

**Services and Activities Fee Committee
Minutes
February 12, 2014**

Called to order:

Jacob Wittman, Chair, called the meeting to order at 5:47 p.m.

Attendance:

Professor John Bowen, JD Charest, Professor Sarah Feeney, Myles Glover, Sharon Jonassen, Kay Kenison, Robert Lane, Robert Moser, Josh Muttart, Kathryn O'Neal, Professor Todd Shiver, Dustin Waddle-Ford, Derek Whittom, Connie Williams, and Jacob Wittman. Excused: Joseph Bryant, Ashley Stubbs unable to connect by phone.

Agenda:

MOTION: Robert Moser made a motion to add Manastash under Old Business. Myles Glover seconded. Motion carried.

MOTION: Dustin Waddle-Ford made a motion to accept the agenda as amended. Myles Glover seconded. Motion carried.

Approval of Minutes:

MOTION: John Bowen made a motion to add the wording under Old Business: Manastash to read: "Budget questions were not answered." to the minutes of February 5, 2014. Robert Moser seconded. Motion carried.

MOTION: Derek Whittom made a motion to approve the minutes of February 5, 2014, as amended. Myles Glover seconded. Motion carried.

Reports:

Jacob Wittman announced that the election process of the BOD starts today. He encouraged anyone interested in being a BOD official to come to the BOD office for election information. If you have questions, you can ask Myles Glover, Election Coordinator.

Sharon Jonassen announced that the Board of Trustees approved the increase to the base budget for the one-time mandatory increase for classified staff and for the increase to the Washington State minimum wage. The Board of Trustees also approved the supplemental allocation to support the CWU Police Department Women's Basic Physical Defense Program. These requests were over \$25,000 and required approval by the Board of Trustees.

Sharon Jonassen also received an adjusted budget for Request #1408 National College Media Convention-Observer, which will be discussed later tonight.

Public Comment: none

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

#1408 National College Media Convention (Observer)-\$2,197.00 revised to \$2,427.00: The Observer is requesting supplemental funds for travel, lodging and registration for 4 students to attend the National College Media Convention in San Diego, California, on February 26 through March 2, 2014.

The airline expenses have changed and they are requesting more funds from SAS, which is pending. The faculty member is included in the budget and S&A does not fund faculty expenses. The budget is confusing and unclear; and the Committee would like the Observer to resubmit another budget request.

MOTION: Myles Glover made a motion for the Observer to resubmit a clearer budget proposal including funds approved by SAS for their trip to the National College Media Convention. Robert Moser seconded. Motion carried.

#1409 Morelia Documentary - \$2,025.00: The Film and Video Studies students are requesting \$2,025.00 in supplemental funds to travel to Morelia, Mexico, on March 25-30, 2014, to produce a documentary of the annual Jazzival festival.

MOTION: John Bowen made a motion to approve \$2,025.00 in supplemental funding for the three Film and Video Studies students to travel to Morelia, Mexico, on March 25-30, 2014, to produce a documentary of the annual Jazzival festival. Robert Lane seconded. Motion carried.

A question was asked about the educational benefit for the students going on this trip. It was explained that the students are in the Film and Video Studies program, and the preparation and planning needed for a production of this kind will further their skills and add to their portfolios. The students will be interacting with many professionals and learning new techniques while producing this documentary.

#1410 Operation Stimulus - \$2,708.00: Five students of the College of Business are attending Operation Stimulus competition in Denver, Colorado, February 6-8, 2014, and are requesting \$2,708.00 in supplemental funds to cover registration, travel and lodging.

The Committee discussed the guidelines and the 15-day submission rule that is suggested on the Supplemental Budget Request form. In the past, if there was an emergency or equipment broke, the Committee would hear the requests after the event or at the earliest scheduled S&A meeting, but these are the exception and heard on a case by case basis.

MOTION: Connie Williams made a motion to approve \$2,708.00 in supplemental funds for travel, registration and lodging for the five students who attended the Operation Stimulus competition in Denver, Colorado on February 6-8, 2014. Dustin Waddle-Ford seconded. Motion carried.

Several of the students who attended the Operation Stimulus competition were in the audience tonight and shared their experiences at this competition and what it will mean in their future studies as they networked with professionals and other participants, especially with the winners of the event. The CWU students will be putting together reports about their experiences and the knowledge gained at the competition to benefit next year's competitors, especially after observing and meeting with the first place winners. The students were very appreciative of the support S&A provided to them. Professor

Deepak Iyengar is more aware of the requirements of the S&A committee, when requesting supplemental funds in the future, and thanked the Committee for approving this request.

Old Business:

Annual Report – Manastash: Last week when Manastash presented their annual report, the information about the Manastash publication was very informative, but the detailed financial information was missing, and the presenter was unable to answer the financial questions, which was a little frustrating for committee members. Manastash is scheduled to return in April to present their base budget report to the Committee. It was suggested Joey Bryant writes a letter to Manastash, before their scheduled presentation in April, acknowledging the need to provide a detailed financial report as well as the answers to the questions provided for all providers, and have someone attend who is able to answer financial questions.

New Business:

Learning Commons – student fee discussion: Prairie Brown from the Learning Commons: The demand for tutoring is increasing and has exceeded their budget and a proposed Tutoring Fee is being discussed to help offset the decrease in State funding. The tutoring program is being subsidized by the developmental course fee funds, but these funds need to be used for the developmental courses. As the demand for tutoring continues to increase, a tutoring fee of \$3.00 per quarter for all students is being proposed, which will raise about \$90,000 per year to pay for the peer tutoring instructors. The peer tutors will benefit all students on the Ellensburg campus, the satellite campuses and students taking on-line classes. During the discussion, several members were opposed to the increase suggesting only those using the tutors should pay for the tutor program, but many students needing tutoring would not be able to pay the extra cost and the academic departments would not be able to pay either. Students do not need an additional fee especially with the possible increase to tuition, and the possible addition of new student fees. Other members thought this was a great idea and the proposed fee increase was not too large. All students take some form of math and many need help, but who is going to pay for the help.

MOTION: Myles Glover made a motion for Prairie Brown in the Learning Commons to bring a base funding request to the S&A Committee for consideration of funding for the student peer tutors. Connie Williams seconded. Motion carried.

Base Funding Program Reviews

ASCWU Student Academic Senate: Kelsie Miller presented the base funding program report for Student Academic Senate (SAS). In 2008 SAS received \$28,725.00 from S&A to help with travel for students represented by departments on campus. There is one student employee and they make \$10.15 per hour. In 2012 S&A funded SAS in the amount of \$41,325.00, which \$35,000.00 was for goods and services. To request funds from SAS, you receive the Funds Request Packet, review with Club Accounting, meet with the SAS Executive Board for their recommendation and then present to the General SAS Board for approval of the final amount. All students can apply and will be considered if their packet is completed correctly and they have a Senator. The outcome for SAS is to help students learn professional development, budget and finance experience, public speaking, leadership development, career development and networking, and global leadership. SAS assisted about 643

students in 2012. SAS has approved about \$6,000.00 funding requests so far this year, but most requests come in the spring, so they are expecting a large increase in requests in the next few months.

Other Business-Communication Received: none

Public Comment-second call: none

MOTION to Adjourned: The meeting adjourned at 7:20 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, February 19, 2014.