

**Services and Activities Fee Committee
Minutes
February 22, 2012**

Meeting called to order: Paul Stayback called the meeting to order at 5:32 p.m.

Attendance:

Student Members: Isa Harrison, Sheila Jones, Brad Nelson, Taylor Robb, Paul Stayback, and Dustin Waddle-Ford.

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

Agenda:

MOTION: Dustin Waddle-Ford made a motion to approve the agenda as presented. Taylor Robb seconded. Motion carried.

Approval of Minutes:

MOTION: Dustin Waddle-Ford made a motion to approval the minutes of February 15, 2012 as presented. Taylor Robb seconded. Motion carried.

Communication:

Memo from Sharon Jonassen dated 02-21-2012--Subject: S&A supplemental requests: Hello, I wanted to let you know that I presented supplemental requests at the business and finance meeting today. The supplemental and base funding requests were approved. George Clark made the suggestion that he would support a change to the approval process where the BOT approves the supplemental budget upfront when they approve our budget and then it is just reviewed by their designee or the business and finance committee with only say bigger items over a certain dollar amount going to the BOT or the BOT seeing the disbursements as a report. He thought this would get the funds to students faster and not bog down BOT meetings. Ed and I mentioned that there were some adjustments that the S&A committee were proposing. I didn't have the changes with me. We did make it clear that we needed to make sure changes were in the bylaws and we weren't making changes at the meeting on behalf of S&A at that time. George was going to also open up conversations on his end, but I thought it would be important that we are all on the same page. Sharon, SURC Accounting

Chair's Report: Paul Stayback thanked Dustin Waddle-Ford for chairing last week's meeting in his absence.

Public Comment: Isa Harrison has been in contact with S&A committees at WSU and UW regarding issues of their administrative fee. UW will be sending a statement and she will share it at the next meeting.

James Rae shared a proposed change to the SURC building fee to include the summer session, which previously has not been included. This will help with SURC funding. This is informational.

Update Report: none

Supplemental or Base Funding Requests – Presentations: none

Supplemental or Base Funding Requests to be voted on: none

Old Business:

Review of changes to S&A Guidelines: not addressed

Setting the S&A Fee-discussion:

Paul Stayback has not received any information regarding the administrative fee for next year. He would like to write a letter to George Clark asking for the administrative fee information by March 7 so there is adequate time to discuss the fee and any proposed changes.

MOTION: Taylor Robb made a motion to approve Paul Stayback to write a letter to George Clark requesting information about the administrative fee by the March 7 S&A meeting. Isa Harrison seconded. Motion carried.

Sharon Jonasson thought that the administrative fee would be less than this year's \$791,000. Sharon also shared several possible modifications to the S&A budget for discussion—administrative fee, career counselor-Lynnwood, Conduct Case Manager, minimum wage increase, fund mandatory classified step increases and whether to continue the 1% cut to the providers this year. The 1% was reduced last year which amounted to a decrease to the providers of \$44,868, and also add the increase to the minimum wage, which was not forecast and the providers could be in trouble with the last year of the quadrennium. The discussion continued. In the original plan for the quadrennium budget, there was an increase to cover the cost of living increases to the providers, but it has not been implemented during the budgeting cycles. The providers have been covering these increases by taking from their goods and services. With the addition of these items, we could be looking at 8% or 9% increase to the S&A fee for the next year. This discussion will continue.

MOTION: Isa Harrison made a motion to cover the increase to the providers for the minimum wage increase in the amount of \$67,000.00. Wendy Williams seconded. Motion carried.

MOTION: Dustin Waddle-Ford made a motion to cover the mandatory increases for classified staff step increases in the amount of \$72,200.00. Isa Harrison seconded. Motion carried.

New Business:

Vote to support or not support the proposed combining of S&A centers from 4 to 2 centers: No discussion.

Report Back – Supplemental Request Guidelines – John and Dustin: John Bowen and Dustin Waddle-Ford shared “Helpful Guidelines and Tips for Students Preparing to Request Funds from the Services

and Activities Committee.” This document will be very helpful to the requestors of supplemental requests and will answer their questions. It will be placed on the S&A website. The document will be changed to reflect any revisions to the S&A guidelines. Also Sharon Jonassen requested that presentations be sent to her via email, since she had a problem with a USB drive infecting her computer. This is a great document and should help the requestors of S&A supplemental funds.

Public Comment: none

Paul Stayback reminded the committee to be respectful of others during discussions and as tough decisions are being made.

Motion to Adjourned: Dustin Waddle-Ford moved to adjourn. Ed Day seconded. Motion carried.

Schedule of Next Meeting: Next meeting--Wednesday, February 29, 2012, in SURC 301 starting at 5:30 p.m.

The meeting adjourned at 7:30 p.m.