

**Services and Activities Fee Committee
Minutes
April 23, 2014**

Called to order:

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

Attendance:

Professor John Bowen, Joseph Bryant, Sharon Jonassen, Kay Kenison, Robert Lane, Robert Moser, Josh Muttart, Kathryn O'Neal, Professor Todd Shiver, Ashley Stubbs, Connie Williams, and Jacob Wittman. New member: Patrick Stanton. Excused: JD Charest, Professor Sarah Feeney, Myles Glover, and Derek Whittom

Agenda:

MOTION: Kathryn O'Neal made a motion to approve the agenda as presented. Josh Muttart seconded. Motion carried.

Approval of Minutes:

Suggested changes to the minutes regarding the discussion on the Learning Commons: S&A felt that the Learning Commons is an academic program and should be funded through Academics not through S&A. A letter will be drafted supporting the Learning Commons.

MOTION: John Bowen made a motion to approve the minutes of April 16, 2014, as amended. Ashley Stubbs seconded. Motion carried.

Reports:

Jacob Wittman received a resignation memo from Connie Williams. Connie's replacement will be Patrick Stanton. Connie thanked everyone and enjoyed working with such an amazing group.

Public Comment: none

New Business: none

Old Business:

Base Funding Program Reviews:

Publicity Center:

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. They 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. The staffing consists of 3 professional staff, 12-15 student employees, and 2-4 summer interns/employees. Publicity Center was specifically established and funded to support student-centered activities provided by S&A funded programs, as well as other campus clients, efficient use of S&A fees maximizes limited resources, and the students gain hands-on experiences and build professional skills through employment and through collaborative efforts. Publicity Center reaches the majority of CWU students at all campus locations through publications, social media, service delivery and collaboration.

Campus Life Administration/SUB Engineering:

Campus Life Administration oversees the management of key units including: Student Union, University Recreation, Campus Activities, Publicity, Westside Student Life, and the Radio Station while also serving in a supportive and advisory role for the ASCWU Board of Directors. Administrative responsibilities focus on the continuous development, assessment, and evolution of the unit programs while also facilitating the SURC Partnership and Governance groups. Campus Life seeks to enrich students' university experience by providing a diverse array of programs, services, facilities, and learning opportunities that are vital and integral to the university community and its education mission. This area supports 3 full time staff and 2 student employees. The amount supported by S&A is representative of the level of support received by S&A for the Campus Life Administration previously housed in the old SUB building. The "other funds" represent program development and support that was initiated by the opening of the Student Union and Recreation Center and are financially supported by the Student Union fee as agreed upon with the S&A committee.

Learning Commons – Letter from the Committee:

Jacob Wittman, S&A A Chair, presented a draft of a letter dated April 24, 2014:

“To whom it may concern: At the Services and Activities Fee Committee meeting on April 16th 2014 the funding request from the CWU Learning Commons failed to pass. While several members of the committee agree the learning commons is a core academic program and therefore cannot be funded through the Services and Activities Fee, there was also a greater need to analyze the financial impact this would cause to the Services and Activities budget. The combination of increased tuition waivers, mandatory pay increases, and current base funding commitments will require the Services and Activities Committee to analyze the current budget projections to ensure financial stability in the coming years. Additionally, under RCW 28B.15.069, the Services and Activities Committee may increase the Services and Activities Fee by a percentage not to exceed the annual percentage increase in student tuition fees for resident undergraduate students. For two years, Washington State Legislature has passed legislation that requires Washington State universities to not raise tuition. The Services and Activities Committee is proactively preparing to protect the stability of the budget in the case that Washington State Legislature passes legislation prohibiting increases for a third year.

With that said, the Services and Activities Committee, while not supporting additional funding to the Learning Commons due to the reasons stated above, does support the functions of the Learning Commons. The Services and Activities Committee, alongside the Associated Student of CWU Board of

Directors, have delegated a task force that will seek and support actions the Learning Commons may take.

Details that provide the names of members appointed to this task force will be released early next week.

Sincerely, Jacob Wittman,
Services and Activities Fee Committee Chair
Associated Students of CWU Executive Vice President”

If you are interested in serving on this task force, please contact Jacob Wittman. Suggested task force members: Jacob Wittman-ASCWU BOD, Kelsie Miller-ASCWU BOD, representatives from SAS and S&A, Prairie Brown, and Jesse Nelson

MOTION: Kathryn O’Neal made a motion to support the Learning Commons and the establishment of a task force that will seek and support actions the Learning Commons may take. Josh Muttart seconded. Motion carried.

Other Business-Communication Received: none

Public Comment-second call: none

MOTION to Adjourned: The meeting adjourned at 6:30 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, April 29, 2014.