

**Services and Activities Fee Committee**  
**Minutes**  
**November 3, 2021**

**Called to order:**

Deanna called the meeting to order at 5:33p.m.

**Attendance**

Björn Pellmyr, Rehan Rashid, Geoffrey Odoch, Phuong Nguyen, Stephanie Mora, Andrea Gaeta, Judith Brewer, Naif Binkassim, Deanna Corsilles, Joseph Bryant, Lacy Lampkins, Haley Rinehart, Gregg Schlanger.

Absent: Sean Dahlin

Guests: None

**Agenda:**

**MOTION: Björn made a motion to approve the agenda. Judith seconded. Motion carried.**

**Minutes:**

**MOTION: Judith made a motion to approve the minutes. Andrea seconded. Motion carried.**

**Reports:**

None

Next week first business meeting.

**Public Comment**

None

**New Business:**

- A. Training— The first two meetings are trainings. Lacy went over financials.
  - i. Services & Activities Fee Overview

**What is the S&A Fee?** Student activity fees, student use fees, and student building fees, student union fee and the rec fee all tied to the bonds for the SURC. \$711 Annual S&A fee for full time students and \$237 per quarter.

**S&A Base Funded Departments:** 4-year cycle. \$7.4 million dollars annual split between all funded areas. Supplemental Funds, reimbursement basis as one time funding and it is open to CWU Campus (Departments and Students). Cost of living increases, insurance increase, minimum wage increase, adding programs (without expanding professional staff), or expanding professional wages.

**Fund Balance:** Represents the amount of cash that the funds started with at the beginning of the fiscal year. Fiscal 2021 1.5 million dollars rolled back as unspent money went back to the supplemental bucket. 5% of the funds were unspent. Typically see anywhere from 2%-5% of return to the S&A committee. Requirement to keep \$500,000 as an emergency reserve.

**S&A Funds Management:** Has the same rules and RCWs and is still an S&A fee. Cannot shift money that was not approved by the S&A committee, unless approved by CWU administration. Excess fee revenues that have not been previously allocated for are subject to the same S&A guidelines. Over-Expenditures will result in an account deficit and be carried onto the next fiscal year. Under-Expenditure will remain in the budget until the end of the four-year cycle. Unexpected Salary funds will be reverted back to S&A Committee after 6 months. Annual reports are due no later than Dec 1<sup>st</sup> of each year. All information is made available to all interested parties pursuant to the Public Records Act, RCW 42.56.

**S&A Fee Changes:** If there was a need to increase the fee it would need to start with the S&A committee. Committee would recommend it up CWU administration and Board of Trustees. Base Funding Adjustments must go through S&A committee to be recommended, and review and purpose any adjustments (can happen annually).

**Debt Service Coverage Ratio:** CWU students and administration agreed to sell revenue bonds to help pay for the construction of the SURC, and last payment will be made in 2034. An agreement CWU must pay the bond payment first, S&A ensures to pay bond payment first and to be financially sound.

Debt Service Coverage Ratio – Net Revenue= Operating Revue minus Operating expenses.  
Debt Service Ration= Net Revenue divided by the max bond payment.

**Operating Expenses:** Excludes bond payments and any capitalized expenses. Fiscal Year 2022- about \$550,935 more than we were bringing into the university and deploy it in the next four years. With enrollment declining we are now at \$1.6 million (annual for the four-year cycle). The variance is saying that our revenue is lower by \$840,00 and our expenses is higher. And we are 1.1 million down.

**Changes of Policy:** Changes within the policy happen once a year, goes up to the administration.

### **Discussion:**

Discussed S&A Committee on Teams and establishing connections with committee members.

### **Old Business:**

Discuss preference of regular meeting dates and time. Wednesdays at 5:30, Geoffrey, Judy, and Stephanie agree Wednesday's work. Frequency of meeting times we can decide and change throughout the year due to workload. Keep meetings at 5:30 Wednesdays.

### **Other Business: Communications Received**

None.

### **Public Comment**

Haley sent out an email to you all regarding the updated website. If you would like a photo on the website, send it over to Haley. Björn said he would be personally okay with his email being put out on the website. However, Joey stated it is standard to not put students emails on the website.

### **Adjournment:**

**MOTION: Judith made a motion to adjourn. Stephanie seconded. Motion carried.  
Meeting adjourned at 6:33 p.m.**

### **Schedule for Next Meeting:**

The next meeting is scheduled for Wednesday, November 10th, online starting at 5:30p.m.