Budget and Finance Committee  
Tuesday, November 18, 2014  
1:00 – 3:00 p.m.  
Barge 304  
MINUTES

EX-OFFICIO MEMBERS PRESENT: George Clark, Joel Klucking, Shelly Baird, Matt Cziske, Katharine Whitcomb, Robert Perkins, Ken Young, Nick Shuey, Dorothy Chase

APPOINTED MEMBERS PRESENT: Lisa Euster, George Drake, James Avey, Keith Salyer, Kathy Temple, Melanie Palm, Patricia Cutright, Karen Hamel, Stuart Thompson, Richard DeShields, John Swiney, Ed Day, Tracy Pellett

ABSENT: James DePaepe, Ashley Crawford, Chris Huss,

GUEST: Adrian Naranjo, Bill Yarwood

AGENDA
1. Informational Item – George Clark introduced and welcomed Dr. Tracy Pellett, Continuing Ed representative and Bill Yarwood, guest to the meeting.


3. Informational Item – Bill Yarwood attended the meeting to provide a brief update on the CWU Master Facilities Plan. Every odd year a call comes out to submit the plan. They prepare the Campus Master Plan at the same time as the Capital Budget. You will find the plans on the CWU Resources/Reports webpage.

4. Informational Item – John Swiney presented an overview of the FY15 and FY16 Enrollment Management Plan that will be provided to the Board of Trustees in December.

5. Informational Item – Richard DeShields provided an overview of the housing, dining cost, budget and recovery projects in full detail. The housing rate increase was approved for fall last year, but we will need to request a rate increase for 2016 in Spring 2015.

6. Action Item – Ed Day presented the S&A Supplemental Fee requests – Richard DeShields made the motion to approve the S&A Supplement Fee Requests. Matt Cziske seconded. Motion carried. Three requests were presented; 1) PRSSA National Conference – Registration, travel, and hotel expenses for 5 students to attend the National PRSSA Convention on October 10–14, 2014, in Washington, DC. The National Conference includes seminars from professionals in
the Public Relations field, and networking opportunities with students from other PRSSA Chapters to strengthen their love and knowledge of public relations and other related career paths. Working with the best educators and professionals in the public relations field will provide students with multiple opportunities to network, learn and share (approved amount $1500).  

2) AORE National Conference – For 10 students from the FCSG department to attend the AORE National Conference to network with professionals and look for jobs/internships. They hope to promote a positive and professional image of CWU at the conference. This conference will be held in Portland, OR. The event starts on Nov 12th and ends on Nov 14th (approved amount $2900).

3) National Council on Family Relations Annual Conference – For students from the CWU Family Studies Program (5 grad and 5 undergrads) to attend the annual conference of the National Council on Family Relations to learn the most up to date research from top professionals in the field of family studies. Students network with students from other programs, exchange ideas with professional from other institutions and further develop their knowledge base and momentum in their professional careers. This conference is in Baltimore, MD. The event is Nov 18th and ends on Nov 22nd (approved amount $2,115).

Total supplemental fee requests approved was $6,515.

7. Action Item – Joel Klucking presented revisions that were made to policy CWUP 2–10–170 and CWUP 2–10–180. The two policies, Appointing Authority and Contracting Authority, have been combined. An amendment was made to the policy adding the Associate Dean of Student Living and the Director of Business Contracts. A couple of grammatical errors were corrected. Joel will make the corrections and return to the VP for Cabinet approval. The motion was made by Richard DeShields. Second by Tracy Pellett. Motion carried.

Meeting adjourned at 3:00 p.m.