

**Services and Activities Fee Committee
Minutes
November 28, 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.

Excused: Connie Williams

Agenda:

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

Approval of Minutes:

MOTION: Matthew Baird made a motion to approve the minutes of the November 14, 2012, as presented. Clint Wylie seconded. Motion carried.

Chair's Report/Communication:

Chair Isa Loeb read the letter from George Clark, Chief Financial Officer and Vice President for Business and Financial Affairs dated November 21, 2012:

At the November 20, 2012 meeting, the Budget and Finance Committee approved the recommendation to the Board of Trustees the following supplemental allocations in the amount of \$79,575:

- Support CWU student salaries for the Bridges Program which provides mentors/tutors for Ellensburg and Morgan Middle School students for the 2012-2013 school year - \$15,000
- Support travel costs for CWU vocal Jazz 1 and Combo 1 at the Jazz Educators Network National Conference on January 2-6, 2013 in Atlanta, Georgia - \$19,350
- Support the CWU Swim Club in the installation of a timing system in the CWU pool - \$4,725.
- Support travel costs for CWU Symphony Orchestra to attend the National Association of Music Educators Conference in Portland, Oregon, February 12-17, 2013 - \$23,500
- Support travel costs for the PESH Club to attend the AAHPERD National Conference in Charlotte, North Carolina, on April 23-27, 2013 - \$17,000

Thus, I am pleased to inform you the October 24, November 7, and November 14 requests are approved for the amounts designated above.

Sincerely, George H. Clark

Chair Isa Loeb shared the guidelines for tonight's meeting:

- Following the committee's guidelines

- Discuss rejection of the April 11, 2012, vote on the administrative fee.
- Dispute resolution committee meeting was a closed meeting, therefore, nullified their decision because it was not held in an open meeting as our guidelines state.
- If decision to approve administrative fee, we need to rescind vote of April 11, 2012, then make new motion on the administrative fee or motion to go back into dispute resolution in a public meeting.

Public Comment:

Letter from KJ Stilling, President, ASCWU BOD dated 11/28/2012 to the CWU Services & Activities Fee Committee regarding ASCWU Board of Directors support of FY 13 Administrative Fee:

As per your motion to table discussion of the Administrative Fee on November 14, 2012, today is the day we expect you to take action. As representative of students, you have the ability to affect processes and funding allocations. It is my hope that you all decide and vote to sustain and improve this campus.

Additionally, this letter is a formal declaration of the Associated Students of Central Washington University-Board of Directors support of the S&A Administrative Fee for fiscal year 2013. It is the intent of Board of Directors to see the approval of \$674,202 dollars.

Now, as members of the Services & Activities Fee Committee, please feel trusted, supported and empowered to vote and approve the allocation.

Sincerely, KJ Stilling, President

(signed on behalf of the Associated Students of Central Washington University--Board of Directors)

Sharon Jonasson commented that the administrative fee was adjusted to \$517,167 because of a change in the calculation by the accounting office.

Report Back:

Center for Diversity and Social Justice – Deloris Cleary – explaining the changes and asking the committee to make a decision on combining the budgets: The newly reorganized Center for Diversity and Social Justice now reports to the President’s office. The reorganization was to help eliminate duplication of programs and focus on the academic process and to build an inclusive climate on campus. The campus climate is everyone’s responsibility. The core values of the Center are diversity, inclusion, social justice, collegiality, collaboration, and stewardship. The staff consists of 4 program managers, 15-16 student programmers and 2 PR students. Ms. Cleary would like S&A’s support to combine the S&A budgets of the Diversity Education Center and the Center for Student Empowerment for the remaining budget cycle and will be coming back for base funding request for the next budget cycle. It has been an administrative hassle handling two budgets and will provide a better systematic tracking of the budget. The exempt salaries will remain the same.

MOTION: Kylea Wells Brown made a motion to combine the budgets of the Center for Student Empowerment and Diversity Education Center under the Center for Diversity and Social Justice. Clint Wylie seconded. Motion carried.

Supplemental or Base Funding Requests to be voted on: none

Supplemental or Base Funding requests – Presentations:

#1308 Central Access Television-Channel 14-video production \$25,000-Kevin O'Donnell: The supplemental request is for \$25,000 in start-up funding for the TV station to purchase equipment and software. This will create a place for all students (not just film students) to create their work and will giving them an opportunity to produce and share their work with their peers. There will be a large memory bank and can add older video streaming. The television channel will be student operated, deciding on logistics and how the station should be operated. The plan is to be self-sustaining through revenue from clients within the community and businesses in Ellensburg. The supplemental request will be voted on at the next S&A meeting in January.

