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TO: Joel Klucking, Senior VP Finance & Administration/CFO
FROM: Services and Activities Fee Committee
DATE: December 9, 2022
RE: S&A Fee Committee – Proposed S&A Policy Changes for Fiscal Year

At the December 1, 2022 meeting, the Service and Activities Fee Committee voted and approved the following motions related to temporary policy changes to S&A Fee procedural operations in CWUP 8-40-040:

- Under-Expenditures (CWUP 8-40-040(3)(A)3.c): Current policy allows for unused allocations to be carried forward from one academic year to the next within the four-year funding cycle before being returned to the S&A Fee Committee.

Motion was to adjust this policy so that any unspent S&A Allocations at the end of each fiscal year will be returned to the S&A Fee Committee. This would go into effect during this fiscal year.

- Unexpended Salary (CWUP 8-40-040(3)(A)3.d): Current policy states that any salary savings resulting from a position that remains vacant for six consecutive months will be returned to the S&A Fee Committee.

Motion was to adjust this policy so that salary savings are returned to the S&A Fee Committee for positions that remain vacant for one month. This would go into effect beginning January 2023.

The committee approved these motions in light of current student enrollment and the financial climate of the university. These recommendations were made to align with other current university practices and in an effort to ensure the stability of the base funded programs and funding.

Services and Activities Fee Committee

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