

**Services and Activities Fee Committee
Minutes
January 30, 2013**

Meeting called to order: Isa Loeb, chair, called the meeting to order at 5:30 p.m.

Attendance:

Student Members: Matthew Baird, Lance Larsen, Isa Loeb, Zachary Russell, Kylea Wells Brown, Dustin Waddle-Ford, 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. Matt Baird seconded. Motion carried.

Approval of Minutes:

MOTION: Matthew Baird made a motion to approve the minutes of the January 23, 2013, as presented. Zachary Russell seconded. Motion carried.

Chair's Report/Communication:

Isa Loeb shared the new timer and how it operates with the committee.

Isa Loeb read a letter from Leah Shelton regarding the ESC presentation last week by Bryan Elliott and a question that was asked about working with Enrollment Management to find diverse students and reach out to those students.

Hi Jack,

Hope all's well with you! I'm currently the advisor for Equity Services Council, and unfortunately I couldn't be at our funds request last Wednesday, 1/23, as I had the flu. I'd like to clarify an answer that Bryan Elliott gave during the presentation - my understanding is that he was asked if ESC has worked with Enrollment Management to identify students who may be interested in the organizations, and Bryan was unsure. The answer is yes, we have worked and continue to work with Enrollment Management to reach out to students - for example, Enrollment Management has run queries for us to find students who identified as Native American on their CWU application - then, we created an email list to individually contact all of the students on that query to personally invite them to the Native American Student Association Open House in November 2012, and we continue to use this list for other Native programming. We are also working closely with the office of Admissions as they begin recruitment efforts at the tribal colleges in Montana next month to ensure best practices for recruiting and retaining

Native students, and we hope to continue to working with Enrollment to expand these efforts across all the ESC orgs.

Thanks so much, please let me know if I can clarify anything.

Take care,

Leah

Leah Shelton, Diversity Officer
Center for Diversity and Social Justice

Isa Loeb also advised the committee that she had written a letter asking for the appointment of a separate and independent Assistant Attorney General from the Washington State Attorney General's Office to advise and represent the committee on the Administrative Fee in place of the CWU AAG, Alan Smith. The letter is as follows:

DATE: January 28, 2013

RE: Request for Appointment of a Separate Assistant Attorney General for CWU's Services and Activities Fee Committee Regarding Administrative Fees

My name is Isa Harrison Loeb, Chair of the Services and Activities Fee Committee at Central Washington University. I also served on the Committee as a voting member last year and was a member of the dispute resolution sub-committee that negotiated with CWU Administrators and Trustees last May. I am concerned about Alan Smith continuing to act as the legal advisor to both the S&A Committee and the CWU Administration and Board of Trustees. Through this letter, I am formally requesting a separate Assistant Attorney General be appointed to advise and represent the Services and Activities Fee Committee of Central Washington University.

There are unresolved legal issues regarding allocation of S&A student money to pay administrative and operational overhead costs. S&A funds have been taken to fund basic operating costs of the University. At no time has there been unanimous student support in the S&A committee for allocating these funds, and it is my belief that concerns raised have not been properly taken into account by the University administrators and board of trustees. Attached Exhibit A is a letter dated October 17, 2011 from the State Auditor's Office stating that "[u]nless the University can provide us with specific legal authority allowing the allocation of indirect costs to the student funds, we recommend the University re-evaluate the cost allocation proposal and ensure changes to restricted student activity funds are for the express purpose of funding student activities and programs." This specific legal authority has never been shown and any changes made have not been demonstrated to remedy this issue. The University has yet to show any proper accounting indicating how the money that S&A has paid into the "Administrative Fee" has been specifically spent, despite numerous requests from student representatives of the S&A Committee and ASCWU-BOD. It is my understanding that the Killian Outline and AGLO 1971 (Exhibits B and C) establish that S&A funds cannot be used for purposes such as this administrative fee, which has included (in the past two supplemental funding requests) items such as the president's residence, grounds keeping, faculty senate and police services and many other questionable categories.

