ASWWU EXECUTIVE BOARD MEETING
Documents for:
May 30th, 2024 | 5:30 PM | VU 567, Teams Town Hall

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Western Washington University Associated Students  
Executive Board Meeting Minutes  
May 16th, 2024  5:30 p.m.  VU 567/Teams Town Hall

Present: Keara Ryan, Erin Godwin, Morgan Whitt, Liam Pratt, Sebastian Mayotte

Absent: Gabe Wong, Sophie Snyder
Advisor: Adam Lorio
Secretary: Rachel Kleffman
Guests: None

MOTIONS

| ASB-24-S-72 | To Approve Consent Items with Stated Amendments. Passed |
| ASB-24-S-73 | To Approve Conference Committee Charge & Charter. Passed |

Call to Order: Keara Ryan, chair, called the meeting to order at 5:31 p.m.

I. REVISIONS TO THE AGENDA

II. CONSENT ITEMS (subject to immediate action)
   a. Meeting Minutes

MOTION: To Approve Consent Items with Stated Amendments

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III. PUBLIC FORUM (comments from students and the community)

None.

IV. OFFICER REPORTS
   a. Chair Report
      i. Elections are ongoing.
         o If you’re not a candidate, please table for outreach.
         o Vote and promote voting to others.
      ii. The S&A fee committee is coming to a close.
         o There will hopefully be a decision next week on what the constituent areas will get.
         o DRAC is asking for an increase in funding.
b. Vice President Report 5 minutes Godwin
   i. Godwin updated the governance documents for the Legislative Affairs Council (LAC).
   ii. The legislative action fund report is being finalized.
   iii. The last LAC meeting will be on May 20th.
       o They will have a visitor from the Washington Student Association.

c. Vice President Report 5 minutes Pratt
   i. The Sustainability, Equity, and Justice Fund Committee (SEJF) has been working through all of the grants for the quarter.
       o They have been taking on two projects per meeting.
       o Next week will be the last meeting for presentations, then they will vote during the following week.

d. Vice President Report 5 minutes Whitt
   i. Whitt discussed meeting with students and faculty, trying to point people in the appropriate direction for necessary resources.
   ii. May is Asian American and Pacific Islander Heritage Month.
       o There is a heritage dinner on the weekend of May 18th-19th.

e. Advisor Report 5 minutes Lorio
   i. Incident command system update.
       o Administration continues to function the incident command system to be responsive to encampments and potential strikes.
       o This week has been focused on encampment and maintaining contact about student health and safety.
   ii. Reinforce self-care message as we approach the end of the school year. Take the time you need to check in with yourself and others.
   iii. Elections are happening- polls close at 4pm tomorrow
       o There was an end of campaign message that was sent out on May 16th.
       o Student government is hoping to reach 3% voter turnout by May 17th.
       • The voter turnout is currently sitting at 2.99%.

V. INFORMATION ITEMS - Guests*
   None presented.

VI. ACTION ITEMS – Guests
   None presented.

VII. PERSONNEL ITEMS (subject to immediate action)
   None presented.

VIII. INFORMATION ITEMS - Board*
a. SEJF Committee Report

i. Every four years the Sustainability, Equity, and Justice Fund is voted on by students.

ii. SEJF started the year with $594,118.07.
   - This amount was carried over from the last few years.
   - The fund has a lot of multi-year programs, which account for $282,029.20.
   - The total available for the 2023-2024 academic year was $312,088.
   - Ryan: Is the revenue how much is coming in from the $9 fee, or does that include the carryover?
   - Pratt: It includes the carryover.

iii. Grants approved
   - Fall Quarter 2023 Small Grants (<$5,000):
     - Bellingham History Tour Bike Ride during Bike Fest.
     - Campus Cable Lock Swap Project.
     - Student Engagement in Regional Art & Ecology Education.
     - American Planners Association Washington Chapter 2023 Conference.
     - Photovoice: Student Experiences of Well-Being through Visual Storytelling.
     - Sound Out Radio Relaunch.
     - Western Worn Community Closet.
   - Ryan: Are small grants approved by the entire committee?
   - Pratt: Unless there is a conflict of interest, small grants were handled by the SEJF program manager and the associate director of the Sustainability Engagement Institute. This process has recently been swapped so that small grants are handled by the SEJF program manager and the VP for Sustainability.
   - Winter 2024 Quarter Small Grants (<5,000):
     - Sustainable Listening: The Sehome Hill Arboretum Sound Mapping Project.
     - Spring Natural Tie-Dye Event.
     - Wade Kind Native Plant Showcase Garden.
     - Green Thumb Initiative.
     - The Sprout Stop: Earth Week Produce.
     - Western Worn Community Closet (went to committee due to conflict of interest).
   - Fall Quarter 2023 Medium and Large Grants –($5,000):
     - JEDI Committee Programming Initiative.
• WOHESC 2024 Scholarships.

  o Winter Quarter 2024 Medium and Large Grants (>5,000):
    • Sustainable Lab Certification.
    • Urban Farm Project.
      o Disbursed over three years.
  o Winter Quarter 2024 Medium Grants – Rejected
    • National Planning Conference 2024.
    • Cultivating Inclusive Cultural Change Agents Through Expedition Experience.
  o Grants Proposed – Spring 2024 Quarter
    • Student Retention Initiative of Morse Leadership Institute – $120,000.
    • Stephanie Land’s Campus Visit (Part of Hunger and Homelessness Awareness Week) – $25,000.
    • Generations of Pride – $50,000.
    • WWU MakerMobile – $185,688.10.
    • La Bienvenida – $33,048.
    • Fostering Belonging and Diversity in Urban and Environmental Planning and Policy – $34,996.

  o Ryan: Many of these grants for Spring 2024 have been posed by faculty and staff, and this is student money, so we want to ensure we are impacting students. Is there going to be further efforts to focus on student initiatives or changing how the committee operates to do that?

  o Pratt: There haven’t been formal conversations about changing the charter or rules of operation to make it primarily student focused. The committee has had conversations about not having enough money for all projects, so we will be focusing primarily on student-led initiatives.

b. Senate Bylaws Amendments

  i. These bylaws will come forward next week as a consent item.

  ii. Wong wanted the Executive Board to be aware of the changes that are being made to the Student Senate bylaws.

  iii. If there are any thoughts on the bylaws, please reach out to Wong.

c. Services & Activities Fee Recommendations

  i. These recommendations will be going to the Board of Trustees, administration, and the Services & Activities Fee committee.

  ii. This was created by the Student Advisory Council.
iii. The council identified that they wanted to make a recommendation per the charter on how the S&A Fee Committee operates.

iv. There aren’t currently At-Large students on the fee committee.
   
   o Instead, there are only members of the constituent areas that already receive funding, which is a conflict of interest.

   o The council is requesting a regular audit policy, more communication from administration, and for the Board of Trustees to possibly amend the membership.

i. This item should be back as a final draft on May 23rd as an information item.

ii. Godwin: What are the details about abolishing DRAC?

iii. Ryan: If anybody can apply to be part of the S&A Fee Committee, DRAC wouldn’t be necessary because it’s a subcommittee.

d. Associated Students Budget  
   
   i. This AS Finance Council Budget Recommendation passed through the Finance Council unanimously on May 16th at 4:30pm.

   ii. Ryan voted yes because of the “Looking Forward” and Student Wage Budgeting” policy.

   iii. Pratt: What was your hesitancy with the budget?

   iv. Ryan: In finance council, every advisor that has come forward has done hour reductions. Budgeting is very different across the board. Then it says here it says that regardless of what is budgeted, students can work however many hours are on the description regardless of how it is budgeted. I shared my apprehensions with the finance office and administration. I believe that the auditor has heard my concerns.

   v. There are five less positions within the Associated Students.

   vi. All of the student government is experiencing big reductions in hours.

   vii. Right now, it says the student government S&A fee request is 37.4%, but that’s not what we are requesting, we are requesting 37%.

   viii. Ryan has heard from many offices and students about what is needed on campus.

e. Encampment and ASA & JVP Demands  
   
   i. Ryan wants everyone to be aware that students have a right to utilize their First Amendment rights on campus, but the student government as a body isn’t involved unless students are asking the student government to be directly engaged.
ii. Ryan has reached out to students to see how she can best utilize her voice as AS president, but she has not been directly asked by students for student government to take any action.

iii. Whitt: The Centers gave physical copies of student services. It has information about when the bathrooms are open, numbers for mental health services, and alternative phone numbers for if there’s an emergency.

