

**Services and Activities Fee Committee
Minutes
February 27, 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, Dustin Waddle-Ford, 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, Scott Robinson, Todd Shiver and Connie Williams.

Agenda:

The agenda was amended to add further discussion of supplemental funding during other business.

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

Approval of Minutes:

MOTION: John Bowen made a motion to approve the minutes of February 20, 2013 as presented. Zachary Russell seconded. Motion carried.

Chair's Report/Communication:

Isa Loeb received a reply from the Attorney General's office that it was not appropriate for a separate attorney general to be appointed. Also the Killian Outline is a guideline, an accumulation of findings from attorney generals over the years, and not law.

Public Comment: none

Report back from Administrative Fee Sub-committee: Kylea Wells Brown:

The forum was an information panel and the students were able to voice their opinions in the public sector. There was a discussion and their questions were answered. There is no scheduled sub-committee meeting until after the auditor's findings.

Supplemental or Base Funding Requests to be voted on:

Supplemental Funding Requests

#1330- \$846.50– Public Health Campus Activities – Cathy Caraway: The Public Health students are seeking supplemental funding to help provide supplies, promotional incentive items and

equipment rental for activities to develop and plan health awareness campaigns and intervention activities for CWU students.

MOTION: Kylea Wells Brown made a motion to approve \$846.50 in supplemental funds for supplies, promotional incentive items and equipment rental for activities for health awareness campaigns and intervention activities for CWU students. Clint Wylie seconded. Motion carried.

#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.

MOTION: Kylea Wells Brown made a motion to approve \$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. Zachary Russell seconded. Motion carried.

Supplemental or Base Funding requests – Presentations:

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

#1332 \$5,000.00 Law and Justice Club - Club Trip-Nicole Stevens: The Law & Justice Club is seeking supplemental funds for travel and lodging for 13 club members, 2 advisors and 1 chaperon to San Diego, California, to visit universities in California, visit police departments and court rooms in San Diego and network to gain knowledge and field experience while visiting. Each club member will be contributing \$200.00 and will also be covering their food expenses. They have also requested revenue from club senate and academic senate.

#1333 \$4,000.00 (revised) National Trumpet Competition-Sarah Martinson: The CWU trumpet players are requesting supplemental funds for travel, lodging, registration and accompanist fees to travel to the National Trumpet Competition at George Mason University in Fairfax, Virginia, on March 14-17, 2013. Ten CWU Trumpet players have been accepted and will be competing in their divisions. This competition is a fantastic opportunity to learn and grow as trumpet players and musicians and they will be able to connect with peers and professionals.

#1334 \$10,800.00 Student Academic Senate – Additional funding for student support – Jennifer Arledge: The BOD Student Academic Senate is seeking additional funding for goods, services and travel for students seeking to strengthen their educational experience through experiential activities. The increase of funds for Student Academic Senate will help elevate the burden of supplemental requests before the S&A Committee.

Base Funding Requests:

Center for Leadership & Community Development: The Base Funding Request is \$571,962.

The Center for Leadership & Community Engagement (CLCE) involves CWU students in leadership learning and community engagement activities; by so doing, we collectively improve the communities in which we live and expand individual leadership capacity.

Annual programs include the Experience Leadership Project for incoming freshmen; Leadership Quest interactive workshops; CWU Leadership Conference; Leadership Challenge; Evening of Recognition; Senior Summit; Cross Cultural Leadership Program; Community Partners programming in the city, farm and canyon; and, holiday volunteer programs.

With the merger of the two centers - Center for Excellence in Leadership and Civic Engagement Center - we are moving toward a seamless student learning-leadership development model. We are working to improve existing programs and develop new ones, such as the Leadership Institute, mentoring program, and extending our outreach into the community.

Our overall goal is to continue to build a premiere center for leadership & community engagement, and strive to be the best center in the country.

\$210,833	Admin/Exempt Payroll
\$27,804	Civil Service and Temp Payroll Expense
\$136,646	Student Payroll Expense
\$77,080	Employee Benefits Expense
\$99,124	Goods & Services Expenses
\$22,400	Travel Expenses
\$4,575	Base Equipment Expense Total
-\$6,500	Other Funding Sources
\$571,962	TOTAL BASE FUNDING REQUEST

Office of Undergraduate Research: The Base Funding Request is \$15,000.

The Office of Undergraduate Research administers fellowships to support costs incurred by undergraduate students engaged in research, scholarship, or creative activities on campus as well as for travel by students to present work conducted at Central at professional conferences. Research and travel fellowships are available for any Central student, regardless of discipline, and directly support the student's project or travel. Research fellowships directly benefit students engaged in extracurricular research or scholarship activities by providing funds for supplies necessary to complete their projects. Such fellowships also enhance the reputation of Central by resulting in products that can be presented at conferences or in professional settings, including at Central's annual Symposium On University Research and Creative Expression (SOURCE) at which fellow Central student benefit as attendees. Individual and group travel fellowships are disbursed to undergraduate students to reimburse costs associated with travel to present their work at conferences. Travel fellowship recipients are also required to present their work at SOURCE. In recent years, fellowship requests have exceeded available funds and we are requesting funds that would permit us to double the number of fellowships that can be awarded annually.

