

Minutes - Jan 30, 2008

Services and Activities Fee Committee

Minutes January 30, 2008

Meeting called to order: Brent Weisel called the meeting to order at 5:35 p.m. and attendance was taken.

Attendance: Jack Baker, Anna Boyer, Julia Cain, Ed Day, Bob Hood, Kay Kenison, Kevin Kimball, Jeremy McCann, Scott Robinson, Brent Weisel, Wendy Williams and Teri Willard. Excused: Sara Ruiz. Absent: Sara Peung.

Approval of the minutes from January 23, 2008: Kevin Kimball suggested changing the wording under Discussion to read: "Kevin Kimball questioned the process for approval of the Board of Trustees on all supplemental S&A fund approvals." Scott Robinson moved to approve the minutes as amended. Anna Boyer seconded. Motion carried. (9 in favor)

Public Comment: None

Discussion: How the new system will work – Ed Day Ed Day presented the S&A Base Funding Matrix showing the four-year funding cycle. A provision of the plan will include three priorities for supplemental funding. Priority 1 pertains to conditions which could not reasonably have been anticipated by the S&A base funding recipient at the time of the base funding request (includes the addition of essential non-student payroll and the replacement of essential equipment due to loss, destruction, premature failure, etc.) Priority 2 pertains to opportunities to add, expand, or enhance programs, activities, or services that DO NOT RESULT in the addition of non-student payroll positions. Priority 3 pertains to opportunities to add, expand, or enhance programs, activities, or services that RESULT in the addition non-student payroll positions. As Ed reviewed the figures for several programs, the funding was not adversely affected by the new proposed base funding. The S&A committee discussed the matrix and Ed provided answers to questions regarding how this would affect the recipients. As the discussion continued, it is hoped that the recipients will be more responsible for their budgets and how their funds are spent. Each year the recipients will prepare an annual report and submitted to the S&A Committee for their review.

S&A GUIDELINES AND PROCEDURES REVIEW:

Section IV Budget Approval

The committee started the review of Section IV. There were several minor changes to the document. Section B paragraph 1 was changed to read: The Services and Activities Fees Committee has approved the concept that the fee for Services and Activities will increase at the same percent as the tuition increase that is approved by the Board of Trustee each year.

A discussion on setting up a contingency fund that would provide a limited amount of supplemental

funds the S&A Committee could approve without delay. This was suggested because on the timing of the Board of Trustees meetings and the need for their approval, and the need of the recipients to fund projects sooner. There were several questions and suggestions on setting up the contingency fund. This will be discussed further at the next meeting.

Schedule of Next Meeting:

Jack Baker will be out of town next week and suggested meeting the following week. All agreed. The next meeting will be held on February 13 at 5:30 p.m. and the review and discussion of Section IV Item D Supplemental Budget Process will continue.

For the good of the order:

Bob Hood made a motion to adjourn the meeting and continue discussion of Section IV Budget Approval in two weeks. Scott Robinson seconded. Motion carried. (9 in favor)

The meeting adjourned at 7:30 p.m.