

**Services and Activities Fee Committee  
Minutes  
January 3, 2018**

**Called to order:**

Gary Epp called the meeting to order at 5:32 p.m.

**Attendance:**

Eric Bennett, Joseph Bryant, Maddie Crowell, Gary Epp, Julia Felici, Shelby Hamblen, Alex Horning, Lacy Lampkins, Stephanie Treichel, Vene' Skyles, Patrick Stanton, and Jeanette Webster.

Absent: Martin Kennedy

Excused: Hailey Bergren

**Agenda:**

**MOTION: Stephanie Treichel made a motion to approve the agenda. Eric Bennett seconded. Motion carried.**

**Minutes:**

**MOTION: Eric Bennett made a motion to approve minutes of 11-29-2017. Alex Horning seconded. Motion carried.**

**Reports:** Chair – None.

Advisors – Joseph Bryant reported that the BEC approved all of the supplemental requests and the BOT met telephonically and approved the Orchestra Supplemental Request. Starting next week we will be hearing base funded area reports; the funded areas will be presenting over the next 3 years on how they have been utilizing their base funding.

Lacy Lampkins reported that we have \$47,942.08 left in our supplemental budget

**Public Comment:** None.

**Old Business:**

**A. Case Management Base Funding – Change in fund use.**

Presented by: Joseph Bryant

Case management department would like to use the funds from the vacant position to finance the difference needed to hire an Assistant Director of Case Management, instead of hiring an additional Case Manager the department is proposing an Assistant Director position. The base funding as allocated would make the budget \$9,000 short each year, using the 'salary savings' from the last 6 months would cover the salary difference for the remaining years. There is a growing need for Case Management Services and the Assistant Director position will fill a void for administrative support, referral, and response time.

Questions: If we approve, will there be enough funds to cover through this base funding cycle?  
Yes, the salary from the vacant position is approx. \$36,000 which will cover the increased salary needed for the AD position.

**MOTION: Stephanie Treichel made a motion to approve this request. Maddie Crowell seconded. Motion carried.**

**B. Base Funding salary and benefit adjustments**

Presented by: Lacy Lampkins

The base funded areas that have budgeted salaries require an increased allocation due to mandated salary and benefit increases. The needed increase for FY 2018 is \$85,155.00.

Questions: In the past how has this been handled? Each year there is usually an increase needed and there is a non-operating fund that the funds are taken from. The salary increases have already been approved through the cabinet. Will this put the S&A in a difficult situations financially?

Not in Lacy's opinion, there are non-operating funds that are available for this situation.

**MOTION: Alex Horning made a motion to approve the adjustment to the base funding allocations. Eric Bennett seconded. Motion carried.**

**C. Orchestra Base Funding – Request to utilize future base allocation.**

Presented by: Nikolas Caoile

The Music Department would like approval to use future year's base allocations this year.

They were awarded \$60,000 each year and since they have many trips that are occurring this year they would like to use 190,000 of their total 240,000 this year. They will budget accordingly to not overspend at the end of the 4 years.

Questions: The total allocations will remain the same? Yes – just asking to use the funds this year instead of only 60,000 each year. What guarantee that you do not have this amount of travel in future years? These big trips do not usually happen and very rarely happen all in the same year. There is a multi-month audition process for these trips and this year the stars aligned and the university were accepted for multiple trips. Has this been done before? Yes, budgets fluctuate throughout the 4 years regularly but this will make the budget look overspent so wanted to make sure the committee was on board.

**MOTION: Alex Horning made a motion to approve the request. Stephanie Treichel seconded. Motion carried.**

Discussion: Still there is a concern that this will increase the need for supplemental funds in the future years – like a domino effect. Since these are juried invitational events which are more expensive than student trips to conferences the department feels that they can control this cost and remain within their budget for the 4-year term. If approved what is there to say you won't come back to ask for more? In the history of CWU no trip of this scale have been taken so likelihood of happening again is slim. The department strives for diversity representation throughout the groups that are funded.

**New Business:**

**A. Supplemental Funding Requests – Presentations:**

- i. #1819 AMA International Collegiate Conference (Marketing Association) - \$17,936.40**

Presented by: Erik, Michael, & Christian

The CWU Marketing Association would like to take 18 students to the AMA International Collegiate Conference in New Orleans April 5-7, 2018. The club is growing and would like to send as many students as possible last year the club sent 4 students. The club participated in fundraising over the spring / summer last year. They are saving hotel costs by not staying at the conference hotel, early bird registration ends February 9<sup>th</sup>. Students are paying membership fee of \$50. They would like to save the club funds for club promotions.

Questions: Are all 18 students active members of the club? Yes they all attend events & meetings as much as possible. How did you select the 18? Club just asked who would be interested in going – no selection process. Do you know how many of the 18 are seniors? 11 or 12. The club wants to update the request to the funds outlined \$18,731.14.

**ii. #1820 Student Salaries & Benefits (Sarah Spurgeon Gallery) - \$3,500.00**

Presented by: Heather Horn Johnson

The Sarah Spurgeon Gallery receives base funding of \$1700.00 per year and up until this year \$3700 from the College of Arts and Humanities. Due to changes in the budget process the funds from CAH are no longer available. Since we have already scheduled this year's exhibitions we are requesting supplemental funds to cover the student salaries for this year. These funds will allow us to keep the gallery open throughout the academic year.

Questions: How many students do you employ? 3 paid students and many volunteers. Next year will you need these funds again? Next year we will plan accordingly to the funds we have.

**Other Business – Communications Received:** The Provost sent a letter of a commendation to last year's committee.

**Public Comment:** None.

**Adjournment:**

**MOTION: Maddie Crowell made a motion to adjourn the meeting. Alex Horning seconded. Motion carried. Meeting adjourned at 6.23 pm.**

**Schedule of Next Meeting:**

The next meeting is scheduled for Wednesday, January 10, 2018, in SURC 301 starting at 5:30 P.M.