

**Services and Activities Fee Committee  
Minutes  
February 6, 2013**

**Meeting called to order:** Isa Loeb, chair, called the meeting to order at 5:34 p.m.

**Attendance:**

Student Members: Matthew Baird, Isa Loeb, Zachary Russell, Dustin Waddle-Ford, and Clint Wylie.  
Professors and Professional Staff: Jack Baker, John Bowen, Sharon Jonassen, Kay Kenison, Scott Robinson, Todd Shiver and Connie Williams.

Excused: Lance Larsen, and Kylea Wells Brown

**Agenda:** The agenda will be changed to accommodate the presentations from the Westside through distant education. The Westside base funding presentations need to be started by 6:30 so that they are finished by 8:00 p.m.

**MOTION: Scott Robinson made a motion to approve the agenda as amended. Matt Baird seconded. Motion carried.**

**Approval of Minutes:**

**MOTION: Dustin Waddle-Ford made a motion to approve the changes suggested by Isa Loeb under Chair's Report/Communication. Zack Russell seconded. Motion carried.**

**MOTION: Dustin Waddle-Ford made a motion to approve the minutes of the January 30, 2013, as amended. Clint Wylie seconded. Motion carried.**

**Chair's Report/Communication:**

Isa Loeb advised the Committee that CWU Policy 8-40-040, commonly referred to as the Student Services and Activities (S&A) Fee Guidelines, were approved by the Board of Trustees under Resolution 13-01 at the February 1, 2013 Board of Trustees' meeting. The Board also recognized that the S&A committee may choose to defer implementing the new committee structure until Fall 2013.

Isa Loeb reminded that S&A is on Facebook.

**Public Comment:**

Clint Wylie read a letter from KJ Stilling, Executive Vice President to the ASCWU BOD:

Date: 2/5/2013

Dear S&A Committee: The B.O.D. is concerned with being left out of communications. In the future, please include the B.O.D. as recipients when sending out formal communications. The B.O.D. intent is not to filter or censor your communication. The intent to be included in and aware of the work you are doing.

On behalf the ASCWU BOD, as directed,  
Sincerely, KJ Stilling President, ASCWU BOD.

**Financial Update:** Sharon Jonassen

Sharon Jonassen updated the Committee on the amount of supplemental funds available, which is about \$71,000.00.

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

Supplemental Funding Requests

#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.

**MOTION: Dustin Waddle-Ford made a motion to approve \$8,140.00 in supplemental funds for travel and hotel expenses, and conference fees for the Orchesis Dance Students to attend the AAHPERD National Dance Gala in Charlotte, North Carolina, on April 23-27, 2013. Todd Shiver seconded. Motion carried.**

#1322 - \$6,925.00 – CWU Bowling Team Sectional and National Tournaments – Breanne Mattson: The Bowling Team plans on attending Sectionals competition in Las Vegas, Nevada, on March 8-10, 2013, and expect to compete at Nationals in Lincoln, Nebraska, on April 17-20, 2013. Their supplemental request is for \$6,925.00 for travel expenses and entry fees to both Sectionals and Nationals tournaments.

**MOTION: Zack Russell made a motion to approve \$6,925.00 in supplemental funds for travel expenses and entry fees for the tournaments-- Sectionals tournaments in Las Vegas, Nevada, on March 8-10, 2013, and Nationals tournaments in Lincoln, Nebraska, on April 17-20, 2013. Todd Shiver seconded. Motion carried.**

#1323 - \$5,233.40 (revised) – 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.

**MOTION: Clint Wylie made a motion to approve \$4,000.00 in supplemental funds for registration and travel expenses for the Observer staff and advisor to attend the ACP Midwinter National College Journalism Convention in San Francisco, California on February 28-March 3, 2013. Zack Russell seconded.**

**AMENDED MOTION: Matt Baird made a amendment to the motion to approve \$3,461.00 in supplemental funds for travel expenses and registration for the Observer staff and advisor to**

**attend the ACP Midwinter National College Journalism Convention in San Francisco, California on February 28-March 3, 2013. Zack Russell seconded. Motion carried.**

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

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

#1324 - \$7,190 (revised) – Wrestling Club – NCWA Nationals – Steven Alfi: The CWU Wrestling Club is requesting supplemental funds for travel for 9 wrestlers and 2 coaches to the NCWA National Championships in Allen, Texas, March 13-16, 2013. They have been fundraising and the club will be paying \$1,787 in trip expenses. This is an opportunity to compete at a national level. This year, the club had an additional expense of purchasing a new wrestling mat, which they have committed \$1,000.00 each year for the next 10 years.

