**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

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

**Microsoft Teams**

**Present:** Michael Sledge, Debbie Curry (recorder), Linda Beckman, Eric Alexander, Noemi Bueno, Adam Leonard, Caitlin Summers, Cody Fowler, Lucy Caples, Jack Herring, Ichi Kwon, Mary Piekarczyk, Quin Wilder

**Absent:** RaquelVigil, Glory Busic, Steve Card, Mac Franks, Steve Brummel, Travis Cram, Rebecca McLean

**Guests:** Megan McGinnis (DRAC)

**Agenda Items:** 1) Approval of May 20, 2022, Meeting Minutes, 2) Follow-up Discussion RE: Summer Working Group

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

**Approval of May 20, 2022, Meeting Minutes:**

Quin asked if there were questions or corrections to the minutes of May 20. Quin made a motion to approve the minutes and Noemi seconded the motion. By a show of hands, the minutes for the May 20, 2022, were unanimously approved. Cody Fowler abstained as he was not present at last week’s meeting. No one opposed.

Quin announced to the committee that after he and Michael have reviewed today’s minutes in draft form, Debbie will be emailing the minutes to the committee for review and requests a response from each voting member back to her with their “approved” vote or requested corrections. The email responses will be kept as part of the record for the minutes.

Quin also shared with the committee that the S&A Fee recommendation memo for the Board of Trustees has been sent to Vice President Huskey. Debbie posted the letter on the General tab of the committee’s Teams site and the committee is welcome to view the memo at any time. The Trustees meeting is June 10th and Quin added that he was not expecting anything out of the ordinary regarding the Board’s approval process.

**Summer Working Group Discussion:**

Michael gave a brief recap of the interest this committee has shown to form a working group with available members over the summer. This committee’s expertise and knowledge could lend itself to an improved working structure and processes for future committees benefiting student support for years to come. Michael asked for thoughts from the committee, particularly the student voting members.

Eric added that a group of advisors could also work together to discuss their roles on the committee, their level of support, and new training models. He suggested meeting in the fall in preparation for the upcoming spring 2023 meetings.

Mary was in favor of meetings starting earlier. She did not feel this committee had adequate deliberation time. Mary also agreed a summer working group was a good idea, that she will be in Bellingham over the summer and would be interested in participating with the working group.

Quin added that he will also be in Bellingham over the summer and is also interested in participating in the group.

Quin asked the committee (students/advisors) if they were interested and available over the summer to please raise their hands. Those who indicated interest were Quin, Michael, Cody, Mary, Meagan (McGinnis), Lucy, Adam, and Eric. Noemi added AS reps not yet active but have shown their interest in this group are Brandon Denny and Sargun Handa. Eric indicated he would follow up with these individuals. Quin added he would follow up with the incoming DRAC representative as well.

Michael indicated there were decisions he and the advisors may be able to make before the end of this academic year, such as deciding to convene earlier next year and developing a more thorough budget training for the student voting members. Something like centering ADEI (Access, Diversity, Equity & Inclusion) work in the budget considerations was one of last year’s recommendations to the Board of Trustees by the Structural Equity Team but would be something the committee next year would need to discuss and vote on.

Michael shared at this point there is no clarity on actions to take, but that he has the names of those who indicated an interest in meeting over the summer, and he would reach out to schedule a time to meet indicating at that time more specifically what the purpose of these meetings would be. It is clear there is energy that this committee should be doing this work in a different, better, more efficient, and effective manner. Michael appreciated the interest and desire to help do this work.

Quin thanked Michael for his clarity and suggested now might be an appropriate time for the committee to share and/or revisit topics that have been specifically stated in past meetings we would like to see addressed.

Quin shared points for consideration on Travis’s behalf:

* Consider what we could do to improve existing performance overall.
* Determine approval needed (by whom) for changes to the existing processes versus the larger structural changes (what processes can the committee change; what processes will the committee need help with).
* Clarify assumptions for budget preparation early on in the meeting process.
* Return to in-person meetings enabling enhanced communication and to better support a meeting mindset.
* Improve student support and training early on to better prepare them for the work they will do on this committee.
* Start meetings earlier allowing budget deliberations to begin earlier.
* Consider how our activity and processes benefit student services; would restructuring be beneficial and if so, what is needed.
* Ensure bias, reflection, and inequity concerns are at the forefront of the decision-making process.
* Consider how these changes will affect the student’s decision-making process.
* Revisit committee representation (students/advisors; particularly student reps for Athletics and Campus Recreation).
* Address missing faculty rep (voting member); how do we attract this representative.

Eric commented there seemed to be consensus around big topic areas and that Travis’s points map almost identically to what he had presented a couple of weeks ago; we are seeing the same needs and issues for how to improve this committee’s processes. Noemi agreed that Eric also presented a good reflection of the thoughts of both she and Glory.

Quin thanked those able to participate over the summer for their willingness to work and improve this committee for students for years to come.

Committee members thanked Quin for the incredible job he has done as committee chair and for the great work by all the students who brought their voices to the table.

Today’s meeting was the final meeting for the year and adjourned at 1:30 pm