

Services and Activities Fee Committee
Minutes
April 29, 2020

Called to order:

Brandon Wear-Grimm called the meeting to order at 5:33 p.m.

Attendance:

Alejandro Alcantar, Eric Bennett, Joseph Bryant, Edgar Carreno, Monica Carreno, Dane Gillin, Alex Harrington, Aubrey Heim, Josh Hibbard, Martin Kennedy, Lacy Lampkins, Gregg Schlanger, Jessica Thomas, Brandon Wear-Grimm

Unexcused: Chicena Mortimer

Agenda:

MOTION: Eric Bennett made a motion to approve the agenda. Josh Hibbard seconded. Motion carried.

Minutes:

MOTION: Eric Bennett made a motion to approve the minutes of March 11, 2020. Dane Gillin seconded. Motion carried.

Reports:

Chair – None.

Advisors – The President sent a letter about fees and waivers for spring, and why some fees were continued. For S&A it says the fee supports bonds and programs.

Another letter went out this week from the Provost about summer session. Some things are still being determined. The Provost shared that travel is suspended through summer. This will include some of our previously approved requests. We are working with those groups on these changes.

Discussion: Do we know how far along we are getting reimbursements back? We are still getting receipts turned in. We are processing daily. Probably closer to 70% wrapped up. There is still some work to do. There are some big-ticket items still to do that we are waiting on financial info. That should come in the next couple of weeks.

With moving online, this week is trial session for how it will work. Feel free to speak up about what will or will not work. There will be some hiccups. If chat works for voting, we can stick to that. We appreciate everyone coming together in this modality.

We had some housekeeping supplementals that needed to be routed to PBAC for approval. We have not received a release of funds from President yet. This was pending as of yesterday. We are on hold with some of them. We know some aren't happening, at least in time frame expected.

Discussion: Does that include mariachi uniforms? Yes, their uniforms and the trip.

Public Comment:

This is either Hollywood Squares or the Brady Bunch with all of the squares.

New Business:

A. Updates & Plans for Spring

i. Supplemental Requests

Supplemental requests that were approved at the end of the last quarter are on hold. Some may not go forward. They have been moved up to the President for approval. We voted to hear the remaining requests. Given the spring and summer travel and spending freeze, the plan is these requests will not come before. We will likely not hear any, unless they are an emergency. All spending requires the President's approval. The ten remaining requests will not move forward. We can have discussion, but will likely send out notice to each area. We are hoping to hear from the President on the ones we already approved. I don't know his stance. This is a different set of circumstances.

Discussion: Basically, we are not hearing supplemental requests from here forward. I was under the impression that because we are a fee, we are not frozen. ASCWU spoke with Joel Klucking and President Gaudino, and they said it is our budget. The freeze does not apply to S&A. Some spending is going to be case by case. There is not a blanket approval. In any hiring/purchasing freeze, we think we can't spend anything. That is not always the case. All purchases are scrutinized at a high level. Any expense is approved by the Cabinet. Things are reviewed on a case by case basis and need justification. Only cabinet and above has approval authority. If we do get other requests, we will still share with you what the request is. We will keep you in the loop.

ii. Sub-Committee

If there are updates – you can share. Knowing we won't be hearing supplemental requests, the meetings will be a chance for the committee to delve into the administrative work. The sub-committee may want to do some work separately, but we can have those conversations be part of the main committee.

Discussion: There are no updates so far. I am trying to get into contact with some other committees and waiting to hear back. It would be great to bring in the rest of the committee to have more people. What are some things that still need to be done to finish? We need to figure out which groups go in which categories. Do we want to look at demographics or no? Just polishing the details. Next week we can do a brief refresher on what you are working on and what you have done. A lot of the work is to provide feedback for next year's committee. If we are able to do it by the end of the year, it will give us a chance to edit request forms to get the we data want. It gives a heads up about what the committee will be looking at over the next

4 years. We can put this on the agenda for next week. Let me know if we want to meet before that as a sub-committee next week.

iii. **Annual Reports & Base Funding Program Reviews**

This is what was already on the agenda for the rest of the year. Given the delay with meetings, we reached out to the groups with program reviews to let them know the schedule changed and we have an online modality. We asked them to submit the information in an online format. We left the format open, as long as they are providing the information. Wildcat Films turned theirs in. We gave the others until Friday. It will probably be easier to set up in the future to review all the program reviews as just us. We can look at the info and if questions arise, we can ask them to attend in the future or send them the questions. We can potentially move to this in the future, so we can post the program reviews on the website. I don't know what these will look like. With the annual reports, we will work to give you all access online. You can see the reports and supplemental questions. We may move the reports into the sub-committee team. We can set up at a future meeting what chunk we would go through. We can go through them to ask for questions or comments. We can break them up to not do them all in one meeting.

Discussion: I know we are transitioning, so let me know any concerns or questions. Can we give the group a heads up that they can hop on if there are questions. We plan, after we receive all the reports, to let them know when we will review them. They can pop in, but are not required to. We can ask them to come to the next meeting, or respond in some manner. Our intent was to get together and lay out a plan. That is what we have for updates and plans. Is there anything else we missed you want to cover in Spring? If something comes up: email Joey, Lacy, & Brandon.

Old Business:

None.

Other Business: Communications Received

None.

Public Comment

None.

Adjournment:

MOTION: Alex Harrington made a motion to adjourn. Martin Kennedy seconded. Motion carried. Meeting adjourned at 6:05 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, May 6 online starting at 5:30 p.m.