iv. There will be administrator wellness checks at 10:00am and 3:30pm to make sure students are doing okay.

v. There is a safety officer that walks by once a day.
   - They have someone that walks by at night on the emergency response team to make sure nothing is happening.

vi. There has been a notice going around for faculty to sign in relation to the encampment demands.

vii. Pratt: Over 70 faculty members signed that letter.

viii. One of the demands is an emergency Board of Trustees meeting.
   - Student government doesn’t have the ability to meet any of the demands.
   - Ryan is providing the opportunity for students to provide written documents to go along with her report for the Board of Trustees meeting or talk to the board during her time at the meeting.

ix. Students aren’t feeling heard or validated by the administration.
   - The Executive Board could take 30 minutes during the next meeting to provide an opportunity for students to come and share how they would like us to interact and support them.

x. Godwin: I like what you have to say about the institutional knowledge we have and sharing that with the student body. I am wondering if we could be more proactive and leave this meeting room to go to the encampment.

xi. Ryan: We haven’t been invited to that space. It feels inappropriate for me to step into that without it being a direct invite from students. We can reach out to students and offer, but I don’t want to tell them we’re going to show up.

xii. Godwin: I know we can’t meet their demands and they’re directed as administration. I am wondering if we can have a conversation on how we can work as the bridge between students and admin.

xiii. Whitt: I’ve been talking to students, understanding what their involvement looks like, and figuring out how I can point them in the right direction so they can have productive conversations or learn more about certain topics. I think students will tell you what they need.

xiv. Lorio: It’s not always the grand gesture that is the most helpful. Authentic conversations with students approaching you, taking the opportunity to make sure that everyone has clarity.

xv. Pratt: When we talk about getting them in the room and delivering demands, we can’t be the face of this because we need to put the students before us. I can’t express how capable these people are. Just be a resource
and don’t throw yourself out there, they know we exist. Make yourself available, don’t go marching into the encampment. I’ve had a lot of students approach me about divestment, and they have a very solid understanding. 

xvi. There was further conversation about the encampment on campus and how to move forward with supporting all students as student government.

IX. Action Items- Board*

a. Conference Committee Charge & Charter

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X. Other Business

None.

Adjourn: *The Meeting was adjourned at 6:57 p.m.*
Western Washington University Associated Students
Executive Board Meeting Minutes
May 23rd, 2024
5:30 p.m.  VU 567/You Tube Live

Present: Keara Ryan, Gabe Wong, Erin Godwin, Morgan Whitt, Liam Pratt
Absent: Sophie Snyder
Advisor: Adam Lorio
Secretary: Rachel Kleffman
Guests: Isaac Brandt

MOTIONS

| ASB-24-S-74 | To Table AS VP for Student Services report. Passed |

Call to Order: Keara Ryan, chair, called the meeting to order at 5:31 p.m.

I. REVISIONS TO THE AGENDA

MOTION: To Table VP Report from Snyder

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II. CONSENT ITEMS (subject to immediate action)

III. PUBLIC FORUM (comments from students and the community)

None.

IV. OFFICER REPORTS

a. Chair Report 5 minutes  Ryan
   i. The WAWU (Western Academic Workers United) strike happened on May 21st-22nd.
   ii. Whitt and Ryan reached out to the encampment.
      o They contacted a few students by email and are planning to possibly meet with them soon.
      o Students seem to be interested in having space on the Board of Trustees report, which will need to be done by May 27th.
   iii. Four students have been forwarded to the governor for the Board of Trustees Student Trustee selection period.
b. Senate President Report

i. The senate didn’t meet on May 22nd due to the strike.
ii. The student senate bylaws are about ready to be passed by the student senate.
iii. Within the student government, everyone is working on end of year reports.

b. Senate President Report

V. INFORMATION ITEMS- Guests*

a. 2024 Election Results

i. 2024 Election Results presented to the Executive Board:
   o AS President: Malachi Phillips
   o AS Senate President: Moose Abou-Harb
   o AS VP For Activities: Sebastian Mayotte
   o AS VP For Diversity: Morgan Whitt
   o AS VP of Governmental Affairs: Aspen Cates-Doglio
   o AS VP of Sustainability: Kira Davis
   o AS Senators: At Large: Melissa Ramirez, Louis Hay, Emerson Tucker, Matthew Loewen
   o College of Business and Economics (CBE) Senators: Zach Cramer, Gabriel Price
   o College of the Environment Senators: Megan Neufeld, Emma Fredlund
   o CPFA Senators: MJ Dizon, Doran Danielson
   o CHSS Senators: Aiden Ochoa, Calvin Christoph
   o CSE Senators: John Hardgrove, Halle Bauer
   o FHC Senators: Sabina Gupta, Seth Snyder

o The results should be known by mid-late June.
Grad College Senator: Milla Miller
Woodring Senator: Zelda Rood
ASWWU-SP24-Ref1: Yes – Approve as Amended 93%
ASWWU-SP24-Ref2: Yes – Approve New Student Fee 78%

VI. ACTION ITEMS – Guests

None presented.

VII. PERSONNEL ITEMS (subject to immediate action)

None presented.

VIII. INFORMATION ITEMS - Board*

IX. Action Items- Board*

None.

X. Other Business

a. The last ASWWU Executive Board meeting for the 2023-2024 academic year is next Thursday, May 30th.

Adjourn: The Meeting was adjourned at 5:52 p.m.
ASWWU Student Senate Bylaws (For Approval May 2024)

Article I. Name and Objectives

Section A – Name
The name of this governing body is the Associated Students of Western Washington University (ASWWU) Student Senate, hereafter known as the Senate.

Section B – Definition
The Senate is a legislative branch within the ASWWU charged with representing student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College represent students within their respective colleges, while four At-Large Senators represent all students.

Article II. Granted Authorities and Scope

Section A – Granted Authorities
1. The Senate’s specific authorities are defined in the ASWWU Constitution.
2. The Senate shall work with the Executive Board to jointly exercise the general authorities of the ASWWU, defined in the ASWWU Constitution and the ASWWU Charter.
3. The Senate has the exclusive right to interpret its Bylaws.

Section B – Scope of the Senate
Though the Senate is not limited in the scope of issues it may address, there are some matters outside the body's direct control. Issues that the Senate may concern itself with may originate from the AS Executive Board, Associated Students offices, University Committees, within the Senate itself, or directly from students. Issues can include but are not limited to academic affairs such as departmental policies, curriculum design, and academic support services, as well as Executive Board, Associated Students, or University Committees affairs.

Section C – Scope of the Senator
The Senator has the primary responsibility to represent the diverse interests of their constituents, the students enrolled in the college they represent. As such, Senators should focus their advocacy and representation on issues in their college or issues their constituents are concerned about.

Article III. Membership Qualifications

Section A – Eligibility
To be eligible to serve on the Senate an undergraduate or graduate student must maintain at least half-time enrollment (6 undergraduate credits or 4 graduate credits) and maintain good academic standing.
1. Students eligible to serve on the Senate may represent only the college which houses their declared major or pre-major. Such students may not represent multiple colleges, nor may they represent the college housing their declared minor.
2. Students eligible to serve on the Senate may only represent the Graduate School if they are graduate students.
3. Students eligible to serve on the Senate may represent students at-large regardless of their class or major status.
4. Students eligible to serve on the Senate may serve as Senate President regardless of their class or major status.

Section B – Term of Office
The term of office for Senators and the Senate President is set forth in the AS Constitution.

Section C – New Members
The Senate President must be elected during a general or special election. Senators shall be elected in accordance with the AS Constitution and the Election Code. However, Senator seats not filled in the general elections or that become vacant during the academic year by resignation or removal will be filled by appointment, but at the discretion of the Senate, shall be filled by special election as outlined in the Election Code.
In those instances, to appoint a Senator,
1. a hiring committee consisting of the Senate President, Vice Chair, Senate Advisor, and co-senator will select an applicant, and
2. the Senate will vote to confirm the appointment with a 2/3rd majority of the seated, voting membership.

Section D – Vacancy of the Senate President
If the position of Senate President becomes vacant, the Vice-Chair will temporarily assume the duties of the Senate President until a new Senate President is elected in a special election.
If the positions of both the Senate President and Vice-Chair are vacant concurrently, the Senate Advisor will appoint a current Senator to temporarily assume the duties of the Senate President until a new Senate President is elected.

Article IV. Membership

Section A – Composition
The membership of the Senate will be comprised of the following members:
1 Senate President: non-voting member, serving as chair.
2 Senators from each college and 4 at-large for a total of 20 Senators, as described in the AS Constitution: voting members.
1 Student Government Assistant: non-voting member, serving as secretary.
1 Senate Advisor: non-voting, serving as advisor.

