

**Services and Activities Fee Committee
Minutes
February 20, 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 and Clint Wylie. Jennifer Arledge for KJ Stilling, ASCWU BOD
Professors and Professional Staff: Jack Baker, John Bowen, Sharon Jonassen, Kay Kenison, Todd Shiver and Connie Williams.
Excused: Dustin Waddle-Ford and Scott Robinson

Agenda:

The agenda was amended to add discussion of supplemental funding after the report from the Administrative Fee Sub-committee.

MOTION: Kylea Wells Brown made a motion to approve the agenda as amended. Clint Wylie seconded. Motion carried.

Approval of Minutes:

MOTION: Matthew Baird made a motion to approve the minutes of February 13, 2013 as presented. Clint Wylie seconded. Motion carried.

Chair's Report/Communication:

Isa Loeb received a reply from the Attorney General's office stating they were under heavy workloads and would not be able to supply the information at this time. Isa will draft a reply letter and will send it to the committee for their review and approval before sending to the Attorney General's office.

Public Comment: none

Financial Update: Sharon Jonassen

Sharon Jonassen updated the Committee on the amount of supplemental funds available, which is about \$36,000.00.

Supplemental or Base Funding Requests to be voted on:

Supplemental Funding Requests

#1327 - \$6,954 DHC-Participation in Western Regional Honors Council – Mathew Altman:

The supplemental request is \$6,954.00 for 10 students and 1 advisor to attend the Western Regional Honors Council in Flagstaff, Arizona, April 11-14, 2013. The 10 students have been accepted by the conference committee to present at this conference.

MOTION: Clint Wylie made a motion to approve \$4,632.00 in supplemental funds for travel and lodging expenses, and registration fees to attend the Western Regional Honors Council in Flagstaff, Arizona, April 11-14, 2013. Lance Larsen seconded.

AMENDED MOTION: Zachary Russell made an amendment to the motion to approve \$1,450.00 in supplemental funds for travel and lodging expenses, and registration fees to attend the Western Regional Honors Council in Flagstaff, Arizona, April 11-14, 2013. No seconded. Motion dies.

MOTION: Kylea Wells Brown made a motion to approve \$3,732.00 in supplemental funds for travel and lodging expenses, and registration fees to attend the Western Regional Honors Council in Flagstaff, Arizona, April 11-14, 2013. Clint Wylie seconded. Motion carried.

#1328 - \$5,655.56 (Revised) Swim Club – USMS Nationals – John Halvorson: The CWU Swim Club is requesting supplemental funds for travel and hotel expenses, and registration fees for 19 swimmers to travel to Indianapolis, Indiana, to compete in USMS Nationals on May 9-12, 2013.

MOTION: Clint Wylie made a motion to approve \$2,280.00 in supplemental funds for travel and hotel expenses, and registration fees for 19 swimmers to travel to Indianapolis, Indiana, to compete in USMS Nationals on May 9-12, 2013. Zachary Russell seconded.

AMENDED MOTION: Kylea Wells Brown made an amendment to the motion to approve \$2,685.00 in supplemental funds for travel and hotel expenses, and registration fees for CWU Swim Club to travel to Indianapolis, Indiana, to compete in USMS Nationals on May 9-12, 2013. Zachary Russell seconded. Motion carried.

#1329- \$7,200– Collegiate Wakeboard Nationals – Eddie Roberts: The CWU Wake Sports Club is requesting \$7,200 in supplemental funds for travel, lodging, and registration to the Collegiate Wakeboard Nationals-2013 CBS Alt Games in Shreveport, Louisiana on May 24-26, 2013.

MOTION: Clint Wylie made a motion to approve \$4,158.00 in supplemental funds for travel, lodging, and registration to the Collegiate Wakeboard Nationals-2013 CBS Alt Games in Shreveport, Louisiana on May 24-26, 2013. Zachary Russell seconded.

AMENDED MOTION: Kylea Wells Brown made a motion to approve \$5,418.00 in supplemental funds for travel, lodging, and registration to the Collegiate Wakeboard Nationals-2013 CBS Alt Games in Shreveport, Louisiana, on May 24-26, 2013. Zachary Russell seconded. Motion carried.

Supplemental or Base Funding requests – Presentations:

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

#1330- \$846.50– Public Health Campus Activities – Cathy Caraway: The Public Health students are seeking supplemental funding to help provide supplies and promotional incentive items and equipment rental for activities to develop and plan health awareness campaigns and intervention activities for CWU students. The Public Health students will be promoting awareness, demonstrating skills, and increasing knowledge of 7 different public health issues identified by the PH students. The PH activities will happen in March and April.

#1331 \$900.00 Public Health Pre-Nursing Club-Cathy Caraway: Five Public Health students from the Public Health Pre-nursing Club are requesting \$900.00 in supplemental funds for travel, lodging and conference registration to the Health Education Advocacy Summit in Washington, D.C. on March 1-4, 2013.

Base Funding Requests:

Manastash: The Base Funding Request is \$4,870.

Manastash, Central Washington University's student -run literary magazine, showcases creative work from the entire university student body. Manastash is housed in the English Department and has been published annually for over 40 years. Manastash provides a forum for dialogue not only between students and the academic community, but between students and alumni, prospective students, and the town of Ellensburg. The advisers and structural support for this activity function within the Writing Specialization program in the English Department. Associate Professor Katharine Whitcomb is the current coordinator for this program.

S&A funds are requested to provide ongoing support for the editing and publishing of Manastash. The goal of Manastash is to recognize the diverse creative student community and to celebrate the achievements of that community through a quality publication. Manastash is distributed campus-wide and to the centers, and is a source of pride for a wide variety of CWU students.

