

DRAC Meeting Minutes November 29,2017

1. Roll Call

a. Attendance

- i. Rebecca McLean, Budget Support
- ii. Christopher Bianco, DRAC Chair (voting member, also proxy for Lacey Knudtson, DRAC Secretary)
- iii. Carolyn Nielsen, SPC Chair (voting member)
- iv. Richard Stefani, proxy for Jim De Wilde, ESS (voting member)
- v. Korry Harvey, Communications/Forensics advisor (voting member)
- vi. Julia Rutledge, AS VP Activities student rep
- vii. Sam Ortiz, Forensics student rep (voting member)
- viii. Jaden Moon, IAA DRAC student rep to S&A (voting member)
- ix. Keith Harmon, SPC DRAC student rep to S&A (voting member)
- x. Bailey Ellis, Theatre student rep (voting member)
- xi. Suzanne Blais, Western Window advisor
- xii. Erin Emry, Theatre (proxy for Beth Leonard, Theatre Chair)
- xiii. Megan McGinnis, SPC Program Manager
- xiv. Sarah Edmonds, Western Window student rep

b. Introduction of any new representatives

- i. Rick Stefani proxy for Jim DeWilde
- ii. Sarah Edmonds, student representative for Western Window

c. Minutes from Oct. 18 and Oct. 25 meeting were emailed out yesterday, and a copy of the minutes passed around the committee. Nielsen moved to approve the minutes for both meetings, Ellis seconded; motion passed.

2. DRAC Reserves Requests

a. Presentation of SPC requests for funds from reserves

- i. Background information: Student Publications went through a restructuring in 2015, reducing permanent staff from 2 positions to 1. New hire did not have training from previous incumbents, resigned mid-year last year. In addition, during this time, SPC Chairs changed twice; Carolyn Nielsen returned from sabbatical after previous Program Manager resigned. Rebecca McLean took over budget planning last year, with little knowledge or training in SPC needs. Megan McGinnis was hired last spring, and has done a thorough review of budgets and has identified overlooked necessary costs.
- ii. Editor pay for the Western Front was budgeted incorrectly, and research has shown that Western Front editors earn considerably less than peers at other comparable institutions do. This request includes reinstatement of overlooked/improperly budgeted shortfall as well as funding to make editor pay more equitable.
- iii. Student Publications is requesting funding of up to \$19,000 from Reserves to cover these expenses. Because the Western Front does have ad sales revenue, it is projected that some of these costs may be offset by revenues generated. Approval or denial of this request today will allow the Winter Editor-in-Chief to determine the salaries to offer staff for the Western Front Winter quarter.

- iv. Mechanics of the reserves was discussed: If approved, the funds would be moved from the Support Reserve to Earmarked Reserves for SPC. At the end of the fiscal year, with documentation from SPC documenting the need for these funds, Rebecca McLean will transfer the funds from Earmarked Reserves to the corresponding SPC funds. Any funds not needed by SPC will then be returned to the DRAC Support Reserves.
 - v. Harmon moved to approve SPC's request to earmark \$19,000 from DRAC Reserves, Ellis seconded; motion passed unanimously.
- b. Presentation of other reserves requests - IAA
- i. WWU International Affairs Association is unable to attend a spring conference this year due to increases in both participation by members and travel costs. IAA is requesting up to \$5,000 to earmark for travel costs so members can attend a spring conference. IAA travels to conferences around the region and around the nation, acting as delegates from different countries meeting in model-UN situations to create policies and pass resolutions. Participation in these conferences and competing with teams from major universities from across the country is a valuable learning experience for members.
 - ii. DRAC funds are used to pay registration and travel costs; the participating students absorb all other costs. It is expected that 10-12 students will attend the spring conference, either in Los Angeles or at another location hosting a large conference that brings in teams from several major universities. By contacting airlines in advance, IAA has been able to reserve seats at a discount, thus reducing costs. Often by registering in advance, hotel discounts have been obtained as well. However, with the increase in participation and travel costs associated with these conferences, IAA is unable to attend a large, national conference in the spring.
 - iii. IAA is requesting \$5,000 from DRAC reserves to cover the cost of participating in the spring conference. If approved, IAA may be able to obtain discounts on travel and keep the costs well below the requested amount.
 - iv. Moon moved to approve IA A's request to earmark \$5,000 for travel expenses to the spring conference, Ortiz seconded; motion passed unanimously.

3. DRAC budget planning

- a. Worksheets handed out for preliminary planning. These worksheets show the expenses as of 10/31/17 and include formulas to calculate expenses for the year, based on expenses to date. Theatre noticed an error in the projected expenses; Mclean will review the worksheets again, verifying the formulas.
- b. Worksheets will be emailed in mid-December, after November has closed and actual expenses added to the worksheets. McLean will be available to meet with budget planners after the Excel files have been sent out; intersession is a good time to meet as there are fewer activities to conflict with schedules.

4. Other Items for Discussion

- a. Parliamentary procedures discussed
- b. Blais moved to adjourn, Ortiz seconded; motion passed.