Section B – Leadership Responsibilities
The Leadership of the Senate will consist of the Senate President, Vice-Chair, Communications Officer, Secretary, and Advisor.
1. The duties of the Senate President include but are not limited to:
   a. Chair, facilitate, and create agendas for the Senate.
   b. Co-chair the Student Technology Fee Committee.
   c. Work with the Senate Vice-Chair and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   d. Serve as a recurring invitee on the Faculty Senate and WWU Board of Trustees.
   e. Delegate the responsibilities of the Senate President to the Vice-Chair or Senators at their discretion.
   f. Prepare the Senate budget (FXXSSN) request with the Budget Authority.
   g. Manage the discretionary expenditures of the Senate budget (FXXSSN) by deciding how to allocate funds to things such as but not limited to posters, name tags, etc.
2. The duties of the Vice-Chair include but are not limited to:
   a. Perform the duties of the Senate President in the absence of the Senate President. While serving as the Senate President, the Vice-Chair will not have voting privileges.
   b. Work with the Senate President and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   c. Sit on fewer committees to accommodate Vice-Chair duties, as needed.
3. The duties of the Communications Officer include but are not limited to:
   a. Manage the Senate social media.
   b. Coordinate Senate outreach to students through a variety of methods.
   c. Staying in communication with the Communications Office, Wavelength, and other relevant AS Offices.
   d. Coordinate forums and other student outreach activities as needed.
   e. Sit on fewer committees to accommodate Communications Officer duties, as needed.
3. The duties of the Secretary include but are not limited to:
   a. Publish the meeting agenda and documents per the Open Public Meetings Act.
   b. Reserve the room for Senate meetings.
   c. Set up Senate meetings.
d. Upload meeting recordings, when available.
e. Take and publish meeting minutes.

4. The duties of the Senate Advisor include but are not limited to:
   a. Meet with each Senator at minimum bi-weekly to discuss their work and well-being.
   b. Track Senate meeting attendance and follow up with absent Senators about absences.
   c. Assist the Senate President in maintaining parliamentary procedure.
   d. Keep the ASWWU Senate webpage up to date.

Section C – Leadership Selection, Vacancy, and Demotion
The Vice-Chair and the Communications Officer are selected by the Senate as follows:
1. Candidates for nomination include all Senators. Each Senator has the ability to make one nomination to each position. Senators can nominate any Senator, including themselves. Nominations must be seconded by any additional Senator. Senators may decline the nomination for the Vice-Chair at their discretion.
2. Selection will be a two-meeting process. Nominations will be held the first meeting and remain open until the next meeting. Senators will have the opportunity at the second meeting to speak to their abilities as the potential Vice-Chair or Communications Officer. Voting will be held during the second meeting. The Vice-Chair and Communications Officer will then be selected by separate majority votes of the Senate. In the case of more than two candidates, the Vice-Chair or Communications Officer will be selected by an instant runoff vote.
3. This process will take place any time there is a vacancy in the positions. The two-meeting process will begin at the next regularly scheduled meeting of the Senate after a vacancy occurs.

The Vice-Chair or Communications officer may be demoted from their leadership position by a two-thirds (2/3) vote of the Senate. Such removal will not affect their status as a Senator.

Section D – Duties of the Senator
The minimum duties of a Senator are to:
1. Attend all meetings of the Senate, unless previously notifying Senate Leadership of necessary absence (see Article IV, Section D: Attendance).
2. Attend all meetings of the 2–3 committees sat on, unless previously notified Senate Leadership and Committee Chair of necessary absence.
3. Attend all meetings with the Senate Advisor, unless previously notified Senate Advisor of necessary absence.
4. Hold regular office hours for meetings with constituents.

The duties of an effective Senator are to:
1. Serve as an active participant on 2–3 committees by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.
2. Serve as an active participant in Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.
3. Inform the Senate about relevant information pertaining to WWU, ASWWU, and committees.
4. Submit necessary documents for presentation to the Senate, to the Senate President and Secretary within the assigned deadline for Senate meetings.
5. Help coordinate events as designated by Senate Leadership.
6. Bring forward issues to the Senate that are of concern to the Senators College, or the WWU campus as a whole.
7. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.
8. Review, nominate, and participate in the appointment process of students to University, Faculty Senate, AS, and college-specific committees to which the Senate appoints.
9. Regularly communicate with fellow Senators, Senate Leadership, and collaborators outside the Senate.
10. Collaborate with AS Executive Board members and other Associated Student staff on relevant projects.
11. Meet with the Dean and/or Associate Dean of their represented College.
12. Commit 7–10 hours per week to Senate work.
Section E – Attendance
Members are expected to attend all Senate meetings and all their committee meetings unless they notify the Senate Leadership or the Committee Chair about a necessary absence. They do not need to disclose the reason for their absence.

If a member fails to notify Senate Leadership about two absences to Senate meetings, they must meet with the Senate President and Senate Advisor to discuss the following:
1. The member’s well-being.
2. Re-evaluation of committee assignments.
3. Potentially recommending resignation from the Senate.
If a member is unable to attend a meeting in-person, they may request a virtual attendance option with at least 24 hours’ notice. Members do not need to disclose the reason for needing a virtual option.

Section F – Removal
Any member of the Senate may be removed from the Senate for violating any requirements set forth in these Bylaws, AS Student Government Charter, or the AS Constitution. The process of removal will be a two-meeting process.

1. To remove a Senator;
   a. A motion to recommend the removal of a Senator must state which condition was allegedly violated and should be considered like any other motion.
   b. A Senator may be recommended for removal by 2/3rd affirmative vote of the seated membership of the Senate; the Senators will then have one-week deliberation.
   c. At the beginning of the following meeting, the Senator in question will have no more than 15 minutes to defend the claims against them. The Senate will then vote on a motion to remove the Senator, this will require a 2/3 vote of the Senate as well as a 2/3rd vote of the AS Executive Board.
   d. Once a Senator is removed, it will be the responsibility of the seated members of the Senate to assign 1/3rd of the Senate to draft an official resolution to be approved by the conclusion of the following Senate meeting on why the Senator was removed.
   e. The Senate President and Vice-Chair will have the vacant Committee Assignments redistributed by the following Senate meeting.

2. To remove the Senate President;
   a. An official motion will be filed by any Senator and will be brought to the attention of the Senate. The removal process will be the same as it were for a Senator, with the exception of a special or urgent Senate meeting, to be chaired by the Vice-Chair.
   b. This proceeding will require a 2/3rd vote of seated membership, as well as a 2/3rd vote of the seated ASEB.
   c. The vacancy of the Senate President will be filled in accordance with Article III, Section C of these bylaws.

The AS Constitution provides for a recall mechanism separate from this Bylaws removal process.

Article V. Meetings

Section A – Meetings
The Senate will hold meetings at minimum every other week. Senate leadership may hold additional meetings for certain urgent circumstances such as filling a Senator vacancy.
Meetings may be called by any member (voting or non-voting) when agreed upon by quorum of the seated voting membership, in written expression to the Senate President.
All meetings conducted by the Senate must adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

Section B – Quorum
Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items until the next scheduled meeting.
Section C – Voting
A motion must obtain a majority of the eligible votes cast to pass. An abstention will not count as a vote cast in favor or against the motion under consideration. Votes can be cast virtually or in-person. Votes cannot be cast by proxy.

Section D – Rescheduling of Meetings
If quorum is met, a simple majority of the Senate may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled at the discretion of Senate Leadership. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned and all items will be tabled.

Article VI. Subcommittees, Task Forces, and Working Groups

Section A – Subcommittees
The Senate may vote to create formal sub-committees.

Section B – Task Forces and Working Groups
Senators and the Senate may form task forces and working groups as they see fit.

Article VII. Reportage

Section A – Reportage
The Senate will not report to any other body. The Senate President will provide a regular report on the Senate to the AS Executive Board, Faculty Senate, and the Western Washington University Board of Trustees, in the spirit of shared governance.

Section B – Oral Senate Reports
Senators will regularly report on their assigned committees, individual projects, or on the needs of their constituents to the entirety of the Senate at the scheduled meetings of the Senate.

Section C – Referral from the AS Executive Board
The AS Executive Board may refer any matter to the Senate for its consideration. Such referral should occur when the ASEB wishes to provide for greater student input or allow further time for public comment. The Senate may also make recommendations to the ASEB.

