

**Services and Activities Fee Committee  
Minutes  
February 9, 2013**

**Meeting called to order:** Isa Loeb, chair, called the meeting to order at 10:15 a.m.

**Attendance:**

Student Members: Matthew Baird, Lance Larsen, Isa Loeb, Zachary Russell, Dustin Waddle-Ford, and Kylea Wells Brown.

Professors and Professional Staff: Jack Baker, John Bowen, Sharon Jonassen, Kay Kenison, Scott Robinson, Todd Shiver and Connie Williams.

Excused: Clint Wylie

**Agenda:** The S&A meeting on Saturday, February 9, 2013, will consist of base funding presentations.

**MOTION: Dustin Waddle-Ford made a motion to approve the agenda as presented. Matt Baird seconded. Motion carried.**

**Approval of Minutes:** Minutes for February 6 and February 9, 2013 will be available at the February 13 meeting for approval.

**Chair's Report/Communication:** none

**Public Comment:** none

**Financial Update:** none

**Supplemental or Base Funding Requests to be voted on:** none

**Supplemental or Base Funding requests – Presentations:**

Supplemental:

Base Funding Requests:

**KCWU-FM: The Base Funding Request is \$266,516.**

KCWU-FM, part the Campus Life family of departments, is a student-operated public media organization supported by Services and Activities fees and administered by the office of the CWU Dean of Student Success. KCWU-FM operates under a non-commercial, educational FM broadcast license, issued by the FCC to the CWU Board of Trustees. KCWU-FM serves CWU students with programming relevant to their lifestyle, tastes, and preferences, while still offering a significant and viable alternative to other broadcast and online media sources. The station's programming and events are designed to educate, entertain, and inform the public while emphasizing the activities and issues of relevance to CWU students and the community in which they live. Participants gain hands-on public

speaking, workplace accountability, teamwork, and leadership skills via on-air announcing, audio production, broadcast news and public affairs program production, broadcast copywriting, sponsorship solicitation, promotional event management and organization.

\$60,251	Admin/Exempt Payroll
133,076	Civil Service and Temp Payroll Expense
\$70,852	Student Payroll Expense
\$73,125	Employee Benefits Expense
\$41,000	Goods & Services Expenses
\$3,987	Travel Expenses
\$51,225	Base Equipment Expense Total
-\$167,000	Other Funding Sources
\$266,516	TOTAL BASE FUNDING REQUEST

**Early Childhood Learning Center: The Base Funding Request is \$544,201.**

The Early Childhood Learning Center (ECLC) provides high quality care for students', faculty and staff children from the age of infancy through school-age.

The mission of the ECLC is to create a dynamic model to implement and demonstrate sustainable exemplary programs and instructional practices for children, families and practitioners in teaching and learning environments. The vision is a commitment to providing best practices, holistic environments and opportunities for development and research and quality programming for all learners.

The ECLC has two locations on campus: 1900 Brook Lane, Suite 100 serves children aged 2-8 years of age. Michaelson Rm. 109 serves infants and toddlers. Hours of operation are from 7:30-5:15, M-F. Student parents are given priority; their children may attend from 2 to 5 days per week, Am or Pm, or Full days.

The ECLC serves students in a variety of ways; essential services for parents, job opportunities , observations and internships.

\$56,725	Admin/Exempt Payroll Expense
294,876	Civil Service and Temp Payroll Expense
\$239,140	Student Payroll Expense
\$164,914	Employee Benefits Expense
\$153,000	Goods & Services Expenses
\$4,750	Travel Expenses
\$2,500	Equipment Expenses
-\$371,704	Other Funding Sources
\$544,201	TOTAL BASE FUNDING REQUEST

**Marching Band: The Base Funding Request is \$49,933.**

The CWU Marching Band will perform at all home football games. The presence of the Marching Band is integral to the football program - helping to create an atmosphere that makes competitive,

intercollegiate sports an attractive, enjoyable event to attend. All students who attend will benefit from the band's presence.

Throughout the United States, marching bands perform for university athletic events, and it is my hope that CWU will continue to support this most important tradition.

