

# Services and Activities | Minutes

## Services and Activities Fee Committee

### Meeting called to order:

Julia Cain called the meeting to order at 5:31 p.m. and attendance was taken.

### Attendance:

Jack Baker, Julia Cain, Ed Day, Megan Hammond, Kay Kenison, Kevin Kimball, Riley LaMie, Caitlin Morrison, Stephanie Oberlander, Brook Rutledge, Brent Weisel, Teri Willard, and Wendy Williams. Excused: Scott Robinson.

### Approval of the minutes from December 3, 2008:

Stephanie Oberlander moved to approve the minutes as presented. Brook Rutledge seconded. Motion carried. (All in favor)

**Public Comment:** No public comment.

### Supplemental Requests:

**Interior Design Club Trip Request:** The Central Washington University Interior Design Club is requesting funding for an educational cruise/trip to visit and tour museums, client homes, hotels, churches and other architectural sightseeing. The costs include airfare to and from Los Angeles, California, lodging and food on the cruise, educational endeavors while in port totals about \$1,200 per member. A discussion regarding the value of the trip for the students and the benefit it could bring to others on campus. Several positive comments supporting the funding this trip was made by the committee.

**MOTION:** Stephanie Oberlander made a motion to approve funding of \$7,200 for the Interior Design Club trip. Caitlin Morrison seconded. Motion carried. (8 in favor, 1 abstention)

### Base Funding Requests:

**Schedule Center – Cherie Wilson:** The University Scheduling Center provides University-wide scheduling of available rooms in all campus buildings. Annually \$30,000 is funded through S&A, and the amount has not changed for 11 years.

**MOTION:** Stephanie Oberlander made a motion to automatically budget \$30,000 yearly for the University Scheduling Center. If the Scheduling Center needs an

increase in this funding, they will need to bring the proposal back to S&A Committee for consideration. Caitlin Morrison seconded. Motion carried. (9 in favor, 1 opposed)

**Student Funds Financial Manager – Jack Baker:** The request for the Student Funds Financial Manager is \$94,257. This request was used to show the new funding forms and where to find important information on the new form. All funding requests will be available on the SAEM website under S&A Committee.

**S&A Flex Budget – Jack Baker:** A new funding request for \$75,000 for the Flex Budget will be managed by Jack Baker and will be used for requests that have a short turnaround time. These will be presented to the S&A Committee following the usual procedures. Only in rare cases, would it be approved by Jack Baker and then brought to the committee as informational.

### **Other Business:**

**Supplemental funding for this year's payroll increases – Ed Day:** At the last meeting, Ed Day informed the S&A Committee of proposed payroll increases of about \$250,000. The actual total is \$225,452.

**MOTION:** Megan Hammond made a motion to approve \$225,452 for civil service payroll increases (benefits, wages, step increases). Riley LaMie seconded. Motion Carried. All in favor.

### **For the good of the order:**

**Year End Reports:** Ed Day has put the financial summaries on the S&A website for each requestor. A question about the year-end reports was raised. Several requestors have not provided year-end reports although they are required as noted in the guidelines. It was suggested that an email be sent to providers missing year-end reports that the S&A committee may not hear or consider their requests until year-end reports are provided.

**Notification of available funds:** The availability of S&A supplemental funds are not advertised or well known around campus, which concerns several S&A members. In the past, the committee did not hear requests from clubs, only from the usual requestors needing supplemental funds. The committee will encourage club senate to let the requestors know that the S&A committee could be another source to help fund projects, but the clubs should look at all funding sources available to them. It was also suggested that an article be written for the Observer reporting on what the S&A committee has done, organizations/programs funded and S&A budget.

**Tuition and S&A increases:** In the past, the percentage increase for tuition and S&A fees was the same. With the passage of Initiative 960, the S&A fee do not increase with the rate increase for tuition when passed by the legislature. Now the S&A fee increase would be recommended to the Board of Trustees and sent on to the State Legislature for approval.

### **Schedule of Next Meeting:**

The next meeting is scheduled for Wednesday, January 14, 2009, at 5:30 p.m.

**Adjourn:**

Caitlin Morrison moved to adjourn, Stephanie Oberlander seconded. Motion carried.  
The meeting adjourned at 7:22 p.m.