

**Services and Activities Fee Committee  
Minutes  
March 8, 2017**

**Called to order:**

Gary Epp called the meeting to order at 5:34 p.m.

**Attendance:**

Luke Aguilar, Joseph Bryant, Gary Epp, Sarah Feeney, Trey Justin, Brittany Kinsella, Alaina Lenway, Jacqueline Robinson, Vene' Skyles, Brittany Stammes, Patrick Stanton, Spencer Sutton, and Thanh Vo-Tran.

Excused: Martin Kennedy and Kathleen Barlow

**Agenda:**

Amendment: Base Funding Request for the Publicity Center is being moved to New Business b.i.

**MOTION: Trey Justin made a motion to approve the agenda as amended. Jacqueline Robinson seconded. Motion carried.**

**Approval of Minutes:**

**MOTION: Trey Justin made a motion to approve the Minutes of March 1, 2017. Brittany Kinsella seconded. Motion carried with 2 abstaining.**

**Reports:**

- a. CHAIR – None.
- b. ADVISORS – Reminder that deliberations are scheduled for Monday – we will be emailing a menu for lunch. We have \$34,350.95 left to allocate in our Supplemental Fund Budget.

**Public Comment:** None.

**Old Business:** None

**New Business:**

- a. Supplemental Funding Requests – Presentation
  - i. **#1717 GetLit! Literary Festival - \$482.40**  
8 students from the professional and creative writing majors are requesting funds to support travel costs to attend the GetLit! Literary Festival in Spokane, WA April 20-23, 2017. This festival will provide valuable opportunity to meet professional authors, learn from them, and grow as writers.

Presented by: Jennifer Marsh, Olivia Abt, and Gina Davis

Questions: Do you plan on sharing with non-lit students? Yes presentations to the campus writing – this is a fairly new major so we are still trying to make more campus connections.

- ii. **#1718 Gathering of Native Americans Workshop - \$767.00**  
Christina White (graduate student) is requesting funds to support travel to attend the Gathering of Native Americans Workshop in Suquamish, WA March 14-16, 2017. This workshop will expose her to one of the most acclaimed treatment methodologies

to address historical trauma in Native Americans, a major cause of health disparities. She is planning on presenting her findings at SOURCE and share with the Native Student Association.

Presented by: Christina White

Questions: Did you make an ESC request? Not for this request, she missed the deadline.

iii. **#1719 Annual AAIP CCM Workshop - \$1,043.00**

Christina White (graduate student) is requesting funds to support travel to attend the AAIP Annual Cross Cultural Medicine Workshop in Santa Fe, NM April 27-29, 2017. This workshop will expose her to other researchers in medical anthropology and indigenous wellness. She is planning on presenting her findings at SOURCE and share with the Native Student Association.

Presented by: Christina White

Questions: Are there any other grad students interested in attending? There are a couple of undergrads that are interested but she did not learn about these events until recently.

**MOTION: Trey Justin made a motion to vote on Supplemental Funding Request #1718 now (because it is happening next week). Jacqueline Robinson seconded. Motion carried.**

iv. Supplemental Funding Request #1718 – Voting

Discussion: The ESC request was not considered because it was submitted late.

**MOTION: Jacqueline Robinson made a motion to approve Supplemental Funding Request #1718 in the amount of \$767.00. Luke Aguilar seconded. Motion carried with one abstaining.**

b. Base Funding Requests – Presentations

i. **Publicity Center - \$259,388**

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. Our purpose is to increase students' awareness, connections and involvement in a rich campus experience by delivering high quality creative services and award-winning products that promote student life. Our vision is to be recognized as a premier university creative agency throughout the region and nationally, and to be the solution of choice for any campus organization seeking professional and effective publicity. We have promoted literally thousands of events over the years, and worked with hundreds of clients and partners. Since the last quadrennial cycle, we've been designated as the office responsible for internal, campus based event marketing. To insure that our services reflect a leading edge approach to event publicity, we regularly solicit client feedback. The professional-level work experience gained by student employees has proven to be great preparation for their careers, evidenced by a very high placement and success rate in their fields. We love working with students, staff and faculty to help

them realize their goals, and hope to receive funding at a level that allows for continued growth in the service of others as well as opportunities for student employees and internships.

