

**Services and Activities Fee Committee  
Minutes  
May 7, 2014**

**Called to order:**

Jacob Wittman, Chair, called the meeting to order at 5:46 p.m.

**Attendance:**

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

**Agenda:**

**MOTION: JD Charest made a motion to add voting on supplemental funding request #1421 New Wellington Suit under Supplemental Requests—Voting; and to approve the agenda with the changes. Myles Glover seconded. Motion carried.**

**Approval of Minutes:**

**MOTION: JD Charest made a motion to approve the minutes of April 30, 2014, as presented. Todd Shiver seconded. Motion carried.**

**Reports:**

- Jacob Wittman shared the following letter he is proposing to send to the State Legislators regarding de-coupling the S&A fee from tuition.

“Dear \_\_\_\_\_,

My name is Jacob Wittman and I am the Chair of the Services and Activities Committee at Central Washington University. First off, I would like to give my appreciation for your dedication to keeping the cost of attendance at our state institutions affordable. As a student myself, I am familiar with rising tuition costs and understand the need to increase access for students who may not otherwise be able to afford the cost of higher education. With that said, as Chair of the Services and Activities Fee Committee, it has come to my attention that our budget is facing an unfortunate circumstance. The inability to increase the Services and Activities Fee any more than the increase of resident undergraduate tuition rates, as mandated by RCW 28B.15.069, has left the Services and Activities Fee Committee anticipating budget cuts to programs our students rely on. These programs promote leadership, engagement, and the involvement in extracurricular activities that are vital to the success of students across the State of Washington.

“INSERT NAME”, I urge you to review the language set forth by RCW 28B.15.069 that prohibits the increase of the Services and Activities Fee any more than the increase of resident undergraduate tuition. While I understand and support the intent of the state legislature to keep costs affordable, the Services and Activities Fee supports several programs that are necessary to the success of the students at Washington State institutions.

Sincerely, Jacob Wittman

Service and Activities Fee Committee Chairperson”

**MOTION: Robert Lane made a motion to support the letter with suggested changes from Jacob Wittman, Chair of the S&A Fees Committee, to the State Legislators. JD Charest seconded. Motion carried.**

- Joseph Bryant shared that the supplemental requests were approved by the Budget and Finance Committee and George Clark for a total of \$2,380.00: \$1,500.00 to attend the Northwest American College of Sports Medicine and \$880 for the ROTC cadets to attend the International Military Skills Competition.
- Sharon Jonasson and Joey Bryant discussed the year-end celebration dinner for June 4, the last meeting of the year. Please let Sharon or Joey know, if you have any suggestions.
- The Learning Commons Task Force has been meeting. There is a proposed \$5 per quarter fee to support the Learning Commons on the ballot to be voted on by the student body.

**Public Comment:** none

**New Business:**

**Supplemental Funding Request:**

#1421 – New Wellington Suit and Additional Cleaning: The supplemental request is for \$6,387.00 to purchase another Wellington Suit because of health concerns and the required time needed for proper cleaning. This would be the 6<sup>th</sup> mascot suit since the inception of Wellington as the mascot. Current they have two suits, but there is the concern with the older suit because it is showing its age. A mascot suit life expectancy is 4-5 years with proper care and cleaning. They have looked at different vendors, but with license fees and rights, it may be more expensive than using the current vendor, who provides a quality costume. In the summer for orientation and other promotional events, the suit is used quite a bit and another suit would allow for proper cleaning between uses and maintain the image of Wellington. This is the first year there was a dedicated budget for Student Life and Facilities, and there have been some budget overruns. In addition to the request for a new mascot suit, there is a request for an additional \$500.00 for student payroll for Wellington until the end of the year. The supplemental request will be voted on later tonight.

#1422 – McConnell Auditorium Digital Audio Upgrade (Theatre Arts) - \$97,400: In 2003 renovation of McConnell Auditorium had project overruns and replacement of the sound system was cut. If it had been done at that time, it would have been an analog system not a system with new digital technology. The current sound system is in need of improvement. The funding for the project is coming from the CWU College of Arts and Humanities-\$10,000; the office of the Provost-\$40,000; CWU Theatre Art Department-\$20,000 with an additional \$10,000 from S&A base funding budget, leaving a total of \$97,400 to complete the project. They are planning to apply for Kittitas County Capital Projects Grant for \$50,000 (although the grant process has not been released); and if this funding is secured, S&A funds will be reimbursed. The longevity of the new sound system should be 10-15 years, but the future is unpredictable with the rapid changes in technology. Because of the component nature of the sound

system, the project can be modified into smaller projects to yield the greatest benefit to students, the department, and the community. The new equipment will provide training on state-of-the-art equipment as students prepare for their future careers. There are 130 theatre majors and most students on campus will benefit from the upgrade to the new sound system in McConnell Auditorium. The supplemental vote will take place at the next S&A meeting.

