



**Services and Activities Fee Committee (SAFC)**

**Tuesday, December 12, 2023**

**4:00pm**

**UWY 307**

**MEETING MINUTES 06**

**Attendance:**

<p><b>Voting Members</b> Alex Alvarado – Absent Eli Feleke - Present Ngoan Huynh – Absent Lizzy McLam - Present Navneet Singh - Absent Ryan Wicklund - Present Karalea Zuber - Present</p> <p>Administrative</p>	<p><b>Ex-Officio Members</b> Bernard Anderson – Present Mike Russell – Absent Sean Schmidt – Present Alicia Whitten – Present Kelly A. Tyrrell – Absent</p> <p><b>Guests</b> Holly Wetzell Juanita Garcia</p>
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The meeting was called to order by Alicia Whitten at 4:37.

A land acknowledgement was given by Eli

An introductory safety briefing was given by Alicia.

Roll Call is documented above.

**Approval of Agenda.** Karalea moved to approve the agenda. Ryan seconded. The motion Passed Unanimously.

**Approval of Minutes.** Lizzy moved to approve the minutes of the 12-05-23 meeting. Karalea seconded. The motion passed unanimously.

#### **Open Public Forum**

- There was no Open Public Forum Discussion

#### **Old Business**

- **Lizzy moved to approve the Adjustment for the Special Allocation Request for the VMRC. The adjusted Special amount is \$45,490 which includes the change from a staff position to a student position. Ryan seconded. The motion passed unanimously.**

#### **New Business**

- Committee Norms and Values to be continued, Student Publications Special Allocations to be tabled until the 12-14-23 meeting.

#### **Announcements**

- None

**Adjournment.** Lizzy moved to adjourn the meeting at 5:02. Karalea seconded the motion. The motion passed unanimously.

## 2023-2024 VMRC Annual Allocation History

Item	Timeline	Amount
Initial Annual Allocation	Feb 2023	\$ 126,110
Proposed Reduction	Feb 2023	\$ (26,650)
Proposed Amount to Approve		\$ 99,460
Patrick's Calculation	May 2023	\$ 101,972
5/17/23 Email Correction (+500)	May 2023	\$ 500
<b>Corrected Amount to Approve</b>	<b>May 2023</b>	<b>\$ 102,472</b>
<b>SAFC 2023-2024 Approved Amount</b>	<b>May 2023</b>	<b>\$ 26,650</b>
<b>Deficit Amount Needed for Programs</b>		<b>\$ (75,822)</b>
Staff Position to Student Position (net change)		\$ (30,332)
<b>Adjusted Special Allocation Request</b>		<b>\$ 45,490</b>
Annual Allocation + Adjusted Special Allocation		\$ 72,140

## Re: Annual Allocation Proposal Reductions Request

UWT SAFC <safcuwt@uw.edu>

Tue 5/16/2023 2:56 PM

To: Juanita Murillo Garcia <juana1@uw.edu>

Hi Juanita,

I want to apologize for the confusion on our part. We recognize the error. Unfortunately, the committee will not be able to meet in time this year to rectify this, but the requested funding could be made as a special allocation in the fall.

Please correct me if I'm wrong, but I have noted the following requests:

In the 04 Travel Category: \$7000

In the 05 Non-Food Supplies Category: \$13,800

In the 02 Contracted Services Category: \$2,900

In the 05 Food Category: \$23,700

In the 01 Salary Category: \$39,120

Fringe: \$15,452

These requested amounts to a total of \$101,972.

I am writing to note that the current SAFC committee fully supports approving the full amount for a special allocation request in the Fall.

