

**Services and Activities Fee Committee  
Minutes  
January 9, 2013**

**Meeting called to order:** Isa Loeb, chair, called the meeting to order at 5:37 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, Todd Shiver, and Connie Williams.

**Agenda:**

**MOTION:** Kylea Wells Brown made a motion to approve the agenda as presented. Matthew Baird seconded. Motion carried.

**Approval of Minutes:**

**MOTION:** Clint Wylie made a motion to approve the minutes of the November 28, 2012, as presented. Scott Robinson seconded. Motion carried.

**Chair's Report/Communication:**

Lance Larson may be running late for the start of the S&A meetings because of a late class. Isa Loeb confirmed a new wireless presentation control with laser pointer has been purchased for the convenience of the presenters, and also a timing system was purchased which will be arriving soon.

Jack Baker commented that there is an investigation by the attorney general's office going on regarding the Administrative Fee and the contact information has been placed on the S&A website. The base funding request presentations will start tonight and we will be hearing about 30 presentations over the next two months. After the presentations have been completed, the S&A Committee will have to decide how to keep within the base funding budget. Currently requests for base funding are over estimates by about a \$2 million. The Administration Fee base funding request does not include a final dollar amount because they may need to renegotiate each year.

If any committee member is interested in being on a subcommittee to talk about the Administrative Fee, please email Isa Loeb. These meetings will be public meetings and the subcommittee will be researching documents, reviewing the administrative fee and its history and reviewing the master list of administrative fee items.

**Public Comment:** none

**Supplemental or Base Funding Requests to be voted on:**

#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.

**MOTION: Clint Wylie made a motion to approve \$24,999.00 in supplemental funds for the start-up costs to purchase equipment and software for the Central Access Television. Matthew Baird seconded. Motion carried.**

#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. The digitized format will be accessible and searchable on the web.

**MOTION: Kylea Wells Brown made a motion to approve \$7,000.00 in supplemental funds to digitize newspapers from 1917-2000 into a format accessible and searchable on the web. Clint Wylie seconded. Motion carried.**

#1310 Guest Jazz Quartet presented by CWU Wind Ensemble - \$3,930.00 – Dean Snaveley: The supplemental request has been lowered to \$2,530.00 from the originally submitted request of \$3,930.00 for the housing, meals, mileage, and stipends for the guest jazz quartet and the rental and shipping of the music.

**MOTION: Kylea Wells Brown made a motion to approve \$2,530.00 in supplemental funding to fund travel expenses and stipends for the guest jazz quartet in conjunction with the Martin Luther King celebration. Lance Larson seconded. Motion carried.**

#### **Supplemental or Base Funding requests – Presentations:**

##### **Supplemental:**

#1312 - \$18,660 ACS Trip Request – Chem. Dept. – Troy Kilburn: The request for supplemental funds has increased to \$21,340 because the number of students wanting to attend has increased. The 245<sup>th</sup> ACS National Meeting & Exposition will be in New Orleans, Louisiana on April 7-11, 2013. There are 14 chemistry students (undergraduate and graduate) who will be presenting research at the conference as well as attending talks and networking with graduate schools and employees. The students are asked to buy an ACS membership, which will reduce the cost of registration. The supplemental funding request will cover registration, travel expenses and hotel. The students are personally responsible for all other expenses. This supplemental request will be voted on at the next S&A meeting.

#1313 - \$14,740 – Travel to Kennedy Center - Theatre Arts Depart. – Scott Robinson: The Kennedy Center American College Theatre Festival will be held in Sacramento, California, February 18-22, 2013. There were 11 students planning on attending this year's conference to present at the poster sessions on their recent creative work to attend workshops, plays and networking opportunities. An additional 37 students are now planning on attending after being selected as one of the four participating productions

to perform at the festival. CWU students will be performing a unique theatre production of *ICARUS: A Noh in English*. There will be 17 students appearing on stage and 20 technical support positions, who are required to install and run the production. The technical support positions show how they tour their shows with lighting and staging in a different stage setting. A separate van will transport scenery, costumes and props, and the participants and performers will be transported by motor coach. The 47 students will be contributing their food costs at the per diem rate or \$20,496.00. This supplemental request will be considered at the next S&A meeting.

#1314 – \$2,850 - Peer Counselors – Career Services – Vicki Sannuto: The Peer Advisor Program is requesting \$2,850.00 to cover peer salaries until June 30, 2013, and \$350.00 to purchase sweatshirts. The Peer Advisors assist students in choosing a major, career fairs, resumes and cover letter reviews, interview skills, job search strategies, and online networking, by providing needed services to students on the Ellensburg and Westside campuses. The peer advisors served 366 students last year in a six-month period. They are experiencing a shortfall until the new budget years starts. The S&A committee will consider this proposal at the next meeting.

#1315 - \$2,620 - Air Force Base Visit (joint base Lewis McCord) – James Fisher: On February 9 and 10, 2013 a visit is planned for 17-18 cadets to the military bases and they are requesting \$2,620.00 in supplemental funds. It is their hope that this will give the cadets insight into what to expect on active duty in the future. The plan is to tour the military bases, fly on a military aircraft (C-17 Globemaster) cargo plane, job shadow military professionals, gun safety and battlefield tactics through a paintball activity. Affordable housing has been found and they will be using the dining facilities on base for meals. Travel will be by ROTC buses. This will be voted on at the next S&A meeting.

#1317 Early Childhood Learning Center – replacement dishwasher - Janie Charlton: Janie Charlton is requesting \$755.95 in supplemental funds to purchase a replacement dishwasher for the Early Childhood Learning Center. The dishwasher broke and a replacement is needed-this is an emergency request because of the need to provide clean and sterile dishes for 3 meals a day for 45 ECLC students. Ms. Charlton is hoping that the S&A Committee will vote on this request tonight.