#1325 - \$3,640 – CWU Horn Club – NW Horn Symposium – Jeffrey Snedeker: The CWU Horn Club/Ensemble has been invited to perform at the Northwest Horn Symposium, Bozeman, Montana, on April 19-21, 2013. The request for supplemental funding will be for 18 members to attend, perform a concert and participate in many activities, classes and competition available at the symposium. The invitation to perform was received based on acceptance of a proposal submitted. The Central Horn Club will perform which will benefit the students gain preparation and performance experience and will also promote CWU to the regional society of professionals, educators and students.

#1326 - \$3,122.24 – TRIO – Day on the Hill (D.C.) – Arthur Manjarez: Four CWU students and TRIO advisor Arthur Manjarez will be traveling to Washington D.C. for “The Day on the Hill” on March 9-13, 2013. These four TRIO students will have the opportunity to talk directly to U.S. Senator Patty Murray and U.S. Senator Maria Cantwell and others about their experiences and services received from the CWU TRIO programs. These students will be ambassadors of goodwill in representing CWU TRIO programs, Central Washington University and Washington State.

Base Funding Requests: (There were technical difficulties with DE from Lynnwood and Des Moines.)

**Career Services –Westside Counselor: The Base Funding Request is \$180,491.**

Career Services on the Westside serves students at the Lynnwood, Des Moines, Pierce, Kent and Everett university centers. The role of Career Services is to help students design their future. Merridy Rennick, career counselor at Lynnwood and Everett, is funded for a full-time, ten-month position. Angela Engel serves the Des Moines, Pierce and Kent campuses with an 11 month position. Both vibrant counselors meet with students and alumni for career counseling, interpret career assessments, teach UNI 301 Career Management, recruit employers to campus for informational panels, fairs and hiring, collaborate with faculty, conduct mock interviews, teach how to network effectively, present workshops and class presentations on all career-related topics including Dependable Strengths as well as coordinate westside Cooperative Education process. These positions support retention in helping students secure internships and permanent positions. This funding also supports two student employees and related professional development costs.

Career Services requests funding for 12 month, full-time positions for both career counselors. If funded, Merridy Rennick, CWU-Lynnwood, would begin the 12 month position in two years. Angela Engel would begin a 12 month contract July 1. A year ago, S & A conducted a student survey to better determine student priorities for funding. Career Services ranked first as the most essential service for our students.

\$95,000	Admin/Exempt Payroll
0	Civil Service and Temp Payroll Expense
\$12,540	Student Payroll Expense
\$28,876	Employee Benefits Expense
\$40,000	Goods & Services Expenses
\$3,100	Travel Expenses
\$975	Base Equipment Expense Total
0	Other Funding Sources
\$180,491	TOTAL BASE FUNDING REQUEST

**Career Services Peer: The Base Funding Request is \$32,906.**

The peer advisor program was established in January 2006. It has grown ever since with the largest number of paid peers being five in the 2012-2013 academic year. There have been a total of 18 students who have participated in the Ellensburg program to date. Student workers can be non-work study or even doing an internship.

The purpose of the program is two-fold: 1) it is primarily to help peer advisors develop professional skills with the hope that they will be of benefit to them in their own careers and that they will use and teach these skills with the general student body; 2) the peer advisors helps Career Services serve more students on campus with reviewing resumes and cover letters, interviewing skills, job search strategies and help with choosing a major. Peer advisors do classroom presentations, workshops and residence hall programs. The peers receive intensive and ongoing training. Peer advisors who stay a second year are designated “lead peer advisor” and assume more responsibilities such as facilitating and coordinating training modules for the other peers.