Again, I apologize for the confusion,

**Patrick Sullivan** (He/His)

2022-2023 SAFC Chair

Email: [safcuwt@uw.edu](mailto:safcuwt@uw.edu)

University of Washington Tacoma

1900 Commerce St Tacoma, WA 98402

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**From:** Juanita Murillo Garcia <juana1@uw.edu>

**Sent:** Tuesday, May 16, 2023 9:54 AM

**To:** UWT SAFC <safcuwt@uw.edu>

**Cc:** Shannon Carr <slcarr21@uw.edu>

**Subject:** RE: Annual Allocation Proposal Reductions Request

Good Morning Patrick,

I was speaking with Sean about the 2024 SAFC Allocations. The committee misread my email instead of seeing the 10-30% reduction from our \$126,110. We got approved for the items we cut from our request proposal. I want to know how to amend this confusion and the best practice for our upcoming AUT23 programs.

Thank you,  
Juanita

**From:** Juanita Murillo Garcia  
**Sent:** Thursday, April 13, 2023 1:16 PM  
**To:** UWT SAFC <safcuwt@uw.edu>  
**Subject:** RE: Annual Allocation Proposal Reductions Request

Good Afternoon SAF Committee,

We understand the difficulty of the current situation. As a result, we are proposing a 30% cut to our request. Ultimately our philosophy was to cut line items that impacted as few students as possible and still allowed us to maintain core operations and build a supportive community. These cuts are tough to make and will have an impact, but we have strategized on ways to mitigate their effect.

**Reduction:**

Travel-

\$4,000 SVA, NAVPA & NASPA National and Regional Conference

\$1,000 PAVE National and Regional Conferences

Contracted Services-

\$3,000 Veteran Appreciation Dinner/Event- Venue

\$3,000 Military-Connected & Alumni Ceremony/Dinner

Non-Food Supplies & Materials-

\$3,000 Supplies for VMRC office

\$500 UWT VMRC Challenge Coins & ROTC Coins

\$500 UWT VMRC Peer Advisors Notch Operator cap

\$5,000 VMRC 5K/march/event Shirts

\$450 Military Family Month

\$2,000 UWT VMRC Patches/Stickers

\$600 VMRC business cards, brochures, & UWT VMRC notebooks

\$1,000 UWT Veteran Lapel Pins

Food-

\$600 Veterans Appreciation Cakes

\$500 VMRC CSPI Commissioning ceremony

\$500 VMRC ROTC Commissioning ceremony

Equipment-

\$1000 Ipad for surveys in VMRC called the "Happy or Not" kiosks or SEER Analytics Survey.

Total: \$26,650

**Juanita Murillo Garcia**

Director, Veteran and Military Resource Center

University of Washington Tacoma

1900 Commerce Street, Box 358417

Tacoma, WA 98402

<http://www.tacoma.uw.edu/veterans-military/veteran-military-resource-center>



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**From:** UWT SAFC <[safcuwt@uw.edu](mailto:safcuwt@uw.edu)>  
**Sent:** Tuesday, April 11, 2023 9:28 AM  
**To:** UWT SAFC <[safcuwt@uw.edu](mailto:safcuwt@uw.edu)>  
**Subject:** Annual Allocation Proposal Reductions Request

Good morning,

The Student Activities Funding Committee (SAFC) sincerely hopes that your spring quarter is going well. We are writing to inform you that we are presently engaged in the process of reviewing all the proposals for the 2022-2023 annual allocation.

We regret to inform you that the total initial request for all proposals amounts to nearly \$3.4 million, which exceeds last year's request by approximately \$900,000. Our budget allocation for the upcoming fiscal year is \$1.9 million. Consequently, if we were to fund all the requests, we would be facing a shortfall of \$1.5 million.

To overcome this fiscal challenge, we respectfully request each proposer to prepare a proposal reduction plan ranging from 10% to 30% of the requested allocation for your program and submit it for our review. Our goal is to ensure that each proposal is given equitable consideration while maintaining fiscal responsibility.

We acknowledge and appreciate your patience in this matter. We will make every effort to accommodate your proposals in a fair and equitable manner.

Thank you,

**Patrick Sullivan** (He/His)  
2022-2023 SAFC Chair  
Email: [safcuwt@uw.edu](mailto:safcuwt@uw.edu)  
University of Washington Tacoma  
1900 Commerce St Tacoma, WA 98402

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