

**Services and Activities Fee Committee
Minutes
January 22, 2014**

Called to order:

Jacob Wittman, Chair, called the meeting to order at 5:46 p.m.

Attendance:

Professor John Bowen, Joseph Bryant, JD Charest, Professor Sarah Feeney, Myles Glover, Sharon Jonassen, Kay Kenison, Robert Moser, Josh Muttart, Professor Todd Shiver, Ashley Stubbs by phone, Derek Whittom, Connie Williams, and Jacob Wittman. Excused: Robert Lane

Agenda:

MOTION: Robert Moser made a motion to accept the agenda as presented. Sarah Feeney seconded. Motion carried.

Approval of Minutes:

MOTION: John Bowen made a motion to approve the minutes of January 15, 2014, as corrected. JD Charest seconded. Motion carried.

Reports:

Jacob Wittman reported that the two new members were approved--Kathryn O'Neal and Josh Muttart. Sharon Jonassen received a memo from George Clark that the Budget and Finance Committee approved the supplemental funds for the Cross Cultural Leadership Program trip to El Salvador for \$9,900.00. The Budget and Finance Committee also will forward the change to base funding for the increase to classified staff and the increase to the minimum wage, which are over \$25,000 and will need approval by the Board of Trustees at their February meeting.

Public Comment: none

Supplemental Funding Requests – none:

Old Business:

Annual Report Update: Jacob Wittman sent the following letter to Manastash:

To whom it may concern:

The Services and Activities Fee Committee voted to extend your deadline to January 15, 2014. We received your report on January 16, 2014. Due to the tardiness of the Manastash Year End Report, the Services and Activities Committee voted on and passed the following sanctions:

- 2.5% decrease in funding for the 2014-2015 fiscal year
- A face to face presentation, to the committee, of the year-end report. This presentation must occur before March 1, 2014. Please email jonassen@cwu.edu to be placed on our agenda. The Services and Activities Fee Committee meets Wednesdays at 5:45 PM.

If you have any questions regarding these sanctions do not hesitate to ask.

Sincerely,

Jacob A. Wittman

Services and Activities Chair

New Business:

Base Funding Program Reviews:

Two base funding programs will be presenting next week.

Staffing Update: SURC Accounting: Sharon Jonasson reminded the Committee when providers have staffing increases through new employees or the reclassification of employees this impacts the S&A budget. The increases must be covered by S&A. She wanted the committee to know that the SURC Accounting staffs' job responsibilities are being reviewed by the Human Resources Department, which may mean possible reclassifications and/or wage increases for their staff. The SURC Accounting staff has taken on additional duties with the changes on campus like the new travel policies and procedures, and explaining the new process to students and staff. There have also been new internal controls added making sure their office is in compliance. Any employee can request a review of their position by HR; and if there are increases to salary, S&A would be responsible to fund the increases.

MOTION: Connie Williams made a motion to support the reclassification of the SURC Accounting employees. Derek Wittom seconded. Motion carried.

Financial Update: Sharon Jonasson shared the S&A financial status. We have approved 5 supplemental requests amounting to \$49,431.00 leaving \$225,569.00 in supplemental funds for the remainder of the year. Because of funding for Music and Sport Clubs in base funding, we have not had the requests for supplemental funds, which were done by design when determining base funding last year. The Committee has been making sound financial decisions resulting in S&A being financially healthy.

Other Business-Communication Received: none

Public Comment-second call: none

MOTION to Adjourned: The meeting adjourned at 6:07 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, January 29, 2014.