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$13,670	Student Payroll Expense
\$410	Employee Benefits Expense
\$8,800	Goods & Services Expenses
\$150	Travel Expenses
\$26,903	Equipment Expenses
0	Other Funding Sources
\$49,933	TOTAL BASE FUNDING REQUEST

**Pep Band: The Base Funding Request is \$12,196.**

The CWU Pep Band will perform for most men's and women's home basketball games. The Pep Band performs for approximately 15 home games each season. The presence of the Pep Band is integral to the basketball program, helping to create an atmosphere that makes competitive, intercollegiate sports an attractive, enjoyable event to attend. All students who attend will benefit from the band's presence.

Throughout the United States, pep bands perform for university athletic events, and it is my hope that CWU will continue to support this most important tradition.

0	Admin/Exempt Payroll Expense
0	Civil Service and Temp Payroll Expense
\$1,200	Student Payroll Expense
\$36	Employee Benefits Expense
\$500	Goods & Services Expenses
\$9,950	Travel Expenses
510	Equipment Expenses
0	Other Funding Sources
\$12,196	TOTAL BASE FUNDING REQUEST

**Student Academic Senate: The Base Funding Request is \$41,231.**

The Student Academic Senate is a body of students that fosters purpose driven academic experiences through two methods. The senate serves as a venue for students to have shared governance of the University by encouraging knowledge of academic issues and allowing students to address these issues or concerns in a constructive manner. The second way that the Academic Senate promotes academics is through experiential learning funds. These funds enable students to get the maximum gain from their experience at CWU by promoting exploration in their field of study. The Academic Senate, being able

to provide financial assistance and empower students in positions of leadership, is a key component that ensures CWU is delivering knowledgeable and experienced students to the work force.

The Student Academic Senate was started in 2008 with \$28,725 in supplemental funding from S&A.

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$5,831	Student Payroll Expense
\$175	Employee Benefits Expense
\$35,225	Goods & Services Expenses
\$0	Travel Expenses
\$0	Equipment Expenses
\$0	Other Funding Sources
\$41,231	TOTAL BASE FUNDING REQUEST

**Sarah Spurgeon Gallery: The Base Funding Request is \$44,054.**

S&A funding is the means by which the visual arts can be a vital part of campus life for Central's students, an experience that will extend into their life-long education. The Sarah Spurgeon Gallery presents exhibitions and programs that stimulate appreciation and understanding of the visual arts in students of all disciplines, including:

- Annual student art exhibitions by undergraduate, graduate, and scholarship students. More than 75 student artists had their artwork displayed in

2011-2012. Two exhibits were organized by the Student Artist Collective, providing students with experience in gallery management and art installation.

- Special exhibits and lectures by professional artists with a focus on contemporary art and diversity of expression.

- Opportunities for instructors to incorporate visual culture into their curriculum. In 2011-2012, instructors in the areas of studio art, art history, poetry, creative writing, philosophy, Latino and Latin American Studies, English as a second language, and theatre brought groups of students into the gallery.

3,400 visits were made to the gallery in 2011-2012.

\$0	Admin/Exempt Payroll Expense
\$8,600	Civil Service and Temp Payroll Expense
\$4,140	Student Payroll Expense
\$3,924	Employee Benefits Expense
\$22,890	Goods & Services Expenses
\$4,500	Travel Expenses
\$0	Equipment Expenses
\$0	Other Funding Sources
\$44,054	TOTAL BASE FUNDING REQUEST

**Music Department: The Base Funding Request is \$148,212.**

- 1) Student employment. Typically 20% of positions are funded in part with Federal and State Work Study awards. Positions are open to any student, regardless of major, possessing the required skills.
- 2) Continuing reduced ticket prices for CWU students to attend CWU Music Department concerts/recitals. The standard rate in 2012-13 season is \$7-\$10 for adults and \$3-\$5 for students.
- 3) Providing opportunities for career development and scholarship competitions at state, regional, national festivals and conferences. It is typical that 10-20% of participants are non-majors.
- 4) Providing an annual Tour to present concerts at CWU Centers. Performances will be offered free of charge to CWU students as well as the local general public.

