

**Services and Activities Fee Committee
Minutes
October 16, 2013**

Called to order:

Jacob Wittman, Chair, called the meeting to order at 5:47 p.m.

Attendance:

Professor John Bowen (excused to leave early), Joseph Bryant, JD Charest, Professor Sarah Feeney, Myles Glover, Sharon Jonassen, Kay Kenison, Robert Lane, Robert Moser (excused to leave early), Professor Todd Shiver, Ashley Stubbs, Connie Williams, Derek Whittom, and Jacob Wittman

Absent: Avery Pellett (new member)

Agenda:

Agenda amendment: Joey Bryant made an amendment to the agenda to move Committee Member pictures before item V. Reports because the photographer is set up and several members needed to leave the meeting early.

MOTION: Joseph Bryant made a motion to approve the agenda as amended. JD Charest seconded. Motion carried.

Approval of Minutes:

MOTION: Robert Moser made a motion to approve the minutes of October 9, 2013 as presented. JD Charest seconded. Motion carried (2 abstentions).

Committee pictures were taken.

Reports:

- Jacob Wittman, Chair: Matthew Baird has resigned his position on the Committee. Three positions have been filled with Derek Whittom, Robert Lane and Avery Pellett. There are still two positions to be filled. The applications are on the ASCWU BOD website.
- Sharon Jonassen attended the Budget and Finance Committee meeting and presented the budget for the S&A supplemental funding for \$275,000.00 and the BFC supported this budgeted amount. The approval of the 3% increase to exempt S&A employees was approved and will be sent to the Board of Trustees for approval at their next meeting.
- Subcommittee on supplemental guidelines met and drafted a screening tool. They presented the preliminary draft and shared it with the committee. They plan on meeting this week and will bringing their final draft back to the committee. It was suggested to include an information paragraph on the supplemental funding request form on how to maximize your outcome when you are requesting supplemental funds. A question was

asked regarding public records requests and how a request might affect written notes. Connie Williams will contact Business Services and Contracts regarding possible retention and records requests.

Public Comment: none

Supplemental Funding Requests – Voting

#1401 – PRSSA National Conference - \$3,500: The PRSSA is requesting supplemental funds in the amount of \$3,500 for 8 members to attend the PRSSA National Conference 2013 on October 25-29, 2013, in Philadelphia, Pennsylvania.

MOTION: Todd Shiver made a motion to approve the amount of \$3,500 in supplemental funds for registration, travel, and hotel expenses for 8 members to attend the PRSSA National Conference 2013 on October 25-29, 2013, in Philadelphia, Pennsylvania. JD Charest seconded. Motion carried. (1 abstention)

#1402 – National Council on Family Relations Annual Conference - \$6,570: The Family Studies undergraduate and graduate students are requesting supplemental funds in the amount of \$6,570.00 for 16 students to attend the National Council on Family Relations Annual Conference on November 5-9, 2013 in San Antonio, Texas.

MOTION: JD Charest made a motion to approve the amount of \$2,400 in supplemental funds for registration, travel and hotel expenses for Family Studies students to attend the National Council on Family Relations Annual Conference on November 5-9, 2013 in San Antonio, Texas. Motion carried. (1 abstention) Sarah Feeney excused herself stating a conflict of interest.

Discussion: Although student will not be presenting at this conference, there will be professional development and observing others presenting their research materials, which will be valuable when they present at an upcoming regional conference and at SOURCE. JD Charest calculated the amount for 10 students to attend and came to a total of \$2,400 and thus his motion for this amount.

Supplemental Funding Requests – Presentations

(Jacob removed himself as chair because of conflict of interest.)

Supplemental Funding requests will be voted on at the next S&A meeting.

#1403 – ASCWU BOD Student Life and Facilities - ~~\$2,540.56~~ Revised amount-\$1,540.56: Scott Kazmi from the ASCWU BOD Student Life is requesting \$1,540.56 in supplemental funds to purchase a new Wellington Wildcat suit. The total cost of a new suit, including 2 cooling vests, 2 camelbacks and straws and a training video is \$7,540.56 and it will be from the same company and exactly like the current Wellington. The DVD includes how to act as a mascot, care of the suit and responsibilities of the handler. The purchase of a second suit will allow for

better maintenance and cleaning which will alleviate any health and safety concerns. Funding support has been assured from Campus Life, Athletics, Provost, Housing, Financial Office, Alumni Association, and Rec Center will help reduce the amount requested from S&A. The goods and services budget for ASCWU BOD Student Life and Facilities cannot support the purchase of a new suit, since the funds have already been earmarked for events such as Wellington's Wildfire.

(Jacob returned as chair.)

Old Business: none

New Business: none

Other Business-Communication Received: none

Public Comment:

MOTION to Adjourned: The meeting adjourned at 7:06 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, October 23, 2013, in SURC 301 starting at 5:45 P.M.