On April 11, 2012, the S&A committee rejected the administrative fee, the minutes from this meeting can be found in exhibit D. During dispute resolution, of which I was a member, Alan Smith was brought in as a legal representative of both side of the dispute. I personally brought up evidence against the administrative fee's legality to which, Alan Smith told me that I was unqualified to interpret. I am very disturbed that the students were not taken seriously and were not permitted separate legal representation at that closed meeting.

Due to questions of legality over the dispute resolution being a closed meeting, the results were thrown out and the issue was re-addressed this November. On November 14, 2012 AAG Alan Smith counseled the committee and strongly advocated for the legality of the Administrative Fee. Through his position of CWU's AAG, his job is to represent the University as a whole. However, in the case of a dispute, his job is to support the Board of Trustees. Since we are currently dealing with a contested issue between the Board of Trustees and the S&A Committee, it is my continuing belief that it is inappropriate for Alan Smith to present himself as a neutral source of information to the S&A Committee.

For these reasons, I formally request, as Chair of the Services and Activities Fee Committee of Central Washington University, a separate, independent AAG be appointed to advise and represent the S&A Committee. More documentation can be sent upon request, including the video recording taken of the November 14, 2012 meeting. I can be personally contacted by phone at XXXXXXXXX or by email at XXXXXXXXXX.

ENCLOSURES: October 17, 2011 Letter from Steve Wendling of the State Auditor's Office to Mr. Paul Stayback, Killian Outline, AGLO 1971 No. 93, April 11, 2012 S&A Meeting Minutes, and Administrative Fee Base Funding Request for FY2014-FY2017.

Isa Loeb
Central Washington University Services and Activities Fee Committee Chair

Isa Loeb reminded that S&A now has a Facebook page and you can follow with updates from S&A.

Public Comment:

John Bowen voiced concern regarding the letter sent to the Attorney General's office from Isa Loeb that it was not discussed with the committee as a whole and the committee should have had a chance for feedback before the letter was sent. Isa Loeb said she was careful to send the letter from herself and although she is the chair of the S&A Committee, the letter was from her and not representative of the committee. Isa Loeb stated she would send out another letter clarifying that these were her concerns and not from the S&A committee and would also let them know the Administration Fee was passed by S&A in November, but it was not passed unanimously. She will bring future correspondence to the committee for their information and/or approval.

Financial Update: Sharon Jonassen

Sharon Jonassen updated the Committee on the amount of supplemental funds available--\$72,390.00.

Supplemental or Base Funding Requests to be voted on:

Supplemental Funding Requests

#1320 - \$1,506.00 Graduate Student Community Building – Filip Jagodzinski: The request is for \$1,506.00 in supplemental funds to give graduate students an opportunity to engage with their peers in other departments. The plan is to offer two events this year--one in February for graduate students to meet other students and discuss their research and also learn how they can get involved. Refreshments will be served. The second event may be an activity like the challenge course or a bowling event in April or May.

MOTION: Kylea Wells Brown made a motion to approve \$1,506.00 in supplemental funds for expenses for the Graduate Student Community Building events planned for February and April or May. Scott Robinson seconded. Motion carried.

Supplemental or Base Funding requests – Presentations:

Supplemental: Supplemental requests will be voted on at the next S&A meeting.

#1321 - \$8,140.00 Orchesis Dance Students – Attend National Dance Gala – Therese Young: The supplemental request is for \$8,140 for travel expenses for 10 CWU Orchesis Dance Company students (8 dancers and 2 alternates) to perform and attend the AAHPERD National Dance Gala in Charlotte, North Carolina, on April 23-27, 2013. The CWU Orchesis Dance Company submitted DVD submissions, which was adjudicated by a national panel of dance experts and two of CWU's submissions were accepted for the gala. This event will benefit each attending student and Central will receive national recognition. The students will also gain skills by attending dance classes taught by professions, networking with professions in their field and attending other workshops in related studies and learning about new innovative ideas. The performances at this national conference will help recruit dance students for CWU through the CWU website and on Facebook.