Article VIII. Books and Records

Section A – Meeting Records
The Senate will keep accurate records and minutes of its proceedings on its website. These minutes are to be made readily available to the public as soon as is possible, following approval by the Senate. The Senate will keep meeting recordings available online for at least 5 years, except where impractical.

Section B – Agendas and Meeting Materials
The Senate will publish its agendas and meeting materials on its website; both the submitted materials and the formally approved materials will be published.

Section C – Membership Records
The Senate will keep a record of its seated membership, with the help of the Senate Secretary.

Section D – Annual Reports
Annual reports will be created by each college’s Senators, each subcommittee, each leadership position, and the Senate as a whole. The Senate may request subcommittee reports from informal working groups and task forces. Finalized reports will be filed with Senate leadership. The annual Senate report will be finalized by a vote of the Senate. All annual reports will be published on the Senate webpage. The purpose of the reports is to record what work the Senate did in a given year and give year-over-year cohesion. The content of the reports will be defined by the Senate.

Article IX. Amendment

Section A – Amendment
The Senate may amend the Student Senate Bylaws by an affirmative vote of a 3/4th majority of its seated, voting membership and in accordance with the AS Constitution.
Memorandum of Understanding Between Western Washington University and the WWU Divest Apartheid Coalition

May 29, 2024

The following statement and related actions are based on mutual understanding and agreement between Western Washington University and the WWU Divest Apartheid Coalition. The WWU Divest Apartheid Coalition is a broad and diverse student coalition including representatives from the WWU Arab Student Association, WWU Jewish Voice for Peace, and Associated Students.

Western Washington University opposes and condemns all acts of genocide, ethnic cleansing, and other activities that violate safety, security, and fundamental human rights. A university should be governed by known and consistent policies, procedures, and practices that align with the mission, vision, values, and strategic initiatives of the institution, and comply with state and local laws and regulations. Policies should be continually reviewed through the lens of equity, diversity, inclusion, and social justice and be ever mindful of unintended consequences. Western Washington University will work to ensure that its policies and agreements honor the principles and values described herein.

1) Disclosure, Divestment, and Procurement.
   a) Investments.
      i) Western Washington University does not have direct investments in companies on the Boycott, Divestment, and Sanctions (BDS) list. The WWU Administration has shared a list of companies with which WWU has direct investments with the WWU Divest Apartheid Coalition.
      ii) The Foundation for WWU and Alumni uses an outsourced CIO model for investment management and works with Russell Investments to manage its endowment portfolio. Russell Investments’ program is proprietary in nature which precludes them from disclosing certain information due to non-disclosure agreements.
      iii) By the time these terms are agreed to, the University President will have organized a meeting where the University President, Chair of the Board of Trustees, Chair of the Board of Directors for the Foundation of WWU and Alumni, and the CEO of the WWU Foundation (the Vice President for University Advancement) will meet with no more than seven students from the WWU Divest Apartheid Coalition to form a plan of action on relevant short- and long-term divestment matters.
      iv) By August 31, 2024, the University President will work with the WWU Board of Trustees and at least two representatives from the WWU Divest Apartheid Coalition to develop a procedure for requests for divestment that includes an advisory committee appointed by the Board of Trustees on socially responsible investing.
(1) This body will formally be known as the Board of Trustees’ Advisory Committee on Socially Responsible Investing (ACSRI) and will report directly to the Board of Trustees.

(2) Committee Composition

(a) The committee will include representatives from University Advancement, the Board of Trustees, the Foundation for WWU and Alumni, and students appointed by the Associated Students.

(b) The ACSRI will be tasked with developing a policy recommendation on socially responsible investments in accordance with the values and principles outlined herein.

(c) In its first quarter of being active in Fall 2024, the ACSRI will include representation from the WWU Divest Apartheid Coalition in order to prioritize requests related to the divestment process.

b) Procurement and Private Industry.

i) In order for the University to maintain ethical contractual partnerships in the procurement process, the University will be transparent about the nature of relationships with private industry. The administration encourages Western Washington University faculty to inform themselves and educate their students on the importance of ethical relationships with private companies, so that all students and faculty can make fully informed and autonomous decisions regarding their support from private companies.

ii) By the end of Fall term 2024, WWU will update the University’s policy on ethical procurement standards to include provisions related to socially responsible procurement.

iii) By the end of Fall term 2024, the University will form a committee, housed within Business and Financial Affairs, to prioritize, address, and recommend actions to end contracts held between WWU and private industry that do not align with socially responsible procurement standards as defined by the ACSRI under section 1(a) of this document.

(a) The University’s Committee on Ethical Contracts will consist of procurement specialists from BFA, student representatives appointed by the AS, faculty representatives appointed by the WWU Faculty Senate, and other at-large members.

(b) This committee will be charged with the power to review and make recommendations to the Vice President for Business and Financial Affairs, as well as the Vice President for Enrollment and Student Services, regarding the continuation of contracts and agreements being reviewed.

iv) WWU Dining Services will create a mechanism to field input on products carried in campus markets and offered in the dining halls. WWU Dining Services will
immediately work to respond to such input with the goal of responding to the initial request by Fall 2024.

v) In alignment with WWU’s principles and values described in the preamble of this document, the process(es) established under subsections (ii) (iii) and (iv) will include but is not limited to a review of the continuation of contracts with companies that are on the BDS list, as well as weapons manufacturers.

2) **Study Abroad Programs.**
   
a) Western is committed to providing access to a diverse array of study abroad programs for students and faculty, as they are critical to the mission of the University and to the concept of academic freedom. The University’s goal is to provide students and faculty access to intercultural educational experiences around the globe.

b) Western does not have a direct agreement with universities; rather, Western affiliates with multiple third-party study abroad organizations to provide Western students with a diversity of options throughout the world. The University Study Abroad Consortium, one of such entities, includes the University of Haifa in their catalog offerings, though that program is on hold this year and for 2024-25.

   c) The Provost will establish a faculty committee that includes representation from WWU’s Institute for Global Engagement and the WWU Faculty Senate to review and recommend changes to participation in study abroad programs to ensure alignment with WWU’s principles and values described in the preamble of this document, including pausing or discontinuing participation in programs that inherently exclude participation of students from specific countries, communities, or identities.

3) **Ethnic Studies Department.**
   
a) In consideration of the incoming launch of the Ethnic Studies department in fall 2024, the University President will meet with the Ethnic Studies department chair, the Provost, and the Dean of CHSS to discuss the viability of the department and concerns about staff retention for the 2024-25 academic year.

4) **Other Matters.**
   
a) The Chief Diversity Officer has started and will continue to lead in the 2024-25 academic year, the institutional work on engaging the campus community in a dialogue around the interpretation and use of terms, including but not limited to anti-Arab racism, sexism, anti-Blackness, anti-trans sentiment, antisemitism, etc., and how various interpretations impact our community.

   b) The University will proactively encourage applications and collaborate with students who have been displaced from universities in Gaza. The University will work with the
Foundation for WWU and Alumni to pursue the creation of a number of full-tuition scholarships for these students (in addition to other financial support initiatives) to be applied 2 years from now.

c) The President commits to ongoing engagement to make progress on the work described in this memorandum, as well as a commitment from the University administration to advance the recommendations from the committees convened in this document.

d) The University has not and will not discipline students exercising their legal rights to assembly and protest in accordance with applicable laws and the University Student Conduct code. Vandalism, property damage, bias, harassment, or discrimination are violations of law and the Student Conduct Code and will continue to be investigated and acted on accordingly.

e) So long as students participating in WWU Divest Apartheid Coalition comply with the Administration’s request to decamp no later than 5 p.m. on May 30, 2024, the University will forgo referrals for citations or conduct violations for those students based solely on participation in the encampment.

f) Failure to comply will result in a breach of this agreement and all suspended policies will be enforced.

5) Commitment from the WWU Divest Apartheid Coalition.

Students engaged in the encampment will voluntarily end the encampment no later than 5 p.m. on Thursday, May 30, 2024. The students will remove all tents and personal belongings and clear the encampment area of all trash. To the extent that support from WWU Facilities or other units is needed to assist in the clearing of the encampment, the effort will be coordinated through a designated campus representative.

6) Statement on Police Involvement.

