

**Services and Activities Fee Committee**  
**Minutes**  
**April 27, 2011**

**Meeting called to order:** Megan Hammond, Chair, called the meeting to order at 5:30 p.m.

**Agenda:** Agenda approved as submitted.

**Attendance:**

Student Members: Brad Nelson, James Rae, Megan Hammond, Ivana Trottman, Ian White, and Michael Wittenbrink. New member: Andrew Williams

Professors and Professional Staff: Jack Baker, John Bowen, Ed Day, Kay Kenison, Scott Robinson, and Emily Spoor. Absent: Wendy Williams

**Approval of Minutes:**

Approval of the minutes from April 20, 2011: Ivana Trottman moved to approve the minutes as submitted. Ian White seconded. Motion carried.

**Public Comment:** David Owens has been corresponding with Emily Spoor and has some suggestions about the S&A Committee during the feedback and dialogue on Facebook. He will send the information to the committee.

**Supplemental or Base Funding Requests - Presentations:** none. There is a temporary freeze on supplemental requests.

**Supplemental or Base funding requests to be voted on:**

CWU Freedom Ride – Leah Shelton: The supplemental budget request is for \$8,000.00 for 15 CWU students to travel from June 12 – 17, 2011, on the routes of the original 1961 Freedom Rides traveling by bus across Tennessee, Alabama, and Mississippi.

MOTION: Ivana Trottman made a motion to approve \$8,000 for CWU Freedom Ride for students to travel on the routes of the original 1961 Freedom Rides traveling by bus across Tennessee, Alabama, and Mississippi from June 12-17, 2011. Michael Wittenbrink seconded. Motion carried. This will be sent to the Board of Trustees for approval.

**New Business:** Two supplemental requests have been sent to Jack Baker and he informed them that there is a temporary freeze on supplemental requests. 1.) Service Learning-Health Education request for \$4,730.00 and 2.) Central Washington Organization for Reading Development (WORD) conference request for \$614.95. (They have done extensive fund raising.)

It was confirmed that the supplemental requests are still temporarily frozen.

**Other Business:**

Emily Spoor: Emily presented the survey that she has created and shared a sampling of responses to the survey. The survey and information is to be sent to all students on campus and are hoping for more responses by next week's meeting. It was suggested that bullet items may be easier to read than paragraphs.

S&A Fee Discussion: The committee discussed the impact of increasing the S&A fee -- by how much, or not raising it at all, cutting program allocations, and/or reducing supplemental allocations. The probability of additional charges to S&A of \$600,000-\$700,000 for services also needs to be taken into consideration as the discussion continues. It is felt that the long-term economic crisis will continue. It is felt that there still needs to be a “buffer” for unforeseen expenses. It comes down to a decision on increasing the S&A fee, reducing allocation to the providers or a combination of the two. There is currently no clear information to base a decision on and it is hoped to have additional information before the next meeting. The committee needs to have a decision by May 11 to be able to send their recommendations to the Board of Trustee.

S&A Policy Changes: The guidelines were discussed and it was suggested the number of days that requests needed to be into the S&A committee be reduced from 90 days to 45 days with the addition of exceptions on a case by case basis. The supplemental requests will have to be reviewed by the Student Funds Financial Manager before they are placed on the agenda. It was discussed that more information needs to be on the supplemental request form regarding deadlines, limited amounts to be funded by the flex budget and others going to BOT for approval, time line for Board of Trustee meetings, and a list of possible exceptions. Also detailed instructions on the website with the supplemental request form so requestors have a better understanding of the process.

Schedule of Next Meeting: May 4, 2011.

Adjourned: The meeting adjourned at 7:30 p.m.