\$0	Admin/Exempt Payroll
\$0	Civil Service and Temp Payroll Expense
\$0	Student Payroll Expense
\$0	Employee Benefits Expense
\$5,120	Goods & Services Expenses
\$0	Travel Expenses
\$0	Base Equipment Expense Total
-\$250	Other Funding Sources
\$4,870	TOTAL BASE FUNDING REQUEST

Veterans' Center - Programming: The Base Funding Request is \$30,000.

The purpose of the Central Washington Universities Veterans Center is to enhance recruitment, retention, the well-being and degree completion of all veterans and their families at CWU. Based on this underlying premise, the following Vision and Mission are stated.

Vision: The Central Washington University Veteran Center is committed to creating a diverse and inclusive environment that fully engages all university veteran students and their families. Essential programs and services will promote the veterans intellectual, cultural, emotional and physical well being as they transform themselves to achieve their educational and career goals in and out of the classroom.

Mission Statement: The Central Washington University Veterans Center, together with the CWU Campus community will create a seamless transition from boots to books in order to establish Central as the best University for Veterans and their families.

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$5,762	Student Payroll Expense
\$173	Employee Benefits Expense
\$21,512	Goods & Services Expenses
\$0	Travel Expenses
\$2,553	Equipment Expenses
0	Other Funding Sources
\$30,000	TOTAL BASE FUNDING REQUEST

Publicity Center: The Base Funding Request is \$219,957.

The Publicity Center offers a full slate of services to promote campus events, programs and departments while providing real world experience to student employees through hands on skill development, professional mentoring and portfolio development. We strive to deliver high-quality services and award-winning products to increase awareness and pride in CWU's student life programs; and to impact students' personal and professional development by providing an inclusive, creative and challenging environment in which to learn outside the classroom. Student employees of the Publicity Center work closely with student programmers, department directors and managers to determine their needs and strategize ways to accomplish their program goals. They are immersed in design, pre press, sales, marketing, interviewing and writing projects that require customer service, attention to detail and a high level of skill competency. Publicity support for programs and events small and large--from intimate open mic nights and speakers to homecoming and orientation programs and more--include print publications, online and social media outlets, street team marketing, and a variety of media outreach to newspapers, radio and television through press releases, psa's and media alerts. More information and samples are available at www.cwu.edu/publicity.

\$55,782	Admin/Exempt Payroll Expense
\$85,217	Civil Service and Temp Payroll Expense
\$100,718	Student Payroll Expense

\$55,672	Employee Benefits Expense
\$46,760	Goods & Services Expenses
\$2,800	Travel Expenses
\$1,075	Equipment Expenses
-\$128,067	Other Funding Sources
\$219,957	TOTAL BASE FUNDING REQUEST

New Business:

Report back from Administration Fee Sub-Committee: Kylea Wells Brown shared the new figure for the administrative fee of \$448,285.77, which will be base funding for the next four years. Kylea read a proposed letter to be sent to Alan Smith in the Attorney General’s office requesting a review of the administration fee and the legality of the fee and will include the revised Administrative Fee request.

MOTION: Clint Wylie made a motion for Kylea Wells Brown to send the proposed letter to the Attorney General from the Administration Fee Sub-Committee. Matthew Baird seconded. Motion carried.

The Sub-Committee is planning a panel discussion on S&A and the administrative fee to inform students and answer their questions. The panel discussion will be at 5:00 P.M. on Tuesday, February 26 in the SURC pit. Publicity will help to get the word out seeing time is so short. Connie Williams voiced her concern on the effectiveness of the panel discussion but hopes it will answer some of the questions or concerns. On Wednesday, February 27, Connie Williams will be presenting the base funding request regarding the Administrative Fee to the S&A Committee. Connie is available on Friday, February 22 in her office, Mitchell Room 202 to sit down with members of the S&A committee to help them understand the calculations and answer their questions.

The S&A Committee agreed that the panel discussion would be beneficial with a vote of 4 yes and 1 no. The S&A Committee also agreed to pursue a marketing campaign, which would be beneficial in getting the word out regarding S&A and the purpose of the Committee. (All in favor.) Clint Wylie mentioned that this could be helpful to recruit new S&A members for the coming year.

Supplemental Funding: Sharon Jonassen was asked to share where S&A is financially in regards to possibly increasing the S&A supplemental fund. Supplemental funding for the past several years has averaged \$249,000, which is where we are currently with supplemental funding. If supplemental funds are increased, it could affect both supplemental and base funding. Sharon reminded the committee that the committee's main obligation per RCW and the Policies and procedures is to the stability of programs, not supplemental funding, she also mention there is a stipulation in the SURC bond of a ratio of revenue to expenses, which is getting really close.

Sharon gave an overview of where we are financially along with projections for next year, given the recent drop in headcount and the current projected number of students compounded with the possibility of a 0% S&A fee increase, which is dependent upon Washington State Legislature. She cautioned that any adjustments to supplemental funding will impact the base

funding decision for the upcoming four year cycle and next year funds available for supplemental funding. The base funding requests are about \$2 million more than available funds and the increased costs of benefits for classified employees and SURC employees is about an increase of 5-7%. This may jeopardized the stability of base funding and eliminate the cushion for base funding next year. If supplemental funds were increased now, it could affect future supplemental and base funding. Sharon recommended not increasing supplemental funds.

MOTION: Matt Baird made a motion to table the discussion on supplemental funding increase until next week's meeting. Zachary Russell seconded. Motion carried.

Public Comment: none

Other business: none

MOTION to Adjourned: The meeting adjourned at 8:35 p.m.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, February 27, 2013, in SURC 301 starting at 5:30 PM.