

Services and Activities Fee Committee
Minutes
June 1, 2011

Meeting called to order: Megan Hammond, Chair, called the meeting to order at 5:35 p.m.

Agenda: Added to the agenda under New Business: Proposed Administrative Fee and under Other Business: Letter to next year's chair-comments and concerns. Agenda approved as changed.

Attendance:

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

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

Guests: George Clark and Marilyn Levine

Approval of Minutes:

Approval of the minutes from May 25, 2011: Michael Wittenbrink moved to approve the minutes. Ian White seconded. Motion carried.

Public Comment: none

New Business:

Central WORD (Central Washington Organization for Reading Development): The club sent 4 members to the International Reading Association Spring Conference in Orlando, Florida, on May 8-11, 2011. The original amount requested was \$614.95 and it has been reduced to \$472.25 for travel and lodging. The club has been fund raising, they received money from club senate, and each member made an individual payment of about \$200. The conference helped the members learn more about the field of teaching literacy. During fall quarter 2011, Central WORD will be co-hosting the WORD conference at Central and attending this conference helped the members gain experience and information for planning next year's conference. The original request and travel was during the freeze on supplemental requests and at the last meeting it was approved to hear this request.

MOTION: Ian White made a motion to approve \$473.00 from the flex budget for travel and lodging to the International Reading Association Spring Conference in Orlando, Florida on May 8-11, 2011. Michael Wittenbrink seconded. Motion carried.

College National Finals Rodeo Travel Expenses-CWU Rodeo Team: Three members are National Finals Rodeo qualifiers: Bailey Minor, Jordan Crossley and Carl Bissonette; and they are requesting help with travel expenses to the College National Finals Rodeo in Casper, Wyoming, on June 10-19, 2011.

MOTION: Brad Nelson made a motion to approve \$3,750.00 from the flex budget for the CWU Rodeo Team qualifiers to the College National Finals Rodeo in Casper, Wyoming, on June 10-19, 2011 for travel, lodging, and additional expenses incurred for the horses. Michael Wittenbrink seconded. Motion carried.

Concern was voiced regarding the serious disease outbreak affecting horse's health. The committee was assured that they are taking every precaution to keep their animals healthy. The Rodeo Club will be selling Krispy Kreme donuts on Friday to help raise funds.

Other Business:

Marilyn Levine, George Clark, and Ed Day presented an updated proposal on S&A Fees Fund-Necessary Services Cost Allocation ("Admin Fee") proposal dated June 1, 2011 and the legal opinion from Alan Smith the Attorney General regarding S&A Fees Indirect Cost Allocations. As presented in the proposal, the percent of SA employees (employees receiving a pay check paid by S&A) to total employees was used to project S&A Allocations. This resulted in a decrease of \$71,636.00 from the original projected administrative fee amount and several line items were eliminated from the proposal. A similar proposal will have to be approved each year by S&A and referred on to the Board of Trustees for their approval. The categories may change in the future like the current change of the structure to a dean of student's model. The methodology is an acceptable business model from the AG and the school of business and are following due diligence. This model makes sense because it is tied directly to S&A services. There is a balance that must be maintained especially with the State Legislature changing the model for increasing tuition.

The S&A Committee was still concerned with many items listed on the proposal and what those items had to do directly with the S&A funds. The proposal is still high and affects future S&A funding. Although the administrative fees will change year to year, there will be no guarantees that the amount will stay the same, go down or increase. Every year the committee will have to approve the administrative fee each year, probably at the same time the percentage is set. An example of the concern was the President's residence and how that is linked to student funds. The answer was that this fee is not for his personal residence, but rather the reception areas that are used for receptions to build goodwill with the Ellensburg community, student, staff, and faculty and bring possible donors to the University who benefit the students. S&A does not micro-managed and going line by line would not serve the purpose to reduce the administrative fee dramatically. The administrative fee is not applicable to students at large and should be rejected because it does not benefit students. It was suggested to raise tuition to cover the additional funds needed, but this is a concern too. The administrative fee is not precise and every year it can change and increase dramatically with little control from the S&A committee. What are "services" and what do they provide for the students. Does this administrative fee benefit students through "services?" The administrative fee could be a base funding request like others and would be reviewed every 4 years. Committee decided to make the administrative fee a supplemental request and will review it each year.

MOTION: James Rae made a motion to reject the administrative fee "market basket" as presented. Andrew Williams seconded. Motion failed. (1 for, 3 no, 2 abstentions)

MOTION: Ian White made a motion to approve up to \$790,832.00 in supplemental request for the administrative fee for the next budget year. Ivanna Trottman seconded.

(Vote: For-Ian White, Michael Wittenbrink, Ivanna Trottman, and Andrew Williams; Against-James Rae and Brad Nelson.) Motion carried.

The dispute resolution committee will not need to meet.

MOTION: Michael Wittenbrink made a motion that the S&A fee increase would be 11% with the 1% decrease to all the S&A providers for the FY 2011-2012 because of the approval of the administrative fee. Ian White seconded. Motion carried.

The S&A Committee is not happy with the position they had to take, but cannot do anything about it. S&A is being pressured to help fund the shortfall from the decline of State support for higher education.

It was suggested that next year's S&A Committee look at the whole administrative fee and discuss the issues facing the Committee and tough decisions needing to be made in the future.

Letter to Next Year's Committee: Megan Hammond is drafting a letter to next year's committee with suggestions: structure changes, timeline on supplemental requests, administrative fee, streaming process and review (is it helpful?), decision on supplemental allocations, being frugal with the amount set aside for supplemental requests (well under \$500,000.00), after the fact supplemental requests, flex budget in guidelines, parliamentarian as committee member, suggest a member of S&A committee serve on the budget and finance committee.

Schedule of Next Meeting: Next meeting to be announced next fall.

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