

**Services and Activities Fee Committee  
Minutes  
February 4, 2015**

**Called to order:**

JD Charest, Chair, called the meeting to order at 5:31 pm.

**Attendance:**

Brittany Wold, JD Charest, Professor Sarah Feeney, Sharon Jonassen, John DeHan, Gary Epp, Jessica Evenson, Nick Shuey, Rene Mahnke, Patrick Stanton, Professor Todd Shiver, and Josh Muttart.

Excused: Joseph Bryant

**Agenda:**

Discussion: PESH would like to be placed on next week's agenda.

**MOTION: Jessica Evenson made a motion to approve the agenda as amended. John DeHan seconded. Motion carried.**

**Approval of Minutes:**

**MOTION: Jessica Evenson made a motion to approve the minutes of January 28, 2015 as amended. Brittany Wold seconded. Motion carried with one abstaining.**

**Reports:**

- a. Chair – None
- b. Advisors – Sharon Jonassen presented the spreadsheet to update the committee on the supplemental funding requests budget.

**Public Comment:** Dominic Klyve reported that the Provost will be funding the part-time position that was requested in funding request #1508. Kara Gabriel stated that they would still appreciate 15-18,000 for goods and services and would like to amend their pending request.

There were no other public comments.

**Old Business:**

**A. Supplemental Funding Requests - Voting**

- i. #1508 – SOURCE - \$30,850.00. The Symposium of University Research and Creative Expression requests funds to fill several gaps in funding, while creating a new part-time staff position to manage the event and to pursue external funding.

New budgetary restriction has limited funding from the individual university colleges and departments which have historically provided necessary funding. In addition to the decreased support new costs have arisen.

Discussion: Kara Gabriel confirmed that they can get by with 11,000, the 15-18,000 includes increased costs that are just coming to light. They may need to expand to using the Wellington Event Center which adds costs. The committee would like to see a budget in order to approve more than the \$10,050.00 that is requested at this time. If all of the funds are not used can the money be taken back or do they roll over to next year? Sharon stated that it can be done either way.

**MOTION: John DeHan made a motion to approve supplemental funding request #1508 in the amount of \$10,050. Jessica Evenson seconded. Nick Shuey proposed a friendly amendment to re-encumber all unused funds. John and Jessica accepted. Motion carried.**

- ii. #1509 – 31<sup>st</sup> Annual ACP National College Journalism Convention \$4,470.30 – The Observer and Pulse Magazine are requesting funds to help with travel expenses to send 10 students to the convention in Los Angeles February 26 through March 1, 2015. The students attending will be in key leadership and content positions for the next year, and the training and critiques they receive from the conference will help improve both the Observer and Pulse.

Discussion: They still do not know if the SAS funding will be approved. The convention has a boot camp type intensive training on the first day and then one hour traditional seminars the other days. Special mixers with professionals and students can arrange for 1:1 critiques. There are competitions CWU took 3<sup>rd</sup> place in best of show last year. Cost is \$600 per student but with the SAS funds would be \$447 per student.

**MOTION: Josh Muttart mad a motion to approve supplemental funding request #1509 in the amount of \$5,970.30. John DeHan seconded. Motion Carried.**

### **New Business –**

#### **A. Supplemental Funding Requests - Presentation**

- i. #1510 – CHI Conference - \$4,944.00. The Cascadia Hazard Institute are planning their 2<sup>nd</sup> annual conference. The institute undertakes three broad strategies to achieve this mission: education, research and information/policy making. The requested funds benefits students because they will have the opportunity to hear from and talk with experts in the field of climate change and natural hazards. One day conference scheduled for April 17, 2015.

**MOTION: Nick Shuey made a motion to table request #1510 till next week. Todd Shiver seconded. Motion carried.**

**Other Business-Communication Received** – Auditor’s Report – Sharon explained some of the background for this audit; this audit does not ask for any response from the University, in general nothing was done wrong. As a committee do we just want to just leave it or do we need clarification of anything in the report? The IT Desktop Replacement Program resulting in an overstatement of the allocation by \$64,732; the committee decided that they would like more information on this statement. Does this figure represent one year or the four year cycle? Does the University plan on adjusting the allocation so that it does not continue to be overstated?

**MOTION: Jessica Evenson made a motion to have Nick Shuey draft a letter to George Clark and Joel Klucking to clarify the \$64,000 allocation, which the committee will review at our next meeting. Brittany Wold seconded. Motion carried with one abstaining.**

**Public Comment** – None.

**MOTION to Adjourned:** Nick Shuey made a motion to adjourn the meeting. John DeHan seconded. Motion carried. The meeting adjourned at 6:18 p.m.

**Schedule of Next Meeting:** The next meeting is scheduled for Wednesday, February 11, 2015, in SURC 301 starting at 5:30 P.M.