0	Admin/Exempt Payroll Expense
0	Civil Service and Temp Payroll Expense
\$25,394	Student Payroll Expense
\$762	Employee Benefits Expense
\$4,000	Goods & Services Expenses
\$2,500	Travel Expenses
0	Equipment Expenses
0	Other Funding Sources
\$32,906	TOTAL BASE FUNDING REQUEST

**Westside Student Affairs: The Base Funding Request is \$290,998.**

Westside Student Life provides resources and services for students attending the 5 Westside University Centers and teaching sites located in Western Washington at Everett, Lynnwood, Kent, Des Moines, and Pierce. We strive to engage the student body at each of these centers and develop a sense of campus community through student clubs, leadership, collaborating with community college partners, co/extra-curricular programming, and support of non-traditional student populations.

The Student Life Programs in Western Washington have received and benefitted from S&A funds since 2008 with the inception of the program. The increase in S&A funding from 2008 to 2009 enabled us to provide valuable on-campus jobs for highly motivated student leaders to plan, coordinate, and implement a variety of engaging extra- and co-curricular programs serving the needs of 1200+ non-traditional students, thereby contributing to retention efforts of the University. Our goal is to create 2 additional full-time positions and improve services for students by establishing a permanent employee at Lynnwood, Pierce, and Des Moines campuses to support the enrollment growth at each of these centers and provide additional supervision to student leadership employees. Currently we are collaborating with Human Resources to identify support for 1 FTE and we are requesting support from S&A for 1 additional civil service employee. Together we believe we can have a consistent presence at each of the aforementioned Centers that can provide support for students from all walks of life.

\$53,040	Admin/Exempt Payroll Expense
\$35,352	Civil Service and Temp Payroll Expense
\$92,400	Student Payroll Expense
\$37,031	Employee Benefits Expense
\$63,650	Goods & Services Expenses
\$9,300	Travel Expenses
\$225	Equipment Expenses
0	Other Funding Sources
\$290,998	TOTAL BASE FUNDING REQUEST

**University Centers: The Base Funding Request is \$219,874.**

The University Centers serve time- and place-bound students who are more non-traditional in nature than students on the Ellensburg campus. Many of these students would not have access or the support systems in place to complete a bachelor degree if a University Center did not exist in their community. This is a motivated student base with a high degree completion rate. These funds allow the University Centers to provide student-focused activities and events that augment their educational experience at a non-residential campus. The University Centers requested funding for select student services that enable us to meet the needs of time and place bound, non-traditional students for such events as Westside graduation, student centered activities, end of year celebrations, orientations, student planners and a variety of events they can participate in with their families across all campuses.

0	Admin/Exempt Payroll Expense
0	Civil Service and Temp Payroll Expense
\$112,499	Student Payroll Expense

\$3,375	Employee Benefits Expense
\$102,000	Goods & Services Expenses
\$2,000	Travel Expenses
0	Equipment Expenses
0	Other Funding Sources
\$219,874	TOTAL BASE FUNDING REQUEST

**Westside Learning Commons: The Base Funding Request is \$85,844.**

The Learning Commons would like to continue to provide tutoring services to students at the CWU-Westside Centers. We would like to recruit and train student tutors, and we would like to expand the tutoring services we are offering from just writing tutoring to tutoring in other areas including mathematics. In order to do this, we need funding for one faculty/administrative position and several student/temp positions. The faculty/administrative position would supervise the tutors who work at the Westside Centers as well as recruit new tutors and teach the training course (UNIV 201) for new peer tutors. The faculty/administrative position would also be responsible for overseeing all administrative aspects of the Learning Commons on the Westside at all five Center campuses. During the 2011/2012 school year, Westside tutors did 830 tutorials for students on the Westside. So far, during the 2012/2013 school year, they have done 384 tutorials. Our current funding will not support operations on the Westside beyond the 2012/2013 school year.

\$40,000	Admin/Exempt Payroll Expense
\$7,800	Civil Service and Temp Payroll Expense
\$18,810	Student Payroll Expense
\$18,234	Employee Benefits Expense
\$0	Goods & Services Expenses
\$1,000	Travel Expenses
0	Equipment Expenses
0	Other Funding Sources
\$85,844	TOTAL BASE FUNDING REQUEST

**New Business:**

The Committee asked Sharon to project the S&A revenue from the Westside students.

**Public Comment:** none

**Other business:** none

**MOTION to Adjourned:** The meeting adjourned at 9:00 p.m.

**Schedule of Next Meeting:**

The next meeting is scheduled for Wednesday, February 13, 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.