	<i><b>Annual Base Amount</b></i>
Admin/Exempt Payroll	64,505.00
Civil Service Payroll	135,606
Student Payroll	95,474
Employee Benefits	93,553
Goods & Services	47,550
Travel	12,500
Equipment	1,000
<b>Annual Base Expenses</b>	<b>450,188</b>
<i>Less: Annual Other Funding Sources</i>	<i>(190,800)</i>
<b>Annual Base Funding Request</b>	<b>\$ 259,388</b>

ii. **Academic Advising - Westside - \$41,534**

Academic Advising would like to continue providing the general and pre-major advising for all students at CWU-Lynnwood. The academic advisor also provides general education and transfer credit advising, assists students with registration and using degree completion tools (CAPS Report), collaborates with the planning and presenting of center orientations, connects new students to faculty advisors and works collaboratively with Student Life, Career Services, DSS, and the Writing Center to create successful transitions for student persistence at CWU-Lynnwood.

	<i><b>Annual Base Amount</b></i>
Admin/Exempt Payroll	\$ 26,800
Civil Service Payroll	-
Student Payroll	-
	9,884
Employee Benefits	-
Goods & Services	350
Travel	4,000
Equipment	500
<b>Annual Base Expenses</b>	<b>41,534</b>
<i>Less: Annual Other Funding Sources</i>	<i>-</i>
<b>Annual Base Funding Request</b>	<b>\$ 41,434</b>

iii. **Administrative Support Costs - \$437,363**

The administrative fee is an internal CWU fee that allocates shared administrative support costs accumulated in the state general fund to self-support units benefiting

from these services. Administrative support costs are allocated using a methodology that approximates the units' proportional benefit. This proposal is for stable funding over the four year period using reimbursement rates for services calculated at the 2016 fiscal year service level. Stable funding and the ability to plan and budget is in the best interest of both the S&A Committee and the university. Therefore, the proposal is for the amount shown below even though the costs of providing the direct services are likely to increase during the time period. As such it is not anticipated that the direct services will be re-calculated each year and adjusted up, or down. The services provided are listed below. The calculation methods used to approximate the costs of providing the services are in the attachment. The support documents for developing the calculated percentages are available upon request.

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	-
Employee Benefits	-
Goods & Services	437,363
Travel	-
Equipment	-
<b>Annual Base Expenses</b>	<b>437,363</b>
<i>Less: Annual Other Funding Sources</i>	-
<b>Annual Base Funding Request</b>	<b>\$ 437,363</b>

**MOTION: Luke Aguilar made a motion to take a 5 minute recess. Sarah Feeney seconded. Motion carried.**

**Gary Epp called the meeting back to order at 6:57 pm.**

**iv. Career Services Peer Advisor - \$31,997**

Since the peer advisor program was established in 2006, there has been a total of 30 students that participated in the program. During the 2015-2016 academic year, five students completed the program. Students can be workstudy or non-workstudy. The peer advisor program provides role models for students as well as training opportunities for peers to develop professional skills needed in a work place. Peer advisors duties include but not limited to; resume and cover letter review, class assignment mock interviews, tabling to promote the department and events, and various presentations and workshops. All peer advisors receive intensive training in their first quarter, and ongoing training the rest of the school year. Peer advisors are also matched with a staff based on their interests and strengths to work on various projects in the department. In the last three years, peer advisors have served over 3,500 students.

	<u>Annual Base Amount</u>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	30,410
Employee Benefits	912
Goods & Services	675
Travel	-
Equipment	-
<b>Annual Base Expenses</b>	<b>31,997</b>
<i>Less: Annual Other Funding Sources</i>	-
<b>Annual Base Funding Request</b>	<b>\$ 31,997</b>

v. **Career Services – Westside Counselor - \$183,938**

Career Services serves students assigned physically or online to all west side campuses. In the past three years, the counselors have had over 16,000 student contacts alone. Merridy Rennick, is a 3/4 time 10 month counselor based in Lynnwood. Angie Engel is a full time 12 month counselor based in Des Moines. They provide students career counseling, interpretation of career assessments, teach Univ. 301 Career Management, recruit employers for panels/events/classroom presentations and field trips, conduct mock interviews, teach how to network professionally, present on career topics in workshops and classrooms, coordinate all the west campuses cooperative internship learning agreements, and coordinate and facilitate career events. They also supervise student peer advisors who, in turn, work directly with students helping them with resumes and cover letters and the counselors with events. The west side counselors have increased employer recruitment on and off campuses so that students can talk directly about their careers with employers in their fields. We are requesting that the counselor positions continue, and be upgraded, to accurately reflect their job duties as assistant directors since the work they do is so varied and independent. In a May 2015 survey done by CWU West Side Student Life, Career Preparation was voted the top requested events (59%) with Leadership and Professional Development (50%) second. 54% of students would like assistance with job search, 57% with resumes and cover letter assistance, and 53% were interested in pursuing an internship.