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$71,747	Student Payroll Expense
\$2,152	Employee Benefits Expense
\$5,000	Goods & Services Expenses
\$95,000	Travel Expenses
\$10,313	Equipment Expenses
-\$36,000	Other Funding Sources
\$148,212	TOTAL BASE FUNDING REQUEST

**Theatre Arts: The Base Funding Request is \$123,110.**

- 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.
- 2) Continuing reduced ticket prices** to Central Theatre Ensemble productions for CWU students. The standard rate in 2012-13 season is \$12-15 for adults, due to S&A funding, CWU students continue to pay only \$7. Ten productions are included in the current season. Several courses in Education and English, as well as Theatre Arts, specifically link course work to these opportunities in order to enhance student learning. These extracurricular 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. It is typical that 5-10% of participants are non-majors completing research and creative work in the theatre field. These forums give students opportunities to network with prospective peers and future colleagues as well as receiving feedback on their work from scholars and artists with national and international reputations.
- 4) Recognition.** The annual Theatre Arts recognition ceremony honors the achievements of approximately 35 outstanding students in scholarly and creative work within the department 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

\$0	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$87,000	Student Payroll Expense
\$2,610	Employee Benefits Expense
\$13,500	Goods & Services Expenses
\$20,000	Travel Expenses
\$	Equipment Expenses
-\$	Other Funding Sources
\$123,110	TOTAL BASE FUNDING REQUEST

**SUB/REC Accounting (Student funds Financial Manager): The Base Funding Request is \$116,125.**

In 1994, the S&A Committee, University administrators, and the Board of Trustees recognized that the opening of the new Student Union and Recreation Center (and the student fees associated with it) created the need for high-level financial management dedicated solely to student funds.

This position has the responsibility to provide timely and accurate fiscal information relative to the Services and Activities Fee Fund as well as the Student Union and Recreation Center Fee Funds (which together comprise over 125 individual budgets). This position also provides advice on financial matters and assists in the development of procedures related to accounting, auditing and budgeting.

As the primary budget advisor to the Services and Activities Fee Committee, the Student Funds Manager assists committee members, the Vice President for Student Affairs and Enrollment Management, other administrators, and program manager in matters of budget development, financial forecasting, the application of university budget policies, financial reporting and the appropriate use of funds.

In addition this position also is manager of the SURC Accounting Office which provides the budget and accounting services to Student Clubs and Organizations, processes the funding of Student Academic Senate, Club Senate and S&A, and acts as an advisory role for Student Clubs in regards to the rules and regulations that govern their activities with an emphasis on travel and fiscal related transactions but not limited to. This includes an additional 250 individual budgets.

This budget is assuming many of the expenses previously paid by S&A out of the FLEX Budget, those expenses include the costs to run the S&A meetings, news paper subscriptions, etc. The Flex budget is being combined with this PID.

\$76,000	Admin/Exempt Payroll Expense
\$0	Civil Service and Temp Payroll Expense
\$0	Student Payroll Expense
\$21,900	Employee Benefits Expense
\$17,850	Goods & Services Expenses
\$0	Travel Expenses
375	Equipment Expenses
0	Other Funding Sources
\$116,125	TOTAL BASE FUNDING REQUEST

**New Business:**

The Committee asked Sharon to project the S&A revenue from the Westside students.

**Public Comment:** S&A committee wanted to thank the cameraman for spending his Saturday with us.

**Other business:** Sharon Jonassen shared how S&A funds the Student Union and Recreation Center (SURC) through a 30-year commitment which amounts to \$850,000 per year. This commitment was established prior to the construction of the SURC facility and provides a flat contribution without increases with the exception of yearly increase for salaries. This agreement supports the following areas: Campus Life Administration, Student Union Operations, Custodial, Engineering, University Recreation Administration, Intramural Sports and Outdoor Pursuits and Rentals, which existed prior to the development of the SURC and moved into the new facility at the same level of support provided. The change to the SURC funding comes with salary increases mandated by the State for classified staff and jobs being reclassified to a higher salary scale, which S&A has no control over.

It was suggested that a letter be drafted from the S&A Committee regarding reclassifications and increases to salaries that are paid through S&A funds and bringing these proposed increases back to the S&A Committee for approval.

**MOTION to Adjourned:** The meeting adjourned at 3:00 p.m.

**Schedule of Next Meeting:**

The next meeting is scheduled for Wednesday, February 13, 2013, in SURC 301 starting at 5:30 PM.