

**Services and Activities Fee Committee  
Minutes  
May 4, 2011**

**Meeting called to order:** Megan Hammond, Chair, called the meeting to order at 5:34 p.m.

**Agenda:** Agenda approved as submitted.

**Attendance:**

Student Members: Brad Nelson, James Rae, Megan Hammond, Ivana Trotman, Ian White, and Michael Wittenbrink.

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

Absent: Andrew Williams

**Approval of Minutes:**

Approval of the minutes from April 27, 2011: Michael Wittenbrink moved to approve the minutes as submitted. Brad Nelson seconded. Motion carried.

**Public Comment:** none

**Supplemental or Base Funding Requests - Presentations:** None. There is a temporary freeze on supplemental requests. Jack Baker is currently holding two requests: Service Learning-Health Education request for \$4,730.00 for travel May 12-15, and Central WORD conference for \$614.95 for travel May 8-11.

**Supplemental or Base funding requests to be voted on:** None

**New Business:** None

**Other Business:**

**S&A Fee Discussion:** Ed Day told the committee that the proposed administrative fee was incorrect as stated last week. It will now be about \$860,000, a big change from the expected \$700,000. Ed showed the different S&A fee percentages ranging from 0% to 14% fee increase and how it would affect next year's proposed budget. The discussion continued with suggestions on which percentage to use and how it will affect services and supplemental dollars available next year. It was discussed about cutting each provider by a small percent so everyone would share the burden, which would also show each provider how serious the budget problems are and to remain frugal with their funding. This reduction could be in conjunction with raising the S&A fee. When the providers were asked about cuts, they stated cuts would probably come from student employees. Another option was to go through the providers' allocations line by line and cut each accordingly. It should be noted that in the past the S&A fee increase was linked to the percentage increase of tuition, although that has not been the case in the last year. A decision has to be made at the next meeting in order to be able to be presented at the June 2011 Board of Trustees' meeting.

It was also suggested to provide a list of recommendations for the next committee. Emily has several suggestions for the committee and for the S&A intern who may follow.

James Rae is concerned about the administrative fee and the impact it may have in the future. He hopes to have more information to share at the next meeting.

Emily Spoor: Emily has about 250 responses to the survey and she shared some of the results. There seems to be a wide gap in the number from those who would like little or no increases to those who would not be opposed to a larger increase to protect valuable services. She also went down the list of providers and gave the committee an idea of which programs the student's value. She is hoping for more responses by the next meeting.

S&A Policy Changes: The wording for the exception to the time limit on supplemental funds was discussed. All were satisfied with the changes that have been proposed.

MOTION: Ivana Trottman made a motion to change the wording of the exception to read: "exceptions may be considered for unanticipated events on a case by case basis." Michael Wittenbrink seconded. Motion carried. It was suggested that changes made to item D.4. should be added to the S&A supplemental request form for clarification to the requestors.

MOTION: James Rae made a motion to approve all the changes to the "General Guidelines and Procedures for Use of Services and Activities Fees" as submitted. Ivanna Trottman seconded. Motion carried.

Schedule of Next Meeting: May 11, 2011.

Adjourned: The meeting adjourned at 7:15 p.m.