The WWU Administration will only request involvement from the WWU University Police Department or other law enforcement under the following circumstances:

i) Encampment has not communicated with specified University administration liaisons for forty-eight (48) hours;

ii) A campus building is forcefully (barricades, impeding traffic in/out) occupied;

iii) Haggard Hall Library is occupied at any hour;

iv) A building is occupied after building hours;

v) Destruction of property includes breaking of doors and/or windows or other significant damage;

vi) Counterprotests longer than twenty-four (24) hours within one hundred (100) feet or less of the encampment; or

vii) Incidents of, or legitimate threats of violence and/or injury
With a commitment from students participating in the encampment to voluntarily end the encampment, the University will not request law enforcement engagement in the decampment process. However, remaining in the encampment after 5 p.m. on May 30, 2024, will leave students open to sanctions in accordance with University policy or law.

7) **Public Message from President Randhawa.**

a) The President, in a formal statement published on the WWU website and emailed to the campus community, will acknowledge the harm caused by this administration to Arab and Arab American students.

b) This email will include a statement on academic freedom that assures that members of the campus community are able to freely express their views and perspectives on international human rights issues in a safe and inclusive environment without fear of backlash when discussing topics such as Palestine. The statement will also mention support for students’ rights to engage in peaceful activism, as well as an unequivocal condemnation of hate and bias in all forms.
Overview

This document summarizes the process, allocations, and rational behind the Associated Students Western Washington University (ASWWU) FY25 Budget as recommended by the AS Finance Council. The AS Operational budget provides guidelines for the spending of student fees on AS functions for the upcoming fiscal year. This allows for strategic planning of resources and the opportunity to restructure, add, or remove elements of the AS.

Definitions of Key Terms:

Associated Students (AS): All currently enrolled students at Western Washington University.
AS Funds: Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.
AS Operating Budget: AS Funds allocated by the AS Executive Board, AS Student Senate, and AS Finance Council for the current fiscal year.
AS Reserves: Non-operational accounts funded from Residual Dollars.
Deficit: When planned revenue minus planned expenses results in a negative amount.
Fiscal Year: Western’s fiscal year runs July 1 - June 30. [FY25 July 1, 2024 to June 30, 2025].
Residual Dollars: Unspent and Unallocated AS Funds remaining in the operating budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

Context:

The council faced a difficult budget process this year. With mandatory increases, inflation, and decreasing enrollment statewide (although this has been slow for WWU so far). The ASWWU Business Office has asked Budget Authorities to reduce budgets to what is necessary to continue services. This was in order to accommodate mandatory increases for student pay (including a new Bellingham law that will result in a $2 increase above minimum wage by May 2025) and staff restructure changes. Authorities were also asked to focus on how budgets meet Accessibility, Diversity, Equity, and Inclusion goals (ADEI). In FY’24 the AS budget was approved with deficit at $114,343. FY25 expected budget deficit is around $150,000.

Process:

AS Finance Council worked together to create a values statement to help guide decision making on budget allocations [see next page].

AS Budget Authorities created reduced proposals looking for reductions that still allow for service and activities for students- mindful of individual areas, the whole AS, and ADEI goals.

Initial clarifying review of budgets by the AS student Business Director and AS Fiscal Analyst
Review by the Director of Student Engagement and AS Business Manager

AS Budget Authorities asked to reduce further, requesting no higher than 12% increase over last year, but aiming for 4%.

Budget reviewed and approved by Finance Council (FC).

Next steps: The FC approved Budget is forwarded to the AS Executive Board & AS Student Senate, and Financial Fund Manager for approval, and then to the WWU Board of Trustees.
Finance Council Core Values:
- Transparency
- Equity
- Stewardship and Accountability
- Student Success, Retention, and Well-being
- Community Enrichment

In order to create a shared understanding, the council has described what these values mean to them:

**Transparency**
ASWWU Finance Council will have transparency in decision making. We commit to transparency through having our language be accessible; by utilizing language that is easy to read and understand or providing definitions for the user. Agendas and documents will be posted publicly on the website.

**Equity**
Primarily, it’s essential to reflect on present inequities in this institution. The ASWWU Finance Council commits to making financial processes and budgets accessible and welcoming to the involvement of multicultural and diverse students at WWU. Prioritizing the needs of students traditionally underserved or with marginalized identities, including but not limited to BIPOC students, LGBTQ+ students, disabled students, and undocumented/mixed-status students is necessary. The council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc.

**Stewardship and Accountability**
We, as stewards of student dollars, must consider the whole campus community and act with their needs in mind. Balancing the budget financially and ethically with consideration given to the needs of the ever-changing student body, organizations/programs/services, and campus At-Large.

**Student Success, Retention, and Well-Being**
Success should comprise of opportunities for students to grow academically, personally, and professionally. ASWWU Finance Council supports students succeeding mentally, physically, academically, etc. This is done through attempting to reduce various barriers faced by students be they monetary, physical, emotional, or mental, etc. Budgets should consider the impacts of students at large, specifically focused on marginalized and underrepresented communities and focus on retention. Our goal is to mitigate harm and maximize positive impacts for students, while keeping in mind differential impacts to communities on campus and carefully weighing the pros and cons of each decision we make.

**Community Enrichment**
ASWWU Finance Council looks for spending that is accountable to the interests of Western’s diverse students. Increasing community engagement, involvement and sense of belonging is crucial, especially after isolating virtual times. Allocation of funds to endeavors that support the At-Large WWU community should focus on creating/increasing student access to services governed by student fees.

Approved by Finance Council on November 15, 2023 by motion FC-23-F-03.
Finance Council:

Charge: The purpose of the AS Finance Council is to serve as a central body in responsibly managing AS funds. (Including discussing and approving a recommended AS Operating Budget.)

Membership:
Trent Austin, Chair, non-voting (AS Business Director)
Keara Ryan, Vice Chair (AS President)
Gabe Wong (AS Senate President)
Bella Bedard (Activities Representative)
Kasey Lee (Central Services Representative)
Ava O’Neill (AS Club Rep)
Sarah Cheikho (AS Club Rep)
Sam Hughes, VU Business Services Program Support (Secretary)
Cindy Monger, AS Fiscal Analyst 2 (Secretary/Fiscal Support)
Cynthia Sandstrom, AS Business Manager (Council Advisor)
Dr. Frederick Collins, Director of Student Engagement (Financial Fund Manager)

Notable Changes:

Note: The original requests by offices showed what was needed to continue at current service levels. This budget was 3.15 million. Due to the current budget situation, Budget Authorities were asked to review their budget and make reductions anywhere possible. Reductions in programs and operating costs resulted in a decrease of $205,000. This leaves the AS in good standing and requesting a decrease to 37% (from 37.41%) of the total S&A Fee, given the new enrollment projections and the 4% fee increase. At this point the S & A Fee has not been officially passed, if the AS allotted percentage fee changes, it will not change the allocations [in budget summary].

Mandatory Increases:

Student Salary- Level 1 Student Employees saw an increase of $1 on 5-1-24, due to a new Bellingham Law. Under directions from HR and VP of ESS, only Level 1 saw an increase where employees were brought up to minimum wage. The reason for this was changing wages beyond adjusting to minimum wage would constitute an unfair labor practice, given student employees current union bargaining negotiations. All student salaries are expected to increase proportionally in response to the expected Washington State Minimum Wage increases set to occur January 1, 2025, as requested by the WWU budget office this estimate is set at 4%. There is an additional $1 increase above minimum wage on 5-1-25 and the impact of this is unknown.

Staff Salary- 4% Cost of Living increase for Professional Staff, 3% Cost of Living increase for Classified Staff and mandatory classified step increases, bringing some positions to 95% as required by HR, as well as position reclassifications by Human Resources in response to the restructure of the Student Engagement and Student Government areas resulted in significant increases. Health Benefits increased by $552 per month per employee.

Other increases: (above inflation)
FXXBAD- Executive Board Administration- Students are voting in a May election about adding a new position to cover gap areas in the Executive Board, this would mean adding a AS Vice President for University Operations to the budget, wages included in current proposal.
FXXGRN- Club Funding- increase of $5,000 due to need, and an increase of 30 new clubs.
FXXOCE- Outdoor Center Admin- Combined training for all Viking Outdoor Recreation Students (Lakewood students funded separately). This is to fund wages for a 4-hour training twice a year.
**Reinstated positions:** KUGS reinstated summer positions at reduced hours and weeks of work. Restructure of positions includes some Committee Coordinator duties.

