**Western Washington University**

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

**Friday, April 14, 2023; 3:00-4:00 pm**

**Microsoft Teams**

**Present:** Allison Mazurek, Brandon Locke, Brandon Denny, Lyd Haindfield, and Daniela Rodriguez.

Michael Sledge, Jack Herring, Steve Brummel, Adam Leonard, Rebecca McLean, Meagan McGinnis, Raquel Vigil, Tim Fitzpatrick, Ichi Kwon, Eric Alexander, Vanessa Blackburn, Linda Beckman, Caitlin Sommers, Taras McCurdie, Nicki Purnell (recorder).

Allison Mazurek called the meeting to order at 3:01 PM.

Brandon Denny motioned to approve last week’s minutes.

Daniela Rodriguez seconded the motion.

Unanimous approval of last week’s minutes.

**Agenda Items: 1) Budget Presentation from Linda Beckman 2) Scheduling Budget Presentations 3) Additional Questions:**

Michael Sledge shared news that state legislature has made changes that allow public institutions to set tuition earlier than what has been done historically. May impact our general timeline.

1. **Presentation from Linda Beckman**
   1. Information in spreadsheet is up to date from the Enrollment Management Office but will change as we get more up-to-date enrollment numbers in the Fall.
   2. Spreadsheet is a tool to play around with.
   3. Spreadsheet includes satellite campus headcounts as well.
      1. S&A Fee is only charged to Bellingham students.
      2. Average enrollment expected to reduce next year by .21%
      3. Proposed S&A Fee Increase by 4% for next academic year.
   4. Locked version can be played around with, and any changes will ripple new projections.
   5. Unlocked spreadsheet is available on Teams.
   6. Spreadsheet allows you to look at different distribution scenarios of the budget.
   7. Start by determining what the fee is for next year: using enrollment projections and fee rate, how much would be available?
   8. Top 3.5% of allocation goes to financial aid.
   9. Housing and dining #’s are estimates as we don’t know how many full times vs. part time students will be attending next year.
   10. Tend to be more conservative in projections.
   11. AEDI is not a line item in spreadsheet.
   12. There is a summer predictions section.
   13. The percentage breakdown and proposed constituent distribution figures in the spreadsheet are just a draft.
   14. Brandon Denny asked: is music copyright fee a fixed amount? Is the housing and dining bond pledge? Linda spoke to the latter being determined by proportion of full-time/part-time students. Music copyright fee is a fixed amount.
       1. Amounts to both are 1.5% lower than budgeted but records for this fiscal year are included.
   15. $208,000 anticipated left over for constituent groups after housing/dining is divvied out.
   16. Brandon Denny mentioned he would not be opposed to discussing budget percentage increase before budget presentations.
       1. Lyd Haindfield agrees with Brandon.
       2. Athletics, AS, and DRAC all want a significant fee increase.
          1. AS needs to accommodate minimum wage increase/cost of goods increase.
   17. Brandon Denny votes to approve fee raising by additional 4%
       1. Brandon Locke seconds the motion.
       2. Lyd, Daniela, and Allison also vote to approve.
       3. Motion passes.
2. **Scheduling Budget Presentations**
   1. Michael Sledge initiated discussion on scheduling individual constituent budget presentations.
   2. All constituent groups feel like they won’t be ready to give budget presentations in a week.
   3. Budget presentations will be locked in starting the 28th.
3. **Additional Questions:** 
   1. Lyd asked about budget priorities, particularly about permanent employee budgets.
      1. Michael shared a budget assumption guideline.
      2. Increase in student pay is considered a fixed cost.
   2. Allison asked how funding should be directed for constituent groups without employees.
      1. Michael says to be clear about that in the budget proposal. Employee costs will need to be included even if it doesn’t apply to a particular constituent because they are all state dollars.
   3. Brandon Denny asked if there were specific University parameters in place to reduce cost, particularly around purchasing and hiring.
      1. Michael promised to send guidance to entire group.
      2. Something to keep in mind is that there is no clear end date for these cost saving measures.
   4. Megan McGinnis asked about Student Publications – 80% of budget consists of student/admin pay. Wants to get a general idea of goal: do some constituent groups have to cut operational budget to stay at 4%? Wants to make sure all constituent groups are processing budget changes the same.
      1. Eric Alexander says some groups present needs above 4%, and others present without going above 4%. We all will likely not receive as much as we hope due to inflation.
      2. It might end up being a “both, and” world. Radical slashes may be required.
   5. Allison asked if there was a way to look at past budgets.
      1. Eric says we can: sometimes it’s a good indicator but sometimes it’s not. In the past enrollment estimates have been more conservative. It’s a good additional tool but hard to guess what things will look like next year.
   6. Michael shared during the pandemic there was no fee increase vote.

Motion to adjourn at 3:50.

Allison Mazurek used her power to adjourn!