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$0	Student Payroll Expense
\$0	Employee Benefits Expense
\$7,000	Goods & Services Expenses
\$8,000	Travel Expenses
\$0	Equipment Expenses
0	Other Funding Sources
\$15,000	TOTAL BASE FUNDING REQUEST

Symposium on University Research and Creative Expression (SOURCE): The Base Funding Request is \$5,400.

The Symposium On University Research and Creative Expression (SOURCE) is held every May in the Student Union and Recreation Center. It provides a showcase in which Central students from all disciplines can present their research, scholarship, or creative activities in one of many presentation formats, including oral presentations, online oral presentations, poster presentations, creative expression, creative works, fashion design, and video production. SOURCE began in 1995 and student involvement as presenters and attendees has continued to grow. In both 2011 and 2012, SOURCE had over 300 presentations with more than 500 student authors and co-authors. On the day of SOURCE, hundreds of students as well as faculty, staff, and community members attend the presentation sessions. SOURCE also has expanded to the university centers where students can present their work. SOURCE is sponsored by the Office of Undergraduate Research but continued growth in student presentations and attendance has increased costs associated with space and equipment rentals in the Student Union and Recreation Center as well as the costs of printing SOURCE programs for the student presenters that then provide verification of student's participation when they list this professional experience on their resume.

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$0	Student Payroll Expense
\$0	Employee Benefits Expense
\$5,400	Goods & Services Expenses
\$0	Travel Expenses
\$0	Equipment Expenses
-\$0	Other Funding Sources
\$5,400	TOTAL BASE FUNDING REQUEST

Administrative Support Costs: The Base Funding Request is \$448,285.77.

Administrative Support Costs are those functions essential to the stability of all university programs and services. This request is specific to the costs associated with the programs funded by the Service and Activities Fees.

The Administrative Fee Allocation is a process of allocating a portion of the costs associated with shared university activities to the departments, programs and funds which utilize and benefit

from these activities. Many university activities are necessary for the daily operation of the university and are functions that directly or indirectly benefit every student and every member of staff and faculty.

Without the underlying support provided through administrative functions and services, the overall stability and quality of student programs, activities and services will be impacted. See breakdown sheet: "Attachment #1 Revised"

New Business:

Discussion regarding Base Funding deliberation schedule: Isa Loeb: The timing of the Board of Trustees meeting and the need for approval by the ASCWU BOD, Dean of Student Success Sarah Swager and Business and Finance Committee, we will need to have our base budget finalized before spring break. We will meet on Wednesday, March 6, as usual; Saturday, March 9, starting at 11:00 am until 4:00, and then finish up on Monday, March 11 starting at noon. Lunch will be provided. We will have the film crew recording the meetings.

Public Comment:

- Lance Larsen will be resigning from the S&A committee.
- Fred McDonald voiced his concern over the Administrative Support Costs and cautioned members to look at the Killian Outline and wait for new insight on the use of S&A funds for the administrative costs which should go to support student services and activities.

Other business:

Discussion of additional supplemental funds: We are short on supplemental funds and we do not want to go into the reserves. We need a better picture of where we are with our funding and how the base funding discussion and distribution will progress. S&A has spent about the same amount in supplemental funds as in the past; this year, we have just spent more in the first and second quarter than normal. Sharon cautioned that to add more supplemental funds may be premature because the discussion of base funding requests and our first priority is to the S&A providers. S&A needs to be fiscally responsible. With the uncertainty of the number of students for the next school year, which could be less than this year, and how this could impact the amount of S&A funds, we should wait on the decision whether to increase the supplemental funds. We could set up stringent rules and criteria on new supplemental requests, but at this late date, it could be unfair to those new requestors. There is a possibility of revenue or carry forward coming back to the committee at the end of the fiscal year, but this also is uncertain.

MOTION: John Bowen made a motion to increase the supplemental funds to \$51,500. Kylea Wells Brown seconded. Motion failed.

MOTION to Adjourned: The meeting adjourned at 9:25 p.m.