**MOTION: Clint Wylie made a motion to suspend the rules and vote on the request for supplemental funds to replace the broken dishwasher at tonight’s meeting. Scott Robinson seconded. Motion carried.**

**MOTION: Kylea Wells Brown made a motion to approve supplemental funds to purchase a replacement dishwasher in the amount of \$755.95 for the Early Childhood Learning Center. Zack Russell seconded. Motion carried.**

### Base Funding Requests

PULSE: The Base Funding Request is \$25,071.

Pulse ([www.cwu.edu/~pulse](http://www.cwu.edu/~pulse)) is Central Washington University's student-run online lifestyle magazine. A different publication than The Observer, Pulse publishes two 40-70 page issues per quarter entirely online and with a visual-heavy consumer magazine design. Pulse gives students experience in reporting, writing, designing and marketing a magazine, including incorporating interactive multimedia features

and employing innovative social media marketing strategies that have proven effective in significantly growing Pulse's audience over the last two years. Pulse serves the interests of all CWU students by providing a source, outlet and meeting place for the Central community, and by covering aspects of student life, work, events, trends and opinions not necessarily covered by other student media.

S&A funds are requested to cover student salaries and associated costs to help this publication grow to reach its potential, increase audience share, attract advertising revenue, apply for national awards, and send student journalists to targeted professional workshops and conferences.

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| \$2,534  | Civil Service and Temp Payroll Expense |
| \$9,570  | Student Payroll Expense                |
| \$11,167 | Employee Benefits Expense              |
| \$400    | Goods & Services Expenses              |
| \$1,000  | Travel Expenses                        |
| \$500    | Base Equipment Expense Total           |
| -\$100   | Other Funding Sources                  |
| \$25,071 | TOTAL BASE FUNDING REQUEST             |

OBSERVER: The Base Funding Request is \$77,549.

The Observer is Central Washington University's student-run newspaper which publishes weekly in print and via an online web site. It has a weekly circulation of 6,000 and serves all 10,800 students, as well as faculty and staff members at Central's main campus, branch campuses, and also reaches the community at several off-campus locations. The newspaper provides news and information that is vital to students and campus decision makers. It provides a hands-on work environment for 50-60 students to learn the values and skills needed to succeed in a wide range of careers. The Observer also provides an advertising vehicle allowing campus departments, organizations, and community businesses to communicate their message to its readers. A staff of 55 students produces the newspaper and manages all phases of the publication. It is advised by a faculty member paid by the department and a program coordinator, paid primarily by the department.

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| \$2,534   | Civil Service and Temp Payroll Expense |
| \$73,068  | Student Payroll Expense                |
| \$13,072  | Employee Benefits Expense              |
| \$50,500  | Goods & Services Expenses              |
| \$6,000   | Travel Expenses                        |
| \$5,875   | Equipment Expenses                     |
| -\$73,500 | Other Funding Sources                  |
| \$77,549  | TOTAL BASE FUNDING REQUEST             |

CENTRAL ACCESS TELEVISION: The Base Funding Request is \$23,280.

Central Access Television is a student run TV station locally broadcasted from Central Washington University. Its goal is to provide campus wide entertainment, news and information about campus events and local activities that relates to the students of CWU. In order to provide these services we will follow sporting events, write and produce original TV material (comedies, dramas, etc.), and we will work alongside other Student Media outlets such as Observer and Pulse in order to bring students the latest in on campus news.

Requests for S&A funding will be applied toward obtaining equipment and facilitating the station in its early stages of construction.

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| \$2,534  | Civil Service and Temp Payroll Expense |
| \$7,200  | Student Payroll Expense                |
| \$11,096 | Employee Benefits Expense              |
| \$500    | Goods & Services Expenses              |
| \$2,950  | Equipment Expenses                     |
| -1,000   | Other Funding Sources                  |
| \$23,280 | TOTAL BASE FUNDING REQUEST             |

CENTRAL COMMUNICATION AGENCY: The Base Funding Request is \$25,686.

Central Communication Agency (<http://www.cwuagency.com>) is a strategic communication, student run, full-service agency that gives students an opportunity to showcase their ability to construct and implement a public relation and/or advertising campaign to maximize results for their clients. The agency will grow through strong results, referrals, and a vested interest in putting clients first. Team members provide a strong diversity within the agency, with specialties in public relations to marketing, advertising to electronic media, and social media to graphic design. At Central Communication Agency, we collaborate to implement both traditional and online communication tools. As a team, approximately 50 students each quarter work together to help our clients succeed in whichever ways they see fit and give them unique options to raise the level of awareness of their products and services. Agency is available to serve on-campus clients to promote awareness and improve marketing efforts so that the greater student body is more aware of all of the diverse opportunities, programs, and events on campus.

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| \$2,534  | Civil Service and Temp Payroll Expense |
| \$13,200 | Student Payroll Expense                |
| \$11,276 | Employee Benefits Expense              |
| \$1,600  | Goods & Services Expenses              |
| \$676    | Equipment Expenses                     |
| -3,600   | Other Funding Sources                  |
| \$25,686 | TOTAL BASE FUNDING REQUEST             |

**New Business:**

Public Comment: none

Other business: none

**MOTION to Adjourned: The meeting adjourned at 8:15 p.m. Clint Wylie motioned to adjourn the meeting. Matthew Baird seconded. Motion carried.**

**Schedule of Next Meeting:** The next meeting is scheduled for Wednesday, January 16, 2013, in SURC 301 starting at 5:30 PM.