DRAC Reserves Allocation Request Form

Date: 11/29/17 Program/Dept. Student Publications

Rationale for requesting funds from Reserves:

- 1 **Previously Budgeted Item:** Jeopardy Advisor's pay was erroneously omitted from the FY 18 budget request. She is being paid.
- 2 **Previously Budgeted Item:** FY 18 Budget estimate only looked at Fall editor pay and was incorrect. There is an additional hire during Winter and Spring Quarter for online staff.
- 3 **Previously Budgeted Item:** Due to transitions within Student Publications management and budget line changes from hourly to stipend pay in Winter 2016, an error was made in the budget request by \$4550. FY 16 numbers were used to determine the 2018 request, and those numbers did not include Fall editor pay.
- 4 **New Necessary Expense/Wage Discrepancy:** After receiving input from student editors, Carolyn Nielsen conducted research on editor pay at comparable universities and community colleges. She found that Western Front student editors are paid noticeably less than their peers at other institutions. After adjusting the editor job descriptions to mirror publication staff at peer institutions and approval from the SPC, we would like to raise pay modestly to achieve comparable pay. It is likely that ad revenues will be able to cover this added expense, but we would like to have reserves dedicated.
- 5 **New Necessary Expense:** ATUS discovered in an audit that Student Publications has not been paying for their Adobe Creative Suite licenses, with the exception of The Planet. This expense was paid for all publications in September. Only Western Front and Klipsun need this added to their budget.
- 6 **Previously Budgeted Item:** The Planet Magazine has 8 computers that are on a replacement schedule of 2 per year. Because a year was skipped, the estimate was not correct. An additional computer purchase is needed in FY18 to keep the replacement schedule up to date.

Other Funding Sources

Item #	Fund	Description	Amount
1			
Total Funds Supplied			\$0.00

DRAC Reserves/Equipment Fund Request

Item #	Quantity	Item Description	Cost
1		Advisor Pay for Jeopardy Magazine	\$4,500.00
2		Student Editor Pay correction for Jeopardy magazine	\$1,000.00
3		Student Editor Pay correction for Western Front	\$4,550.00
4		Student Editor Pay increase for Western Front	\$5,350.00
5		Software Leases for Western Front and Klipsun Magazine	\$1,500.00
6		Additional computer replacement for Planet Magazine	\$2,100.00
Total Funds Requested			\$19,000.00

Budget Authority Megan McGinnis

- \ST IndeVFunding String 1. FXPUBJ - F280
2. FXPUBJ - F603
3. FXPUBW - F603
4. FXPUBW - F603
5. FXPUBW-E157 and FXPUBK-E157
6. FXPUPP - E407

Additional supporting documentation may be attached/included with funding request.

DRAC Reserves Allocation Request Form

Date: 11/28/17 Program/Dept. WWU International Affairs Association

Rationale for requesting funds from Reserves:

We would like to request funds in order to attend our annual spring conference. This conference allows students to network with people all across the country that they would not normally be able to in our conferences, as well as to gain experience and repertoire in the international affairs community.

Purpose, if not for Equipment/Item Purchase:

Estimated Total Cost of Project	\$ 5,000.00
Percent Requested from DRAC Reserves	100%

Other Funding Sources

Item #	Fund	Description	Amount
1			
2			
3			
4			
5			
Total Funds Supplied			\$0.00

DRAC Reserves/ Equipment Fund Request

Item #	Quantity	Item Description	Cost
1	1	Spring Conference	\$5,000.00
2			
3			
4			
5			
Total Funds Requested			\$5,000.00

Budget Authority _____

AST Index/Funding String _____


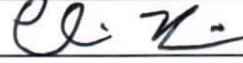

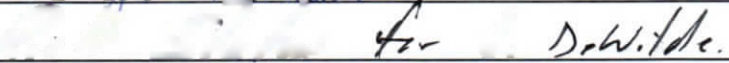

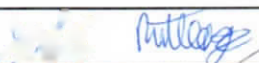
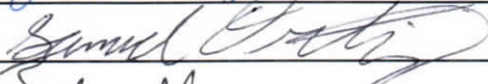
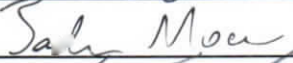


Additional supporting documentation may be attached/included with funding request

DRAC Members

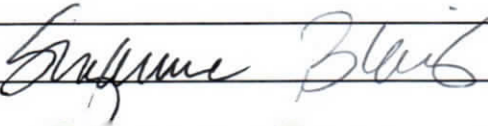
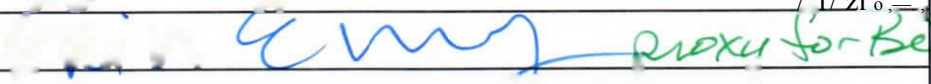

Vote Sign in

First Last

N

Rebecca	McLean	Y	
Christopl	Bianco	Y	 proxy for Lacey
Beth	Leonard	Y	
Carolyn	Nielsen	Y	
Jim	De Wilde	Y	 for DeWilde.
Korry	Harvey	Y	
Bidisha	Biswas	Y	
Julia	Rutledge	N	
Sam	Ortiz	Y	
Jaden	Moon	Y	
Keith	Harmon	Y	
Bailey	Ellis	Y	
Lacey	Knudtson	Y	

DRAC Associates

Steven	VanderStaay	N	
Suzanne	Blais	N	
Heather	Dahlberg	N	
Erin	Emrv	N	 proxy for Beth
Ichi	Kwon	N	
Aim	Reynolds	N	
Joan	Blackwell	N	
Megan	McGinnis	N	
Sarah	Edmonds	N	