**Western Washington University**

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

**Friday, May 5, 2023; 3:00-4:00 pm**

**Microsoft Teams/Old Main 340**

**Present:** Allison Mazurek, Janelle Grant, Brandon Locke, Brandon Denny, Lyd Haindfield, Sam Farmer, and Daniela Rodriguez.

Michael Sledge, Tulea Enochs, Jack Herring, Steve Brummel, Litav Langley, Rebecca McLean, Meagan McGinnis, Tim Fitzpatrick, Eric Alexander, Vanessa Blackburn, Caitlin Sommers, Lucy Caples, Linda Beckman, Taras McCurdie, Glory Busic, Nicki Purnell (recorder).

Allison Mazurek called the meeting to order at 3:00 PM.

Allison Mazurek motioned to approve last week’s minutes.

Unanimous approval of last week’s minutes.

**Agenda Items: 1) Associated Students Budget Presentation with Brandon Denny and Eric Alexander 2) ADEI Budget Presentation with Daniela Rodriguez, Tulea Enochs, and Litav Langley**

1. **Associated Students Budget Presentation**
	1. AS Budget Process:
		1. Budget Authorities and Student Coordinators work together to submit a proposal.
		2. Senior Management reviews.
		3. Finance Council reviews.
		4. Budget Authorities and Student Coordinators revise.
		5. Finance Council reviews again.
		6. AS Executive Board and Student Senate has final approval.
	2. Separation of ADEI into its own division has drastically changed the budget.
		1. ESC and SAIRC is now under ADEI unit.
	3. Lawn Stock is in production.
	4. AS is asking for a 2.6% increase.
	5. Outdoor Center is running at/above capacity – busiest group this year.
	6. Increase in minimum wage being addressed in this year’s planning.
		1. Increases by 8.6%.
		2. Staff wages will increase by 4-6%.
	7. AS would not be in deficit if they do not have to pay fees to Central Services.
		1. This is a substantial amount of money.
	8. Mandatory STEP and COLA increases for FY24 for both classified and pro staff, along with healthcare increases.
		1. Healthcare increase is $39,500 per year.
	9. Funding for Outback outside of the AS. Working towards no longer operating within AS.
		1. Still in conversation with DRAC.
	10. Increase in $40,000 via Outdoor Center to create training program for all employees.
		1. Working to diversify student staff.
	11. Given increase, projecting $160,000 deficit next year.
	12. Michael shared that he spoke with Linda about utilizing the spreadsheet again for next weeks meeting.
	13. Tulea asked about the fee AS must pay to Central Services.
		1. Eric shared that this is a requirement because there are auxiliary programs funded directly by the state and Western is required to collect revenue.
		2. Historical precedence: $180,000 taken off the top of the budget every fiscal year.
		3. This will hopefully change with discussions incoming next year.
	14. Lyd asked what AS is requesting and what the percent change is last year?
		1. Eric answered that this was a negative change to the fund due to ADEI separation.
			1. Previous year request minus 244 - that number is equal to what ADEI unit has coming out.
		2. Lyd asked why that doesn’t add up with the 4% increase.
			1. Eric answered that adding the deficit plus additional fees would equal $500,000.
				1. Needs to calculate exact number that doesn’t include ADEI unit.
		3. Lyd asked what the percent increase asked for was last year when the ADEI unit was still tied to AS.
			1. Eric answered that this can’t be evaluated yet because initial calculation is tied to the whole fund.
			2. Michael shared that will be easier to view things when all groups plug their numbers into the spreadsheet.
		4. Lyd shared that they were confused over how to evaluate AS’ current request because last year’s numbers were missing.
			1. Eric and Denny validated Lyd’s concern and promised to provide updated numbers.
		5. Lyd asked if the Outback Farm will be for next academic year.
			1. Eric confirmed that is the case and will be mostly paid for with reserve funding.
	15. Steve Brummel asked how much AS was getting hit with the Comp. Review.
		1. Eric answered: increase in minimum wage is $165,000. COLA is $46,570. $39,500 increase for health benefits.
	16. Lyd asked if there were any increases that weren’t for staff.
		1. Eric answered: the Outdoor Center training.
	17. Eric shared there is a long history of programs starting in the AS but then moving to another group.
2. **ADEI Budget Presentation**
	1. Lots of funding goes to programming and events.
	2. FY23 budget that was used last year was $467,716.00.
	3. FY24 request is for $511,701.00.
	4. LGBTQ+ Western has government funds while the DOC does not. Hoping to increase access for DOC.
	5. Brandon Locke asked what the 4% increase would go too.
		1. Increase is for the DOC, also for COLA.
	6. Moving from AS to its own unit required the ADEI to budget for three professional staff.
	7. Undocumented Student Specialist position will be a highest-paying technical position.
	8. Lyd asked how ADEI was looking to navigate outside fees from the state?
		1. Litav agrees that the state should be providing for underrepresented students.
		2. Litav shared that S&A fee dollars go to student employment.
		3. Tulea shared that the desired budget will fall short of what we are going to ask for.
	9. Brandon Denny asked about projected growth.
		1. Tulea answered that they were hoping for more growth in student employment.
		2. Glory answered they were hoping for growth in the DOC.
3. **DRAC presentations moved to next week.**
4. **Michael shared agenda for next week.**
5. **Will need to decide FY 24-25 constituent fee increase around Memorial Day Holiday.**
6. **Linda shared spreadsheet is unlocked and updated. Created sperate tab for summer.**
7. **Grant motioned to adjourn.**
	1. Denny seconded.
	2. Meeting adjourned at 3:51 PM.