Schedule of Next Meeting:

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

Attachment 1-Revised
Base Funding Request Administrative Support Costs FY 2014-2017

Administrative Service Department	Description of Services Provided	S&A Allocation Method	Total Service Department Costs	S&A Usage Percentage	S&A Allocation	S&A Allocation Method Notes
Accounts Payable & Travel	The Accounts Payable and Travel Department process all vouchers/invoices and disburse payment for purchases of materials, supplies and services including employee and nonemployee travel.	Percentage Usage= S&A voucher lines to total voucher lines.	\$ 259,327.78	4.8%	\$ 12,498.34	The number of voucher lines represents the most discrete measure of usage for both the accounts payable and travel departments.
Budgeting	The Budget Department processes all budget changes, establishes system level budgeting controls, and monitors budgets for overspending.	Percentage Usage= S&A expenses to total university expenses.	\$ 568,888.64	2.2%	\$ 12,237.86	The overall budget process directly correlates to expenditure totals, thus allocation of costs based on percentage of expenditures is equitable.
Business & Financial Affairs (BFA)	The BFA Department is responsible for financial reporting, internal and external audits, debt issue and service, general accounting, general insurance and tort liability, fixed asset administration, etc.	Percentage Usage= S&A budget as percentage of total university-wide budget	\$ 1,657,112.62	2.3%	\$ 38,113.59	The most discrete measure of level of services provided by the BFA Department is measured by percentage of individual fund/department fiscal year budget to total.
Human Resources (HR)	The Human Resources Department processes all student PAF's, employment, benefit, and insurance related services.	Percentage Usage= Number of Personnel Action Forms (PAF's) to total University PAF's.	\$ 1,610,127.92	8.0%	\$ 128,042.76	Within the HR Department, the PAF's represent discrete units of work and due to student turnover rate over academic quarters, this should be a good measure of HR's benefit derived.
Information Technology (IT) Applications & Project Management	IT Applications and Project Management administers and maintains the university ERP systems which provides functionality across campus and online.	Percentage Usage= Number of non-student S&A employees to total university employees.	\$ 2,812,275.24	2.0%	\$ 56,168.56	All non-student S&A employees are provided access to most enterprise applications, thus allocating costs over non student SA employees is the most discrete measure of usage.
IT Management, Networks, & Support	The IT Management Department administers software site licenses, the desktop replacement program and web development.	Percentage Usage= Number of S&A employees to total university employees.	\$ 1,525,738.77	6.3%	\$ 95,772.71	All employees utilize networks and support, so the percentage of SA employees to total is the most discrete measure of benefit.
Mail, Stores, & Receiving	These Departments provide mail distribution to the entire university, access to common commodities and manage the receiving process for purchased goods and materials.	Percentage Usage= Number of non-student S&A employees to total university employees.	\$ 287,200.27	2.0%	\$ 5,736.15	All employees receive benefit from mail distribution, receiving of goods and services, so percentage of S&A employees to total is most discrete measure of benefit.
Payroll	The Payroll Department processes all university employee paychecks, maintains withholding and leave records and prepares annual 1099's and W-2's	Percentage Usage=Percentage of S&A employee paychecks processed to total university paychecks processed.	\$ 251,250.72	6.0%	\$ 14,955.84	The number of paychecks issued is a discrete measure of usage and benefit derived from the Payroll Department.
Purchasing, Business Services & Contracts	The Purchasing, Business Services and Contracts Office administers all purchase orders and contracts to ensure compliance with all established policies, federal, and state regulations, as well as administers all Public Information Requests.	Percentage Usage=Number of S&A purchase order lines to total university purchase order lines.	\$ 513,727.52	8.4%	\$ 43,220.86	Purchase Order lines represent discrete measurable units of work for the Purchasing office, allocating their costs based on PO lines processed is a reasonable measure.
Public Safety & Police Services	Provides services for crime prevention, auto and bike registration, lost and found, courtesy assistance for all employees and students, and training.	Percentage Usage= Number of S&A employees to total university employees.	\$ 816,659.14	6.3%	\$ 51,262.81	All employees and programs receive benefit from public safety and police services, so percentage of S&A employees to total is most discrete measure of benefit.
Web Office & Central Today	Provides support for setting up web-pages, editing content, and functionality. Many S&A programs utilize these services for public outreach. Central Today provides a venue for programs to post notices and provide information on upcoming events.	Percentage Usage= S&A expenses to total university expenses.	\$ 391,588.73	2.2%	\$ 8,423.81	Services provided is most discretely measured by total expenses which correlates to size of department or program, thus allocation of costs based on percentage of expenditures is equitable.
Student Financial Services	Student Financial Services receives, collates and mails accounts payable disbursements for student and department accounts which includes S&A club activity.	Percentage Usage= S&A voucher lines to total voucher lines.	\$ 596,781.58	4.8%	\$ 28,761.97	Responsible for receipting, collating and mail accounts payable disbursements which correlates to voucher line activity, thus allocation of costs based on percentage voucher lines to total is most appropriate.

Subtotals

\$ 11,290,678.93

\$ 495,195.26

Adjustments:

Credit for Direct Expenses attributable to SURC Accounting

\$ (169,866.00)

Reclassification of Expenses pertaining to Blended Budget

\$ 122,956.51

Net Proposed S&A Admin Fee

\$ 448,285.77

\$448,285.77