**Program Reductions:**
(requested in second review by Budget Authorities due to current budget situation)
Leadership & Community Engagement- reduction of speaker fees
Outdoor Center (OC)- reduction of operating hours by 1 hour per day. The OC will now only be open 5 hours during the academic year, and 4 hours in the summer.
OC Excursions- reduced by 1 adventure trip per quartet (3 total) and the 5-day spring break trip. OC Training- reduced by 5 trainings which may result in less variety of excursions offered.
Wilderness First Responder training moved to be funded out of reserves.
Publicity Center- reduction of specific software, will be using in house systems.
Telephones- reduced number of telephone lines to those necessary for business due to the increased use of Teams.

**Student Employment Reductions:** (reduced by 5 positions total)
Club Hub- reduction of the Marketing Coordinator
KUGS- reduction of budgeted hours by 1 week during the summer
AS Productions- reduction of one Gallery Attendant, and some budgeted hours for others
AS Publicity Center- reduction of 2 graphic designers, and 1 distributer
Wavelength- reduction in budgeted student hours
AS Executive Board- reduction of budgeted hours for all positions
AS Student Senate- reduction of budgeted hours for all positions

**Temporary Reductions**- While there is still a healthy fund balance in the Legislative Action Fund Budget, and until the budget situation stabilizes, FXXLAF and FXXLEG will be funded from FXLACF.

**Student Employee Hours**- Budget Authorities were asked to review the hours for each position and make sure that it aligns with the current need for services. In an organization wide review it was found that due to reductions in training hours, many offices were overbudgeted. These hours were reinstated, and reductions occurred in other areas.

***Note: The above reductions are for budgeting purposes only. Students are authorized to work up to the full number of hours indicated in their position descriptions. This budgeting is done with the understanding that if it is too aggressively reduced for budgeting purposes AS Reserve funds will be used to cover the amount of overage to fully fund positions. This will be revisited during the budgeting process wage review.

**Temporary Position Reduction:**
Web Designer- reduced for one more year to help with budget deficit.

**Miscellaneous**- There are also many decreases of smaller amounts in an attempt to help with the budget deficit.

**Position Moves:**
FXXMAR to FXXPCA- videographer and photographer moved to the Publicity allow for more direct services to AS programs and organizations.
FXXBAD to FXXSSN- AS Senate President and one Student Government Assistant to Senate Budget.

**Fast Indexes Created/Dissolved:**
FXXLGL- Civic Involvement Coordinator absorbed into FXXVER- Voter Education & Registration.
AS Grant Recommended for Operationalization:

**Club Coordinator Project Position**

**Purpose:** This proposal is to hire that position as an exempt project position for two years.

**Reason:** This position will work with students at large to support new club formation, and support for club activities, which are open to all current undergraduate and graduate students. Needed due to a restructure that resulted in only 1 employee to support this area.

**Amount:** $127,308 for a 2-year grant July 1, 2022 to July 30, 2024. ($65,000 in FY’24) Results in $40,000 increase in operating request as half the position was covered in restructure.

**Queer Guild Council Grant** was requested by LGBTQ+ Western and will be funded in that area.

**Purpose/Reason:** The AS Queer Guild Council was created with the intention of establishing a group/space where Queer and/or Trans club leaders can gather and support one another in their respective clubs, share ideas, find co-sponsorships, and allocate Club Funding

**Amount:** $4,000 per year (funded for 5 years from Reserves, due to 2 years of Covid19 pandemic.)

**Ongoing AS Grants:**

**KUGS Operations Manager Non-Permanent Position**

**Purpose:** Hire a full-time Operations Manager for KUGS, supervised by the current KUGS General Manager. Recommended to add staff member since 2012.

**Reason:** It is rare to find radio stations of our size that work with as many student staff and volunteers as KUGS does while only having a single full-time staff member, our General Manager (Jamie Hoover). Our station currently has 8 student staff and coordinates approx. 100+ volunteers per year. The station is on air all day and part of the night 364 days a year.

**Amount:** $75,000 for the last year of a 2-year grant (July 1, 2023 to June 30, 2025).

**Looking Forward:**

**Student Wage Budgeting** - There was a request from AS Student Government to review how the AS budgets for student employee wages. The goal is to create more specific guidance and more consistency and accountability across the organization. There was some interest in pursuing this from the council, but we did not have time to address this during spring quarter. As well as, due to the directive we have gotten from WWU’s HR, Student Employment Center, and VP of ESS, including how the new Bellingham minimum wage law will be implemented by the Student Employment Center throughout next academic year and beyond, and on-going student employee unionization efforts, it was felt that there were too many unknowns, and that we will be in a better position next academic year to address these variables. The AS student Business Director will be returning in this position next year and will help in the review of student wage budgeting when more information is solidified.

**Conclusion:**

The AS Finance Council is proud to present these recommendations that were collaborative work with students and Budget Authorities, and that are fiscally responsible with student dollars. Budgets were created with Accessibility, Diversity, Equity, and Inclusion; retention, and belonging goals at the center. This year funds have been tightly budgeted due to the Service & Activities Fee increase of 4% not covering the full mandatory wage increases, operationalization of two AS Grants, and a restructure of the area. Student Wages continue to be budgeted tightly and close assessment should continue into next fiscal year. A Reserve Area called Supplemental Funding was created due to no wiggle room left in programming budgets, Reserve funding is an option for a few years until the AS Operating Budget stabilizes.
Budget Summary:

The AS Operating Budget can be divided into four areas: Activities, Representation, Central Services, and Subsidies.

### FY’25 AS Budget Proposals

- **AS Activities**
  - 20%
- **AS Central Services**
  - 63%
- **AS Representation**
  - 13%
- **AS Subsidies**
  - 4%

### Fiscal Year 2025 Proposed AS Budget

Note: FY’25 percentages include reductions in many areas due to mandatory expenses outpacing fee revenue and enrollment.

### AS Activities

**$595,823**

AS Activities budgets are for AS programs that provide co-curricular activities for WWU Students. Areas include Club Activities (Club Hub), KUGS FM, Viking Outdoor Recreation (Outdoor Center), AS Productions.

### AS Central Services

**$1,852,831**

AS Central Services budgets provide support to all AS Programs. Areas include Business Office, Communications Office, Personnel Office, Viking Union Organization staff, etc.

### AS Representation

**$386,357**

AS Representation budgets support AS elected officials and Civic Engagement opportunities. Areas include AS Executive Board, Student Senate, and Office of Civic Engagement.

### AS Subsidies

**$114,431**

AS Subsidies provides partial financial support to the Childhood Development Center and the Western Hub of Living Essentials (WHOLE) program and food pantry.

### AS Budget Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>FY’25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected Revenue FY’25</td>
<td>$2,793,990</td>
</tr>
<tr>
<td>Total Budgeted Expenses FY’25</td>
<td>$2,949,442</td>
</tr>
<tr>
<td>FY’25 Projected Deficit</td>
<td>($155,452)</td>
</tr>
</tbody>
</table>
### Club Activities

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXACT Club Activities Admin</td>
<td>45,914</td>
<td>55,894</td>
<td>44,253</td>
<td>Mandatory wage increases, restoring to 17 hours per week based on office need. Reduction of one marketing position. Student Employee pay, supplies for the Club Activities Office (Club Hub), to fund the yearly subscription to Engage (WIN) and to cover event-related and promotional expenses for large AS Club system-wide events which include: AS Club Kickoff, AS Club Showcase, and AS Club End-of-the-Year Awards.</td>
</tr>
<tr>
<td>FXXGRN Grants/Loans/Underwrites</td>
<td>25,000</td>
<td>30,000</td>
<td>30,000</td>
<td>Increase requested based on 30 additional clubs. This budget is distributed differently every year, funds are allocated after reviewing funding requests from clubs at the discretion of the AS Activities Council. These funds are transferred out to club accounts for things like events, programs, and supplies.</td>
</tr>
<tr>
<td>FXXCLC Club Conference Funding</td>
<td>15,000</td>
<td>20,000</td>
<td>15,000</td>
<td>AS Clubs can make requests for funding for travel/conference costs from this budget. The funds allocated to this budget are distributed at the discretion of Activities Council.</td>
</tr>
</tbody>
</table>