#1322 - \$6,925.00 – CWU Bowling Team - Attend Sectional and National Tournaments – Breanne Mattson: The Bowling Team expects to be selected, after Sectionals in Las Vegas, Nevada, on March 8-10, 2013, to compete at Nationals in Lincoln, Nebraska, on April 17-20, 2013. Their supplemental request is for \$6,925.00 for travel expenses to both the Sectionals and Nationals because of the timing of these events. They have a very strong team this year and will be sending 5 bowlers and 1 alternate. Each bowler will be paying \$150.00 and the club has been participating in fund raising and plans on raising \$1,000 to help with travel costs. The team has been competing at their own expense at various tournaments throughout the West Coast to qualify for sectionals. The Team has worked on travel planning and leadership development and will wear their CWU pride as they compete to promote CWU and the CWU Bowling Club.

#1323 - \$5,703.40 (revised to \$5,233.40) – ACP Midwinter National College Journalism Convention- Danny Schmidt/Cynthia Mitchell: The Observer is requesting S&A supplemental funds for registration, travel, and hotel expenses for 10 students and 1 advisor to travel to the ACP Midwinter National College Journalism Convention in San Francisco, California, on February 28-March 3, 2013. The funds usually requested through Academic Senate and Club Senate has been exhausted by others in the department.

The attending students will receive valuable knowledge on how to improve the Observer from professionals who will be leading the classes and workshops. They have received \$350 from the Observer, \$110 in fundraising and will be paying for their own meals plus contributing \$50 each to help with the expenses.

Base Funding Requests

Homecoming: The Base Funding Request is \$47,880.

The Homecoming major event budget was created in 2002 at the request of the ASCWU BOD and the Services and Activities Fee Committee. The annual Homecoming event has become a tradition at CWU that has benefitted students, the university and the Ellensburg community. Over the years, we have presented David Spade, Jay Leno, Drew Carey, Damon Wayans, Kathy Griffin, Jim Gaffigan and Colin Mochrie and Brad Sherwood, Bill Cosby, Demetri Martin, D.L. Hughley, and Patton Oswalt. Each show has garnered excellent public relations for the university and has become a program that the entire university benefits from. Departments including Admissions, Alumni, University Housing and New Student Programs, Athletics and many others have used the Homecoming event as an example of why Central Washington University stands with any college in the Northwest as a great college to attend.

As always, we will push to hold expenses to the lowest levels possible while working to ensure the high quality productions we are known to achieve. We are excited for future exciting prospects as we now begin, to seek out our acts for 2013, 2014, 2015, and 2016.

0	Admin/Exempt Payroll
0	Civil Service and Temp Payroll Expense
0	Student Payroll Expense
0	Employee Benefits Expense
\$67,530	Goods & Services Expenses
\$4,300	Travel Expenses
0	Base Equipment Expense Total
-\$23,950	Other Funding Sources
\$47,880	TOTAL BASE FUNDING REQUEST

Campus Activities: The Base Funding Request is \$202,038.

Campus Activities is responsible for presenting broad-based programming, events and activities developed by CWU students for the students of Central Washington University (primarily) and the CWU and Ellensburg communities (secondary). Campus Activities continues to work with and support Discover and New Student Programs as part of the recruitment and orientation of prospective and incoming new CWU students. Campus Activities will also continue to work collaboratively with other departments and programs in efforts to engage and serve CWU students and maximize the effect of S&A dollars. A very successful example of such collaboration was the 2008 Homecoming Dance. Campus Activities led a collaboration combining with Residence Hall Association, the 'Burg, and the ASCWU BOD in combining financial and human resources to plan and "bring back" an all-college Homecoming Dance that entertained over 300 students and involved over 50 student volunteers. Campus Activities also worked with the Alumni Office along with a number of other campus offices and

organizations to develop and coordinate Wildcat Alley, in support of revitalizing traditional Homecoming activities and traditions.

Campus Activities will continue to seek and develop new programs such as: "Couponomics, Caption Contests, and You Tube fest, as well as continue to present "tried and true" programs and activities such as: comedy nights, free movies, music in the Pit, ballroom concerts, and "edutainment " lectures. We will continue traditional programs such as: Boo Central, Ware Fair, Family Weekend, Student Appreciation Day, Welcome Back Week, etc. and special/novelty programs such as: outdoor movies and movies at the pool, PhotoBooth, Human Foosball, Lazer Tag, etc.

