



## MEMORANDUM

TO: Services and Activities Fee Committee

FROM: Cherie Wilson, Director, Student Union *CW*

CC: Dr. Keith Champagne, Assoc. Director, Student Development  
Dora Van Epps, Student Funds Financial Manager

DATE: November 30, 2016

RE: University Scheduling Center

This memo is provided as an information item to the Student and Activities Fee Committee regarding the funding relationship between the S&A and the University Scheduling Center. The attached financial agreement outlines the current use of these funds which continue to be managed based on the historical commitments of both parties to finance and manage the Student Union and Recreation Center that was established in 2009.

This funding commitment by S&A includes a \$30,000 annual fee for services rendered for all S&A funded areas to schedule space on campus. In order to supply these services, the university and community as a whole participates in funding a University Scheduling Center. In addition to S&A funds the University Scheduling Center also receives funding from state resources, Conference Center resources and community resources through a service fee.

Historically, the University Scheduling Center has been housed in the Student Union for a convenient location for our student groups to go to schedule space. Last year, the University Scheduling Center scheduled a total of 21,151 meetings and events of which 6,347 were for S&A funded areas.

# Memo

**To:** Student and Activities Fee Committee  
**From:** Cherie Wilson, Associate Director, Student Union Operations CW  
**CC:** John Drinkwater, Senior Director, Campus Life and Student Union  
**Date:** January 7, 2009  
**Re:** S&A Allocations for University Scheduling Center

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University Scheduling Center provides university-wide scheduling functions for non-classroom use to student clubs and organizations, departments, and off-campus users. As part of our services, we meet with clients and assist in the overall planning for their event. Some of the functions we provide include scheduling meeting rooms and events, discussing and developing university policies, conducting billing functions, estimating and processing contracts, supplying space analysis, and developing and enforcing advertisement posting policies.

In order to provide these services, the university and community as a whole participates in funding this area. The S&A Committee has contributed \$30,000 for many years in consideration for the above services. In the event that we did not receive funding from the S&A Committee, our only other option would be to bill S&A areas on a per use basis. This would mean anytime an S&A area scheduled any space on campus, they would be charged a Scheduling Center Service Fee to assist in funding a University Scheduling Center. This would require a considerable amount of additional billing through our office and in turn these additional costs would be passed on to the user.

In an attempt to simplify this process, I'm requesting the S&A contribution be billed out on a yearly basis in the amount of \$30,000 as we currently do with other university departments and Conference Center contributions. Since this is a service we provide to students and not a funding request, it seems to make more sense to establish an agreement with the S&A Committee and bill for services rendered on an annual basis. Please consider this concept for future contributions to the University Scheduling Center.