

**Services and Activities Fee Committee
Minutes
October 17, 2012**

Meeting called to order: Isa Loeb, chair, called the meeting to order at 5:32 p.m.

Attendance:

Student Members: Matthew Baird, Lance Larsen, Isa Loeb, Zachary Russell, Dustin Waddle-Ford, Kylea Wells Brown, and Clint Wylie

Professors and Professional Staff: Jack Baker, John Bowen, Sharon Jonassen, Kay Kenison, Scott Robinson, and Todd Shiver.

Absent: Connie Williams

Agenda:

MOTION: Scott Robinson made a motion to approve the agenda as presented. Zack Russell seconded. Motion carried.

Approval of Minutes:

MOTION: Matthew Baird made a motion to approve the minutes of the October 10, 2012, as presented. Scott Robinson seconded. Motion carried.

Public Comment: none.

Supplemental or Base Funding Requests – Presentations:

#13002 Bridges Project-Employ CWU students-\$15,000.00-Rebecca Postyeni: The Bridges Project is requesting \$15,000.00 to provide student wages for 11 CWU students to mentor and/or tutor approximately 300 Ellensburg High School and Morgan Middle School students this school year. “The Bridges mentor project is implemented through Central Washington University. It is intended to assist high school and middle school students and is designed to inspire low income, first generation, and at-risk youth to pursue their academic dreams through higher education. Bridges promotes the development of underrepresented and underprivileged youth by instilling a sense of accomplishment, belonging and hope through education and mentoring programs.” The CWU student must have a 3.0 GPA and experience with youth to participate. The CWU students will keep daily logs and meet with supervisors at each school. This request will be voted on at the next S&A meeting.

Supplemental or Base Funding Requests to be voted on:

#13001 Family Consumer Science-Sarah Law and Professor Duane Dowd: The request is for \$15,574.00 for 24 students to travel, including airfare, hotel, and registration, to the Annual Conference of the National Council on Family Relations on October 30 – November 3, 2012, in Phoenix, Arizona.

MOTION: Clint Wylie made a motion to approve \$10,272.00 for travel to the Annual Conference of the National Council on Family Relations on October 30 – November 3, 2012, in Phoenix, Arizona. Matthew Baird seconded. Motion carried.

Discussion: They have doubled the number of students planning on attending this year. Students plan on paying for their own food expenses. This request was submitted at the end of last year and held until the start of this year. The amount of fundraising at \$200.00 was questioned since this conference was scheduled for the start of the school year and no members will be presenting at this conference.

New Business - Training:

Update regarding streaming of S&A meetings – Jack Baker: The department who provided streaming was contacted for this year and they will not be providing streaming this year because they do not have the staff. Jack has contacted the TV station and the radio station to see what they have to offer. Last year streaming was viewed at a low of 23 times up to the high of 51 times during a session. It was suggested that the meeting could be moved to other areas on campus to get more exposure, but that could cause additional logistical problems. Jack will continue to search for other alternatives.

S&A website is live and has a new look with listings for financial information, current guidelines, agendas and minutes, annual reports, and forms for base funding and supplemental funding.

Open Public Meetings Act: S&A follows the Washington State Open Public Meeting Act as it is stated in the S&A Guidelines. All meetings are open to the public. The only time there are closed sessions is to discuss personnel issues.

Services and Activities Guidelines: Jack Baker went over the Guidelines. We will be following the Guidelines approve 6/2010 in which the only change was to the voting structure of the committee. The guidelines will be reviewed by the committee this year and sent forward through the approval channels. It is hoped the guidelines can be approved and ready for implementation at the start of next year. Reminder to let the chair know if you are going to be absent from a meeting—contact Isa Loeb-Chair, Jack Baker, Kay Kenison or Clint Wylie. S&A follows all the financial regulations of the State of Washington and the University.

RCW 28B.15 Service and Activities Fees show the legislation establishing and regulating of services and activities fees. The S&A guidelines are patterned after these RCWs.

Spending Your S&A Fee Allocations is a guide for advisors, staff and students and is a good reference. Sharon Jonasson and the Club Accounting office works on a reimbursement system, so clubs or individuals who are awarded funds from S&A will bring in their receipts for processing by the Club Accounting office. Also the supplemental request form has valuable information for anyone requesting supplemental funding.

Other Business:

Discussion of future business of the committee-Jack Baker: Jack Baker wanted the S&A Committee to be aware of the several items coming before the committee this year in addition to Supplemental Requests and Base Funding Requests. The current providers will need to have their Annual Reports in

by December 1 in addition to their requests for Base Funding for the next 4-year cycle. There will be a presentation regarding the combining of two service organizations. The S&A Committee may need to select a subcommittee to work with the administration to negotiate the specific categories in the administration fee and also the Administration may be presenting base funding for the Administrative Fee. Last year after mediation through dispute resolution, the S&A Committee may need to vote on the 2013 Administrative Fee. The Committee will need to review the S&A Guidelines this year for approval and presentation and approval by the Board of Trustees.

Motion to Adjourned: The meeting adjourned at 7:45 p.m. Motion carried.

Schedule of Next Meeting: The next meeting is October 24, 2012 in SURC 301 starting at 5:30 PM.