**Total Club Activities** 85,914 105,894 89,253 3.9%

### KUGS FM

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXKUG KUGS 89.3 Admin</td>
<td>84,801</td>
<td>97,616</td>
<td>93,680</td>
<td>Mandatory wage increases, decrease by 1 week for summer, reinstate summer positions. The KUGS Administrative Budget includes most of the basic operational costs for the station, including salaries for the KUGS employees. KUGS broadcasts 365 days a year and the budget is developed with the year round schedule in mind.</td>
</tr>
<tr>
<td>FXXKP8 KUGS Publicity</td>
<td>800</td>
<td>800</td>
<td>800</td>
<td>Funds on-going promotional/marketing for KUGS. Programming schedule changes quarterly and students turnover, strong promotional presence is needed. KUGS does successful &quot;trade-out&quot; with local publications for advertising space to keep costs reasonable.</td>
</tr>
<tr>
<td>FXXKPR KUGS Program/News</td>
<td>38,161</td>
<td>40,462</td>
<td>38,488</td>
<td>Mandatory wage increases. The public affairs, news, and musical programming available through the Public Radio Content Depot provide a unique aspect to the broadcast schedule not available in the broadcast area. Associated Press Wire Service serves as a training tool for volunteers and is used by 100-120 students per year.</td>
</tr>
</tbody>
</table>

**Total KUGS FM** 123,762 138,878 132,968 7.4%

### Outdoor Center

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXOCA Outdoor Center Administration</td>
<td>38,617</td>
<td>61,446</td>
<td>50,283</td>
<td>Minimum wage increase. Increases due to two combined, Viking Outdoor Rec Trainings. Budget for running the Outdoor Center includes all student administrative/program staff, supplies and staff transportation.</td>
</tr>
<tr>
<td>FXXOFQ OC Equipment Shop (Includes Bike Shop)</td>
<td>28,498</td>
<td>37,911</td>
<td>22,614</td>
<td>Reduced overall hours the OC is open by 1 hour per day and reduced employees on Mondays &amp; Fridays due to current budget situation. The Equipment shop provides equipment rentals, instruction, and a resource library to the students, staff, and faculty of WWU. Bicycle Shop provides all types of bicycle repair tools, mechanical instruction, and a resource library to the students, staff, and faculty of WWU.</td>
</tr>
<tr>
<td>FXXOEX OC Excursions &amp; Instruction</td>
<td>42,373</td>
<td>71,435</td>
<td>56,471</td>
<td>Reduced by 1 adventure trip per quarter and the spring break 5 day trip. Min wage increase. The excursions budget is to includes weekends of instruction for whitewater kayaking, mountaineering, etc. and provides scholarships for certifications.</td>
</tr>
<tr>
<td>FXXOLT OC Trip Leader Training</td>
<td>33,448</td>
<td>44,853</td>
<td>26,570</td>
<td>Minimum wage increase. Reduced by 5 trainings in recognition of current budget situation. These trainings help remove the barriers and increases accessibility to the world of Outdoor Recreation. Western positions itself as a model for other university programs and a definitive leader across the entire field.</td>
</tr>
<tr>
<td>FXXOYG OC Free Yoga Program</td>
<td>2,168</td>
<td>2,673</td>
<td>2,573</td>
<td>Increase by one event, revenue increased. To fund promotional items and incentives to advertise for the entire OC. Showings of Reel Rock and No Man’s Land yearly to promote the OC and one additional program.</td>
</tr>
<tr>
<td>FXXOPD OC Promotions &amp; Outreach</td>
<td>2,800</td>
<td>3,050</td>
<td>1,850</td>
<td>Increase by one event, revenue increased.</td>
</tr>
</tbody>
</table>

**Total Outdoor Center** 147,904 221,368 160,361 8.4%

### AS Productions

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
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<th>Notes on Budgets - Revised</th>
</tr>
</thead>
</table>

**FY'24 Draft AS Budget**
### FY'25 AS Budget Recommendations as of 5-6-24

<table>
<thead>
<tr>
<th>Service Area</th>
<th>FY24 Allocation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Centralized Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AS Productions Administration</strong></td>
<td>112,870</td>
<td>133,682</td>
<td>118,941</td>
<td>Mandatory wage increases. Reduced by one position and position hours.</td>
<td>The AS Productions Administration budget is primarily to pay for the staff of the office, office supplies. It is also used for staff meetings, staff trainings and local staff travel.</td>
</tr>
<tr>
<td><strong>ASP Marketing and Promotions</strong></td>
<td></td>
<td></td>
<td></td>
<td>Self sustaining budget, poster sale revenue funds.</td>
<td>This self-sustaining budget is to market ASP with promotional print items, SWAG items for Info fair, incentives for Taste Test Survey completion (about student entertainment preferences) or other office wide promotion.</td>
</tr>
<tr>
<td><strong>Volunteer Program</strong></td>
<td></td>
<td></td>
<td></td>
<td>Self sustaining budget, poster sale revenue funds.</td>
<td>The ASP Volunteer program was created to incentivize student volunteers to advertise for events and have end of the quarter celebrations.</td>
</tr>
<tr>
<td><strong>ASP Gallery</strong></td>
<td>4,000</td>
<td>3,500</td>
<td>3,500</td>
<td>Decrease.</td>
<td>The VU Gallery Budget supports the presentation of 8-9 varied exhibitions each year. The VU Gallery contributes to the artistic culture of WWU by hosting diverse exhibitions primarily of student and local artwork, but also works of national and international artists.</td>
</tr>
<tr>
<td><strong>ASP Underground Coffeehouse</strong></td>
<td>13,650</td>
<td>12,025</td>
<td>12,025</td>
<td>Transfer of performer fees and Event Services to FXXPOP.</td>
<td>Programming includes: open mic night, local musicians, trivia nights, poetry slams, etc. Funds entertainment several nights a week during the academic year.</td>
</tr>
<tr>
<td><strong>ASP Concerts</strong></td>
<td>25,200</td>
<td>33,275</td>
<td>33,275</td>
<td>Increase in expenses partially transferred from FXXMAM.</td>
<td>Provide one large scale festival style event each quarter (Fall/Winter, Spring) Free to the WWU Community. plus Arts/music Industry conference.</td>
</tr>
<tr>
<td><strong>ASP Lawnstock</strong></td>
<td>12,600</td>
<td>12,600</td>
<td>12,600</td>
<td>Lawnstock is the culminating Outdoor Festival for the academic year. The event is free and usually draws 1700-2300 people.</td>
<td></td>
</tr>
<tr>
<td><strong>ASP Special Events</strong></td>
<td>16,500</td>
<td>16,500</td>
<td>16,500</td>
<td>Fund large-scale entertainment and educational programming for the Western community via specialty events. Expenses include performer &amp; speaker fees, event services, ticketing fees, etc. Varies yearly based on interest/need.</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Programming</strong></td>
<td>4,000</td>
<td>3,600</td>
<td>3,600</td>
<td>Decrease.</td>
<td>Funds free noon concerts open to all that take place during the 6-week summer session on 5 of the 6 Wednesdays in the PAC Plaza, or 5 one hour performances.</td>
</tr>
<tr>
<td><strong>Total AS Productions</strong></td>
<td>201,620</td>
<td>227,982</td>
<td>213,241</td>
<td></td>
<td>5.8%</td>
</tr>
</tbody>
</table>

### Publicity, Communications, and Marketing

<table>
<thead>
<tr>
<th>Service Area</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>AS Publicity Center Admin</strong></td>
<td>95,095</td>
<td>134,077</td>
<td>115,853</td>
<td>Reduction of 3 staff members based on need. Addition of positions moved from FXXMAR.</td>
<td>Publicity Center Admin includes chargebacks from offices, printing charges, student staff expenses, etc.</td>
</tr>
<tr>
<td><strong>Wavelength</strong></td>
<td>35,005</td>
<td>48,332</td>
<td>39,859</td>
<td>Mandatory wage increases.</td>
<td>Wavelength budget pays for writers, editors, and supplies for the alternative online publication that provides news coverage of student government, AS offices &amp; clubs, arts &amp; entertainment, student life &amp; other areas of life at WWU.</td>
</tr>
<tr>
<td><strong>Communication Office Admin</strong></td>
<td>55,516</td>
<td>46,498</td>
<td>34,939</td>
<td>2 positions moved to FXXPCA.</td>
<td>The Communications Office is responsible for organizational promotion, marketing and public relations. This office provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.</td>
</tr>
</tbody>
</table>

**Total Publicity Communications and Marketing**

<table>
<thead>
<tr>
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<tr>
<td>185,616</td>
<td>228,907</td>
<td>190,651</td>
<td>2.7%</td>
<td></td>
</tr>
</tbody>
</table>