#1309 Digitization of CWU Student Newspaper (1917-2000) - \$7,000.00 – Steven Hussman: The supplemental request is for \$7,000.00 to digitize newspapers from 1917-2000. Currently these are on microfilm and only accessible by individually with a microfilm readers. The digitized format will be accessible and searchable on the web to everyone-students, faculty, staff and community members. This is a great tool and opportunity to preserve CWU's history. The digitizing work will be completed by an outside vendor and expected to be completed by March 2013. This will be voted on at the next S&A meeting in January.

#1310 Guest Jazz Quartet presented by CWU Wind Ensemble - \$3,930.00 – Dean Snavely: The supplemental request for \$3,930.00 for travel and meal expenses and a stipends for quartet members on January 22-24, 2013. There is already a commitment of \$1,750.00 in funds from other sources and they hope to have commitments from others, thus reducing of the requested amount. The jazz quartet is comprised of four accomplished jazz performers from the Northwest and will share the historical significance of jazz musicians in the civil rights movement. In addition they will offer their experience through rehearsal coaching sessions and all CWU students are invited to their clinics and the performances at no cost. The quartet will also present a clinic for jazz students at Ellensburg High School and a free evening performance at a local venue. This request will be voted on at the S&A January 2013 meeting.

#1311 Early Childhood Learning Center – cribs \$2,797.58 - Janie Charlton: Janie Charlton is requesting \$2,797.58 in supplemental funds to purchase 9 replacement cribs for the Rainbow Center-- Early Childhood Learning Center. The center's cribs are out of compliance with the Department of Early Learning and must be in compliance by December 31, 2012 in order to accommodate the infants in January at the Center. This is an unforeseen expense because of the change in crib standards for child care providers. Ms. Charlton was working with other providers to purchase in bulk, but was unable to come to an agreement, thus the lateness of this request. If this request is approved, the cribs will be purchased, and the staff will be putting the cribs together on site with no additional costs in late December. Ms. Charlton is hoping that the S&A Committee will vote on this request tonight so the cribs can be purchased as soon as possible.

MOTION: Clinic Wylie made a motion to purchase 9 replacement cribs for \$2,797.58 from supplemental funds for the Early Childhood Learning Center-Rainbow Center because of the need to be in compliance before the start of winter quarter. Zack Russell seconded. Motion carried.

(George Clark, VP, Business and Finance, was in attendance at the S&A meeting and asked that this request be sent to his office for review and possible early approval.)

New Business:

Public Comment: The committee discussed the FY 2013 Administrative Fee (#120038) and the possibility of a committee vote at tonight's meeting.

After a lively discussion regarding the administrative fee, Sharon confirmed that this request is for one year and the administration will be coming back to the committee for 4-year base funding. It was suggested that a sub-committee be formed to work with the administration on items in the administrative fee and possibly go line by line to discuss each.

MOTION: Dustin Waddle-Ford made a motion to uphold the decision of the previous S&A Committee to reject the supplemental request for administrative fee for FY2013. Kylea Brown Wells seconded. Motion failed. (2 in favor, 3 opposed)

MOTION: Clint Wylie made a motion to rescind the April 11, 2012, vote to reject the vote on the Administrative Fee. Lance Larsen seconded. Motion carried. (4 in favor, 1 no)

MOTION: Clint Wylie made a motion to approve \$571,167 in supplemental fees for the Administrative Fee for FY 2013. Mathew Baird seconded. Motion carried. (3 in favor, 1 no, 1 abstention)

(Note: the calculation was changed to \$571,167 because of a credit received and an accounting change. The amount of \$967,307 was the unit base calculation.)

Other business:

The next meeting is scheduled for Saturday, January 5 in the SURC Room 301 starting at 9:00 am. Lunch will be provided. Todd Shiver will be out of town. Dates for Saturday meetings will be January 5, February 2 and February 9.

MOTION to Adjourned: The meeting adjourned at 8:20 p.m. Clint Wylie motioned to adjourn the meeting. Matthew Baird seconded. Motion carried.

Schedule of Next Meeting: The next meeting is scheduled for Saturday, January 5, 2013, (changed to February 9) in SURC 301 starting at 9:00 a.m. (changed to 10:00 a.m.). The next Wednesday evening meeting will be on January 9, 2013.