0	Admin/Exempt Payroll Expense
0	Civil Service and Temp Payroll Expense
\$35,786	Student Payroll Expense
\$1,074	Employee Benefits Expense
\$181,920	Goods & Services Expenses
\$9,204	Travel Expenses
0	Equipment Expenses
-\$25,946	Other Funding Sources
\$202,038	TOTAL BASE FUNDING REQUEST

ASCWU – Club Senate: The Base Funding Request is \$94,227.

Club senate exists as a subsidiary body to the Associated Students of Central Washington University Board of Directors; the Vice President for Clubs and Organizations is constitutionally bound to chair the Senate and attend to the participating clubs.

At the close to the last academic year 137 student clubs were recognized. With approximate club memberships at an average of thirty-five students there is a preliminary network of 2,523 students.

Club Senate also serves as a funding source for student clubs at Central Washington University for travel expenses to conferences or training, purchasing of vital equipment, support in hosting events or speakers, as well as many other activities. Funds are allocated by the Senate body at the Senate meetings every other week of the quarter.

0	Admin/Exempt Payroll Expense
0	Civil Service and Temp Payroll Expense
\$17,211	Student Payroll Expense
\$516	Employee Benefits Expense
\$76,500	Goods & Services Expenses
0	Travel Expenses
0	Equipment Expenses
0	Other Funding Sources
\$94,227	TOTAL BASE FUNDING REQUEST

ASCWU – Legislative Affairs: The Base Funding Request is \$26,067.

The ASCWU Office of Legislative Affairs is led by the ASCWU Board of Directors and assisted by the students who work and volunteer within the Office of Legislative Affairs, the Washington Student Association, and the United States Student Association.

The ASCWU Office of Legislative Affairs attempts to be the "Wildcat Voice" to various government entities, primarily the Washington State Legislature in Olympia. This project also serves to promote student involvement and awareness of the political process. Two activities have proven to be highly successful at involving students: the Washington Student Association chapter which allows for more involvement of CWU students in Olympia and the annual Lobby Day which will occur on the President's Day holiday. In 2012, the ASCWU Office of Legislative Affairs collaborated to bring the CWU Vote Campaign and the Election Assistance Center. The Office of Legislative Affairs was able to register 7% or 742 students to vote for the 2012 election and help 20% or 1717 students vote in this year's election because of this program. We also took a contingent of students to Washington, DC last year to lobby Congress about Stafford Loans. We have also been successful in passing legislation that has benefitted students across campus. The Office of Legislative Affairs along with the Board of Directors is also connected to the United States Student Association through the Washington Student Association. This provides CWU students with leadership opportunities around the country.

The primary expense of the ASCWU Office of Legislative Affairs is the Legislative Liaison, who is a CWU student who spends winter quarter doing a full-time internship at the Capitol in Olympia. The secondary expense is travel for the ASCWU Board of Directors and students involved with the Washington Student Association.

0	Admin/Exempt Payroll Expense
0	Civil Service and Temp Payroll Expense
\$13,075	Student Payroll Expense
\$392	Employee Benefits Expense
\$6,100	Goods & Services Expenses
\$6,500	Travel Expenses
0	Equipment Expenses
0	Other Funding Sources
\$26,067	TOTAL BASE FUNDING REQUEST

New Business:

Public Comment: Isa Loeb assured S&A that communication from the chair will address their concerns and she will make them aware before sending. Last year's chair sent several letters as chair of the committee without the committee's input.

Scott Drummond addressed S&A with a question on when to expect an answer on base funding approval because of the lead time needed to schedule upcoming entertainment. The committee is unable to answer the question on funding at this time because of the number of other requests to be heard and decisions S&A will have to make on distribution of base funds.

Other business: none

MOTION to Adjourned: The meeting adjourned at 8:15 p.m.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, February 6, 2013, in SURC 301 starting at 5:30 PM.

Special Saturday meeting to hear base funding presentations will be on Saturday, February 9, starting about 10:15 a.m. The SURC opens at 10:00 a.m. and there may be a delay starting the meeting for set-up equipment.