**Old Business:**

#1420 - Women in STEM “Meet ‘n’ Geek.” The Ada Lovelace Club-Women in Computer Science is requesting \$660.00 to help with the first annual networking meet and greet social on May 13, from 5:00 – 6:30 p.m. in the SURC Ballroom.

**MOTION: Ashley Stubbs made a motion to approve \$660.00 in supplemental funds for the women in STEM “Meet ‘n’ Geek” first annual networking social on May 13, from 5:00 – 6:30 p.m. Robert Moser seconded. Motion carried.**

#1421 – New Wellington Suit and Additional Cleaning: The supplemental request is for \$6,387.00 to purchase another Wellington Suit because of health concerns and the required time needed for proper cleaning. There is also a request for an additional \$500.00 for student payroll for Wellington until the end of the year

MOTION: Ashley Stubbs made a motion to approve \$5,887.00 to purchase a new Wellington Suit. Robert Lane seconded.

Amendment to the Motion: JD Charest made a motion to approve the new Wellington suit and an additional \$200.00 for student payroll through the end of the year. John Bowen seconded. Motion carried.

**MOTION: The new motion was to approve \$6,087.00 in supplemental funds to purchase a new Wellington mascot suit (\$5,887.00) and additional student payroll (\$200.00) through the end of the fiscal year. Motion carried. (7 yes, 2 no, 1 abstention)**

Financial Update: Sharon Jonasson updated the Committee on the current and future financial forecasts, with the impact of the freeze on tuition and S&A fees, in addition to the increase number of tuition waivers being offered and the projection of lower numbers of students attending. The committee has approved about \$79,000 in supplemental requests and there are only a few more meetings left in the year. Sharon shared possible scenarios in the future years and how the S&A budget could be impacted. The committee will need to be pro-active and look at many possibilities including cuts to the S&A program providers. Sharon drafted a letter to send to the base funding providers.

“Dear S&A Program Provider:

The committee wanted to take this opportunity to communicate with all of the programs we support. The committee also would like to reinforce our commitment to the stability of programs, which is well documented within our procedures and the RCW’s that guide the use of our funds.

Many of you are aware of looming budget challenges, primarily brought on by the freeze in tuition which has been extended to next year. For those of you who may not know, the S&A fee, which funds your programs, is a component of tuition. The RCW's of the State of Washington limit the committee's ability to raise the S&A fee at a higher rate than the percentage increase in tuition. What this means is a freeze in tuition is a freeze of the S&A fee.

The committee last year was aware of the potential tuition freeze. During the process of establishing the current base funding, they planned for enough carry forward funds to cover the increased base funding for a minimum of two years. The committee currently has sufficient funds for FY15, the upcoming year; however, there have been impacts to the committee's funds do to headcount and increased tuition waivers. We are forecasting a shortfall in our budget for FY16. The University is watching the legislature closely as the climate is not supportive of tuition increases. Should tuition remain frozen a third year and headcount not increase, we could have a potential, short term reduction to our base funding. We would like to mitigate the impacts to our program areas by providing you with this communication sooner than later.

You can minimize the impact to your program areas by managing your budget to ensure you have carry forward that you can use to minimize the impact of a possible cut. The committee is reducing the budget for supplemental funds request to ensure base funding if minimally impacted. The committee will also be looking at proposed fee increases, when possible, as was planned by the prior year's committee."

The committee agreed that the letter is very clear, but thought sharing the possible percent range like 6-10% so they can actually visualize the amount of possible cuts to their budgets.

**MOTION: Ashley Stubbs made a motion to support the draft of the letter including the possible range of cuts to the base budgets. Derek Whittom seconded. Motion carried.**

**Other Business-Communication Received:** none

**Public Comment-second call:**

Myles Glover and Jacob Wittman reminded everyone of the BOD Elections tomorrow.

The S&A meeting is cancelled this week because of SOURCE using all the rooms in the SURC. Also the S&A meeting on May 21 is at the same time as the Evening of Recognition and many S&A members will be attending, so there may not be a quorum. It was decided to move the meeting to May 20 at 5:45 p.m. It was suggested to meet in the BOD conference room, but it may be too small, so Joey Bryant will look for another location in the SURC.

**MOTION to Adjourned:** The meeting adjourned at 7:00 p.m.

**Schedule of Next Meeting:** The next meeting is scheduled for **Tuesday, May 20, 2014**, a change in the date and location.