

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

Called to order:

Jacob Wittman, Chair, called the meeting to order at 5:45 p.m.

Attendance:

Joseph Bryant, JD Charest, Professor Sarah Feeney, Myles Glover, Sharon Jonassen, Kay Kenison, Robert Moser, Professor Todd Shiver Ashley Stubbs, Connie Williams and Jacob Wittman

Excused: Professor John Bowen, Richard DeShields, and Emily Danko

Absent: Matthew Baird, Danielle Brandli

Agenda:

MOTION: Sharon Jonassen made a motion to approve the agenda as presented. Ashley Stubbs seconded. Motion carried.

Approval of Minutes:

MOTION: Robert Moser made a motion to approve the minutes of October 2, 2013 as presented. JD Charest seconded. Motion carried.

Reports:

- Jacob Wittman, Chair, wished to thank the members of the committee for their commitment to serve on the S&A Committee.
- Joey Bryant, Advisor, reminded the committee that pictures would be taken next week for the website and even though there are no classes next Wednesday, the S&A Committee will meet.
- Introductions were made by committee members.

Public Comment: none

Training:

Sharon Jonassen, Student Funds Financial Manager, reviewed the policies and regulations and shared where to find documents on the S&A website. She discussed “Spending Your S&A Fee Allocation” and the Killian opinion, which is an interpretation and used as a guideline for appropriate use of funds. If there is need for further interpretation or opinions, we will contact the Asst. Attorney General, legal counsel. Sharon reviewed the financial portion of the S&A guidelines and discussed priorities for disbursement and awards, base funding vs. supplemental funding, the required annual reports from the S&A providers and how the 4-year funding cycle can be used by the providers and how at the end of the 4-year cycle unspent money is returned to

the S&A. Sharon suggested setting up a sub-committee to discuss specific guidelines when considering supplemental requests. Past S&A committees have discussed the need for such guidelines, but they were never completed.

MOTION: Ashley Stubbs made a motion to set up a subcommittee to set specific guidelines when considering supplemental requests. If anyone is interested, contact Jacob Wittman during the break to volunteer. JD Charest seconded. Motion carried.

Jacob Wittman named the following to the sub-committee: Robert Moser, JD Charest, Ashley Stubbs, Sarah Feeney, Joey Bryant, Sharon Jonassen and Connie Williams. The sub-committee will meet and bring a draft to the next meeting.

Talk Dollars: Sharon Jonassen continued with the breakdown of S&A fees and gave an overview of the budget projections, base funding and bond obligations. There is a significant carry forward from last year. The carry forward was the result of Connie Williams working to identify specific methods of calculating the administrative fee, which returned significant funds to S&A and the return of funds from the providers at the end of the 4-year cycle, which shows that they have been fiscally responsible and good stewards of their funds. Sharon hopes with the carry forward that there will not be a need to increase the S&A fee for several years. S&A committee is a recommending body to the Board of Trustees and the Board of Trustees has granted George Clark, VP of Business and Financial Affairs, the ability to approve funds up to \$25,000, after approval by the Business and Finance Committee. Funds approved over \$25,000 must go to the Business and Finance Committee and will they go to the Board of Trustees for approval.

At the beginning of the year, the supplemental budget is established and Sharon suggests setting the S&A supplemental budget at \$275,000.

MOTION: Connie Williams made a motion to set \$275,000 as the supplemental budget for the fiscal year 2013-2014. Ashley Stubbs seconded. Motion carried.

Discussion: After the budget is set, but a need is identified, the supplemental budget could be increased, but there are several steps to increasing the budget including approval by the Business and Finance Committee and, depending on the amount, the Board of Trustees.

The club accounting office oversees the S&A funding requests and reconciles the supplemental requests that are approved and are paid on a reimbursement basis, so if funds are not used, they are returned to S&A.

According to the S&A Guidelines, S&A is responsible to cover increases to program budgets that are unexpected. In July there was a mandatory salary increase to exempt staff, which affected several of the S&A providers.

MOTION: Connie Williams made a motion to approve \$29,290.35 to cover the mandatory salary increase for exempt employees of S&A providers. Sarah Feeney seconded. Motion carried.

Discussion: A reminder that these salary increase will be for the 4-year funding cycle.

Process used for funding requests: The supplemental requests are presented to Sharon Jonassen in Club Accounting office and reviewed for content. After they have been approved, they are placed on the agenda. At the first meeting the supplemental request will be heard by the committee (10 minutes for presentation and 10 minutes for questions and answers) and at the next meeting the S&A committee will discuss and vote on the request. Funds are not advanced; they are only reimbursed with documentation. Presenters are encouraged to plan well ahead of the event, because funds have to be approved by the Business and Finance Committee which only meets once a month. Occasionally, there may be scheduling problems that may delay requests. The committee may make an exception to the guidelines and hear the request and vote on it the same evening, but it must be placed on the agenda in order to vote on the request.

Old Business: none

New Business: These supplemental requests will be voted on at the next S&A meeting.

#1401 – PRSSA National Conference - \$3,500: The PRSSA is requesting supplemental funds for registration, travel, and hotel expenses in the amount of \$3,500 for 8 members to the National PRSSA Convention 2013 on October 25-29, 2013, in Philadelphia, Pennsylvania. They will be presenting at the conference and will be networking with professions, participating in workshops and career fairs. They will share the information with the rest of the chapters and in the classroom setting. All members were invited to attend but individual scheduling and funding were factors. All members were expected to participate with volunteer hours. This is the first time this organization has requested funds from the S&A committee.

#1402 – National Council on Family Relations Annual Conference - \$6,570: The Family Studies undergraduate and graduate students are requesting supplemental funds in the amount of \$6,570.00 for registration, travel and hotel expenses for 16 students to attend the National Council on Family Relations Annual Conference on November 5-9, 2013 in San Antonio, Texas. The attendees will not be presenting, but are expecting to attend workshops, network with professionals and attend poster sessions so they can bring back information to share with others, who are not able to attend, and also plan on presenting their research at the Regional Conference and at SOURCE. There is a 2012 Family Studies graduate presenting at this conference. The club has been fundraising with T-shirt sales, volunteers at the Breeze Thru Café, bake sales and club dues.

Other Business-Communication Received

Public Comment: Remember committee pictures will be taken at next week's meeting.

MOTION to Adjourned: The meeting adjourned at 8:01 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, October 16, 2013, in SURC 301 starting at 5:45 P.M.