**Western Washington University**

**Services and Activities Fee Committee**    
**Meeting Minutes**

**Friday, February 17, 2023; 1:00-2:00 pm**

**Microsoft Teams/Old Main 340**

**Present:** Michael Sledge, Eric Alexander, Tulea Enochs, Montana Reese, Allison Mazurek, Lyd Haindfield, Brandon Locke, Janelle Grant, Jack Herring, Sargun Handa, Daniela Rodriguez, Steven Card, Steve Brummel, Adam Leonard, Rebecca McLean, Meagan McGinnis, Raquel Vigil, Tim Fitzpatrick, Caitlin Sommers, Sam Farmer, Brandon Denny, Vanessa Blackburn, Jannah Hinthorne, Nicki Purnell (recorder).

**Absent:** Ichi Kwon

**Guests:** Lucy Caples

**Agenda Items: 1) Review and Approval of Last Week’s Minutes 2) Student Representation Introductions w/ Linda Beckman 3) S&A Fee Budget Presentation**

Allison Mazurek called the meeting to order at 1:02 PM.

**Review and Approval of Last Week’s Minutes**

1. Brandon Locke motioned first.
2. Janelle Grant seconded the motion.
3. Edited minutes unanimously approved.

**Student Representation Introductions w/ Linda Beckman**

**S&A Fee Budget Presentation**

1. A budget is a written estimation of the financial performance of a particular department, a specific project, a business unit, or an organization.
2. Budgeting is the activity of preparing the budget.
3. Types of budgeting include:
   1. Zero-Based
   2. Traditional
   3. Incremental
   4. Activity-Based
4. Examples of Budget Impacts: Personnel Costs and Operating/Facility Costs
5. The Fiscal Year July 1st to June 30th – we are currently in FY23.
6. Carryforward – losses/gains are carried forward into the next year. These are “one-time” funds that will not be available again.
7. Operating Budget is a detailed forecast of all relative income expenses during a particular period that an organization uses to engage in its functions/business.
8. Reserve Funds are the dollars held outside of the annual operational funds that can be used for one-time expenses, emergency expenses, or are required for the purposes of investments, bonds, loans, etc.
9. How does the university receive revenue?
   1. State dollars/tax dollars
   2. Tuition dollars
   3. Fees
   4. Donations
   5. Ticket revenues
   6. Grant dollars
   7. Stimulus funding (i.e., Covid)
10. Half of the universities budget is state funds and tuition dollars.
    1. State funds brought in $96.8 million in FY22.
    2. Net tuition brought in $91.7 million in FY22.
11. Auxiliary Budget:
    1. Definition of Auxiliary: providing supplementary or additional help and support.
       1. Housing, Dining, and Student Union
       2. Bookstore
       3. Campus Rec.
       4. AS
12. Dedicated Local Funds: not apart of the standard university budget.
    1. Summer session
    2. Extended Education
    3. Course fees
13. Relative contribution over the years between state and tuition dollars.
    1. When state dollars go down, the tuition/fees go up.
    2. Cost of education mostly comes from how much the state is willing to spend.
    3. In-State students are subsidized by the state through tax dollars.
14. On a per-student basis, 80% of what a student pays towards the university is tuition, 20% is in fees.
15. Total cost of attendance also includes personal costs, transportation, books & supplies, housing, and meals, etc.
16. Mandatory Student Fees:
    1. Technology
    2. Multicultural Student Center
    3. Legislative Action
    4. Sustainability/Equity/Justice
    5. S&A – the largest of the fees
    6. Transportation
    7. Recreation
    8. Health Services
    9. Non-Academic Buildings
17. What is an S&A Fee?
    1. RCW requires that 3.5% towards financial aid.
    2. Some are pledged to bond payments.
    3. Housing and Dining
    4. Music Copyright
    5. Remaining Funds (Committee)
       1. Associated Students (AS)
       2. Athletics
       3. Campus Recreation
       4. Department Related Activities (DRAC)
    6. Board of Trustees approves the fees every year.
    7. Summer has its own pot of money – no athletics.

**Meeting adjourned at 1:51 PM**