	<u>Annual Base Amount</u>
Admin/Exempt Payroll	\$ 110,429
Civil Service Payroll	-
Student Payroll	18,810
Employee Benefits	40,649
Goods & Services	9,490
Travel	4,060
Equipment	500
<b>Annual Base Expenses</b>	<b>183,938</b>
<i>Less: Annual Other Funding Sources</i>	-

<b>Annual Base Funding Request</b>	<b>\$ 183,938</b>
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vi. **International Office Student Services - \$155,506**

The Office of International Studies and Programs (OISP) would like to offer activities and events which are specifically designed to meet the needs of international students and help them connect with the other students on campus and the community. The international students who come to CWU are a key component of campus internationalization. Few Central students are able to study abroad, but many can learn about the world through interactions and friendships with international students. Our services will include programming through International House (Kennedy), our themed community, and events such as International Education Week, and the International Cafe. We plan to have one coordinator position who will implement and direct programming, an International House Community Programmer, and the student employees (Student Ambassadors). This request also includes funding for Sunapsis data management software which will allow the international office a cost-effective way to better serve our students and manage visa and health insurance compliance.

OISP is the only office on campus to offer programming specifically designed to connect international and domestic students and encourage cross-cultural communication, and intercultural competencies.

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ 35,000
Civil Service Payroll	\$ -
Student Payroll	\$ 10,000.00
Employee Benefits	\$ 17,800.00
Goods & Services	\$ 54,200.00
Travel	\$ 8,000.00
Equipment	\$ 3,400.00
<b>Annual Base Expenses</b>	<b>128,400</b>
<i>Less: Annual Other Funding Sources</i>	-
<b>Annual Base Funding Request</b>	<b>\$ 128,400</b>

vii. **Theatre Arts - \$139,455**

1) Student employment. The skills that the theatre shops seek are specialized and unique. These positions give students valuable opportunities that are not available in the local area. Typically, 50% of positions are funded in part with Federal and State Work Study awards, with these funds supporting the maximum number of students. Positions are open to any student, regardless of major, possessing the required skills. Typically, up to 10-20% of student workers are non-majors. Student employees support several broad based event such as the University State of the University address, the Black student union's "Night at the McConnell", special lecturers, etc

2) Continuing reduced ticket prices to Central Theatre Ensemble productions for CWU students. The standard rate in 2016-17 season is \$12-15 for adults. With the continued support from S&A funding, CWU students will continue to pay only \$8. Six to ten productions are included in a regular season. Several departments' throughout the university, as well as Theatre Arts, specifically link course work to these opportunities in order to enhance student learning. These co-curricular opportunities help all CWU students, whether as part of a class or not, in several of the High Impact Practice areas noted below.

3) Opportunities for career development and scholarship through conferences and competitions at regional festivals. These forums give students opportunities to network with prospective peers and future colleagues as well as receiving feedback on their work during poster sessions from scholars and artists with national and international reputations. It is typical that 5-10% of participants are non-majors completing research and creative work in the theatre arts fields such as journalism, design and production, playwriting, or directing.

4) Recognition. The annual Theatre Arts recognition ceremony honors the achievements of approximately 35 outstanding students in scholarly and creative work within the department, the greater community, and their work in Central Theatre Ensemble productions. The event is anticipated by all students who participated in theatre events through the year. The event hosts approximately 120 students each year as well as faculty, parents, and alumni.

This proposal meets these High Impact Opportunities for growth and development of all students on campus:

Interacting with faculty & peers about substantive issues      Experiencing diversity  
 Reflecting and integrating learning                                      Applying knowledge to new domains  
 Experience common intellectual experiences      Collaborative assignments and projects  
 Service-learning and community-based learning      Undergraduate research and creative activities

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	96,558
Employee Benefits	2,897
Goods & Services	20,000
Travel	20,000
Equipment	-
<b>Annual Base Expenses</b>	<b>139,455</b>
<i>Less: Annual Other Funding Sources</i>	-
<b>Annual Base Funding Request</b>	<b>\$ 139,455</b>

**Other Business-Communication Received:** None.

**Public Comment:** The Base Funding Deliberations meeting is scheduled for March 13, 2017. Trey Justin will not be available for that meeting.

**Adjournment:**

**MOTION:** Trey Justin made a motion to adjourn the meeting. Brittany Kinsella seconded. Motion carried. Meeting adjourned at 7:51 PM.

**Schedule of Next Meeting:**

The next meeting is scheduled for Monday, March 13, 2017, in SURC 301 starting at 12:00 P.M.