

**Services and Activities Fee Committee
Minutes
October 23, 2013**

Called to order:

Jacob Wittman, Chair, called the meeting to order at 5:49 p.m.

Attendance:

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

Agenda:

Agenda amendment: It was suggested to move Andy Fields' presentation after item VI. Public Comment.

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

Approval of Minutes:

MOTION: Joseph Bryant made a motion to approve the minutes of October 16, 2013, as presented. Myles Glover seconded. Motion carried (1 abstention).

Reports:

- Jacob Wittman, Chair: Avery Pellet has a conflict with the S&A meeting day and time and will probably be removed as a member. There are three open positions to be filled. The applications are on the ASCWU BOD website.
- Joey Bryant received a memo from George Clark, Budget and Finance Committee, stating the request to increase 2013-2014 base funding by \$29,390.35 will be presented to the Board of Trustees at their December meeting for approval.
- Congratulations -- Robert Moser was married last weekend.
- S&A Committee members' pictures are on the website.
- Before Andrew Fields' presentation, Sharon Jonassen reminded the committee of the S&A Guidelines (3)(A)3.d. Unexpended Salary. "If S&A funds are allocated to fund a staff position, and the position remains vacant for six consecutive months, any salary savings resulting from the unfilled position will revert to the S&A fee committee for reallocation of those funds."

Public Comment: none

New Business:

Andrew Fields—Request for exception to funds sweeping rule: Mr. Fields is requesting an exemption to Unexpended Salary. The University Recreation Associate Director position has been vacant for more than 6 months. A search was conducted for this position, it took longer than expected to complete the position description and the required rewrites, and then the search failed to find a viable candidate for the position. Mr. Fields stated that the national cycle for recreation positions are often sought in the spring; and if the exception is approved, a national search will be conducted in the spring of 2014.

MOTION: JD Charest made a motion to grant the exception to policy regarding Unexpended Salary and not pull back the funding for this position. Derek Whittom seconded. Motion carried. (1 opposed and 1 abstention)

Supplemental Funding Requests – Voting

(Jacob Wittman has a conflict of interest.)

#1403 – ASCWU BOD Student Life and Facilities - ~~\$2,540.56~~ Revised amount-\$1,540.56: Scott Kazmi from the ASCWU BOD Student Life is requesting \$1,540.56 in supplemental funds to help with the purchase of a new Wellington Wildcat suit. The total cost of a new suit, including 2 cooling vests, 2 camelbacks and straws and a training video is \$7,540.56.

Discussion: Sharon Jonassen thought it would be more practical for two suits to be purchased for the health and safety of the individuals wearing the suit and also increase the cleaning budget. A second suit would cost about \$7,500 and cleaning could be more often with 2 new suits. The current request was for one suit and they could return with a proposal to purchase another suit.

MOTION: JD Charest made a motion for \$10,911.12 from supplemental funds to cover 2 mascot suits and \$1,080 for cleaning fees. No second. Motion failed.

MOTION: Sarah Feeney made a motion to fund #1403 – ASCWU BOD Student Life and Facilities request for \$1,540.56 to purchase the Wellington mascot suit and would support a new funding request for another mascot suit. John Bowen seconded. Motion carried. (3 abstentions)

Supplemental Funding Requests – No pending requests.

Old Business:

- a. Stephen Hussman – update from 2013 request #1309-Digitization of CWU Student Newspapers from 1917 through 2009. Mr. Hussman gave a demonstration on searching for a specific subject through the newspapers. The new digitized system is a benefit by archiving and preserving the newspapers from 1917 through 2009. The data can be accessed 24-7 and it is available to students, faculty, staff, the community and anyone interested in CWU history. Mr. Hussman thanked the S&A committee for making this project a reality.

- b. Approval of Supplemental Funding Guidelines from Subcommittee – Sharon Jonassen shared the recommendations from the subcommittee regarding supplemental funding guidelines and the individual assessment tool. The subcommittee has been meeting and these are the drafts from their discussions. This tool can be used by individuals as they review each of the supplemental requests. If the assessment tools are used for written notes, they will need to be saved and kept for two years, in case there is a records request. Many of these suggestions will be added to the helpful hints that are part of the Supplemental Request forms.

