Quin to do a quick vote for the student voting members; not voting on Eric’s points but specifically voting to determine if we are able to convene a group of people together who can think this through and put together recommendations to pass along.

Quin made a motion to organize a task force over the summer to address Eric’s recommendations: create a list of suggestions and perhaps make a change of charter for next year’s S&A Committee. Noemi seconded the motion. By a show of hands, the vote was unanimous. There were no abstentions or oppositions.

Quin asked if the discussion could continue at next week’s meeting with the Advisors regarding what this may look like. Michael confirmed using 30 minutes of next week’s meeting was fine. Michael also folks to please consider this opportunity and we will address this again next week.

Travis asked if it would be desirable to have feedback from advisors at next week’s meeting as well and Michael agreed that would be fantastic. Anyone interested is perfectly welcome to contribute.

Quin asked for other thoughts from the committee in terms of where we stand going through the remainder of this year, going into summer, or questions around the task force process. There were no other comments.

Michael thanked the committee for their time and dedication to this important work, in particular the student voting members for their time and dedication to supporting the student population of this campus. A special thanks to Quin for the great job he has done as well.

Quin thanked the student voting members for doing excellent work this year, for their willingness to engage in tough conversations and for looking forward to the future of this committee.

Today’s meeting adjourned at 1:18 pm

Next meeting: Friday, May 27, 2022, 1:00-2:00 pm, Teams Virtual