**Central Services**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Printer Maintenance</strong></td>
<td>1,900</td>
<td>1,400</td>
<td>1,000</td>
<td>Decrease in use.</td>
<td>Budget covers the paper &amp; toner for AS printers.</td>
</tr>
<tr>
<td><strong>Copy Machine</strong></td>
<td>4,500</td>
<td>4,500</td>
<td>4,500</td>
<td>Usage by other VU Offices is charged directly to them and offsets the cost of the machine.</td>
<td>This budget covers the base rate for the Xerox Machine and the cost of coping/printing for ASWWU.</td>
</tr>
<tr>
<td><strong>Institutional Recharge</strong></td>
<td>153,842</td>
<td>150,392</td>
<td>150,392</td>
<td></td>
<td>The Administrative Services Assessment (ASA) is a fee set by the university to recover administrative costs from auxiliary enterprises for state provided centralized services.</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>16,200</td>
<td>14,150</td>
<td>10,000</td>
<td>Decrease, reduction of unused phone lines.</td>
<td>This budget covers telephone costs and long distance.</td>
</tr>
</tbody>
</table>

**Total Centralized Services**

<table>
<thead>
<tr>
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<tr>
<td>176,442</td>
<td>170,442</td>
<td>165,892</td>
<td>-6.0%</td>
<td></td>
</tr>
<tr>
<td>FY'24 AS Budget Recommendations as of 5-6-24</td>
<td>FY24 Allocation</td>
<td>FY25 Original Request</td>
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</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td>FY25 Revised Request</td>
<td>Notes on Budgets - Revised</td>
<td>Budget Descriptions</td>
<td></td>
</tr>
<tr>
<td>Professional Advisement &amp; Leadership Development</td>
<td>Mandatory staff increases, position restructure, reinstatement of one position that was grant funded.</td>
<td>Budget covers all professional staff involved with Student Activities and Engagement, supplies, telephone and some professional development.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXVUU</td>
<td>Student Engagement Administration</td>
<td>1,273,282</td>
<td>1,375,656</td>
<td>1,425,327</td>
</tr>
<tr>
<td>FXLLLCE</td>
<td>Leadership Learning &amp; Community Engagement</td>
<td>31,572</td>
<td>32,571</td>
<td>29,621</td>
</tr>
<tr>
<td>FXXPR</td>
<td>Student Employee Development</td>
<td>7,710</td>
<td>8,150</td>
<td>8,150</td>
</tr>
<tr>
<td>FXXSER</td>
<td>AS Student Employee Recognition</td>
<td>2,100</td>
<td>2,600</td>
<td>2,600</td>
</tr>
<tr>
<td><strong>Total Professional Advisement &amp; Leadership Development</strong></td>
<td>1,314,664</td>
<td>1,418,577</td>
<td>1,465,698</td>
<td>11.5%</td>
</tr>
<tr>
<td>Student Administration</td>
<td>Mandatory wage increase, return to 17 hours academic, reduction in summer hours.</td>
<td>The Business Office Admin budget is primarily for salary and a few supplies to run the Business Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXBUS</td>
<td>Business Office Admin</td>
<td>12,860</td>
<td>16,038</td>
<td>14,161</td>
</tr>
<tr>
<td>FXXPRS</td>
<td>Personnel Office Admin</td>
<td>16,556</td>
<td>20,382</td>
<td>16,429</td>
</tr>
<tr>
<td><strong>Total Student Administration</strong></td>
<td>29,416</td>
<td>36,420</td>
<td>30,590</td>
<td>4.0%</td>
</tr>
<tr>
<td>AS Student Representation and Governance</td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved to SSN, decrease travel</td>
<td>This budget pays the salaries for the AS Executive Board Members and Student Government Assistants. It also pays for supplies for the office, posters for Scholarships and Student Trustee Search, etc. All Business Cards for AS Students are purchased through this budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXBAD</td>
<td>Board Administration</td>
<td>131,600</td>
<td>151,243</td>
<td>118,327</td>
</tr>
<tr>
<td>FXXLF</td>
<td>Legislative Affairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FXXDIV</td>
<td>Diversity Initiative Fund</td>
<td>4,000</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>FXXSN</td>
<td>Student Senate</td>
<td>91,725</td>
<td>196,100</td>
<td>153,202</td>
</tr>
<tr>
<td><strong>Total AS Board of Directors</strong></td>
<td>227,325</td>
<td>349,343</td>
<td>271,529</td>
<td>19.4%</td>
</tr>
<tr>
<td>Office of Civic Engagement</td>
<td>Mandatory wage increases. Restructure of positions to include Committee Coordinator.</td>
<td>The OCE supports student civic engagement and participation on campus by having voter registration drives, voter education events, the AS elections, Coordinating student appointments and training for committee members, lobbying on behalf of the AS in Olympia.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXREP</td>
<td>Office of Civic Engagement Admin</td>
<td>91,310</td>
<td>108,305</td>
<td>101,953</td>
</tr>
<tr>
<td>FXXELEC</td>
<td>AS Elections</td>
<td>8,650</td>
<td>8,050</td>
<td>7,850</td>
</tr>
<tr>
<td>FXXLEG</td>
<td>Director for Legislative Affairs</td>
<td>7,000</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Office of Civic Engagement</strong></td>
<td>107,960</td>
<td>123,360</td>
<td>116,803</td>
<td>22.1%</td>
</tr>
<tr>
<td>FY'24 Draft AS Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Central Services**

- **Mandatory staff increases, position restructure, reinstatement of one position that was grant funded.**
- **Budget covers all professional staff involved with Student Activities and Engagement, supplies, telephone and some professional development.**
- **LEADS peer leadership educators can facilitate 40 different modules in various departments, units, clubs, groups. LEADS advises the largest AS Club, NSLS-WWU leadership honorary. LEADS co-sponsors and co-staffs 6-8 speaker broadcasts each year. The total annual budget for this program is ~$150,000.**
- **The Personnel Training Budget is used for mid-quarter trainings, pre-winter quarter training, and pre-spring quarter training, as well as used for pre-quarter summer development. All AS salaried and select hourly employees are required to attend the pre-quarter and mid-quarter.**
- **This budget pays quarterly and end of year Student Employee Recognition events.**
- **The Diversity Initiative Fund is used for supporting and promoting diversity topics on Western's Campus. This budget is also used to send 12 students to a conference each year, historically the Oregon Students of Color Conference.**
- **Pay for AS Student Senate, which includes representation from all colleges and at large students. Addition of goods and services to support the Senate.**
### FY'25 AS Budget Recommendations as of 5-6-24

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<tr>
<td><strong>FXGL</strong> Civic Involvement Coordinator</td>
<td>4,600</td>
<td>-</td>
<td>Combined with FXVER due to new combined position.</td>
<td>This budget funds the programming of the Civic Involvement Coordinator, which supports students' understanding of, and participation with, current political and social issues. Supports speakers, panels, workshops, media campaigns, interactive civic engagement events, or other formats that support the OCE.</td>
</tr>
<tr>
<td><strong>FXVER</strong> Voter Education &amp; Registration</td>
<td>5,200</td>
<td>6,025</td>
<td>5,025</td>
<td>Funding for Western Votes and the voter registration/education program, and engage with the legislators, and provides educational and informational opportunities for students who are preparing to vote in municipal, county, state, and federal elections.</td>
</tr>
</tbody>
</table>

**Total Office of Civic Engagement** 116,760 129,380 114,828 -2%

### AS Subsidies

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</thead>
<tbody>
<tr>
<td><strong>FXCHLD</strong> Child Development Center Administration</td>
<td>104,997</td>
<td>105,000</td>
<td>100,000</td>
<td>reduction in light of budget situation.</td>
</tr>
<tr>
<td><strong>FXXFIF</strong> Fall Info Fair</td>
<td>-</td>
<td>-</td>
<td>Removed request to fund student position. Will cover Info Fair Fees one more year.</td>
<td></td>
</tr>
<tr>
<td><strong>FXWHLE</strong> Whole Program</td>
<td>8,119</td>
<td>19,029</td>
<td>14,431</td>
<td>Increase to two students due to need.</td>
</tr>
</tbody>
</table>

**Total AS Subsidies** 113,116 124,029 114,431 1.2%

**TOTAL AS BUDGET** 2,756,231 3,151,620 2,949,442 7.0%

### S & A Fee Revenue

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>S &amp; A Fee Summer Quarter</strong></td>
<td>159,500</td>
<td>165,880</td>
<td>165,880</td>
<td>4.0%</td>
</tr>
<tr>
<td><strong>S &amp; A Fee Academic</strong></td>
<td>2,480,220</td>
<td>2,579,429</td>
<td>2,628,110</td>
<td>6.0%</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td>(116,511)</td>
<td>(406,311)</td>
<td>(155,452)</td>
<td>5.6%</td>
</tr>
</tbody>
</table>

FY'24 Draft AS Budget