MOTION: Myles Glover made a motion to approve the assessment tool as presented. Robert Lane seconded. Motion carried.

The guidelines were also reviewed and discussed. The complete text of priorities was added to the guidelines page to make the priorities of evaluation criteria more visible as requests are reviewed. Several of the suggestions will be beneficial to requesters and will be incorporated under Helpful Hints. As requests are considered, these guidelines will be useful to provide structure and consistency to the committee members as they decide how to distribute supplemental funds. It was suggested to have these two items placed back to back for convenience.

MOTION: Robert Lane made a motion to table the discussion until next week. Derek Whittom seconded. Motion failed.

MOTION: Myles Glover made a motion to approve the guidelines with suggested changes. John Bowen seconded. Motion carried. (1 abstention)

Other Business-Communication Received: none

Public Comment-second call: none

MOTION to Adjourned: The meeting adjourned at 7:06 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, October 30, 2013, in SURC 301 starting at 5:45 P.M.

CENTRAL WASHINGTON UNIVERSITY
S & A Supplemental Funding Request

Individual Assessment Tool

Requester: _____ Amount Requested: \$ _____

Statutory Authority. S & A fees are for the purpose of supporting student activities and programs.

In its ordinary and usual meaning, “student activities” refers to any college **cocurricular or extracurricular** activity participated in by students in the **furtherance of their education.** 4

Notes:

S&A Policies/Priority of Evaluation Criteria:

- a. First Priority. The request pertains to conditions that were not reasonably anticipated at the time of the base funding request (such as the acquisition of essential equipment due to loss, destruction, premature failure, etc.).
- b. Second Priority. The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do not result in the addition of non-student payroll positions.
- c. Third Priority. The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do result in the addition of non-student payroll positions.
- d. New Programs. New programs, or programs not historically funded through S&A fees, may be funded in the discretion of the S&A fee committee using the above criteria as guidelines.

Notes:

Educational Component:

Notes:

If Conference/Who is Presenting:

Notes:

Impact to Participating Students/Non-Participating Students/ University:

Notes:

Contribution/Shared Cost/ Other Revenue Sources:

How is the requester sharing in the costs of the request?

Notes:

Budget Efficiency:

Notes:

Comment:

This form is an internal form, to provide individual users a tracking tool, to assist in presentation review and making a determination as to how they wish to support a request. It is a guideline to keep members on track and aid in consistency in reviewing requests.

Supplemental Funding Recommended Guidelines:

Supplemental funds are subject to state laws governing S&A Fees and any previously established University policy.

The purpose of the recommended guidelines is to augment or provide further structure and consistency in how the committee distributes supplemental funds. The recommended guidelines are not intended to restrict or dissuade applicants from applying.

Base Funded Programs:

Statutory Authority. S & A fees are for the purpose of supporting student activities and programs. In its ordinary and usual meaning, “student activities” refers to any college **cocurricular or extracurricular** activity participated in by students in the **furtherance of their education**.

S&A Policies/Priority of Evaluation Criteria:

- First Priority: The request pertains to conditions that were not reasonably anticipated at the time of the base funding request (such as the acquisition of essential equipment due to loss, destruction, premature failure, etc.).
- Second Priority: The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do not result in the addition of non-student payroll positions.
- Third Priority: The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do result in the addition of non-student payroll positions.
- New Programs: New programs, or programs not historically funded through S&A fees, may be funded in the discretion of the S&A fee committee using the above criteria as guidelines.

Non Base funded programs & requests:

1. Events: The nature of the event must clearly be established to directly relate to at least one of the items listed:
 - a. Relates to the purpose of the club, or clearly benefit the establishment of the club or organization.
 - b. Has a direct educational value
 - c. Pertains to opportunities to add, expand, or enhance programs, services, or activities.
 - d. Clearly benefits the University or a Subset of the student Body, if not Club sponsored.
 - i. Reimbursement of event support is subject to State and University guidelines.
2. Requests related to travel are limited to transportation related expenses, registration, guest speakers, advertising, hotel, and educational supplies.
3. Meals requests related to travel, not covered by a conference registration, must demonstrate a financial hardship. In general, meals are not funded.
4. Students are expected to pursue other funding entities that they are eligible to receive funding from.