

**Services and Activities Fee Committee
Minutes
March 12, 2014**

Called to order:

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

Attendance:

Joseph Bryant, JD Charest, Professor Sarah Feeney, Myles Glover, Sharon Jonassen, Kay Kenison, Robert Lane, Robert Moser, Josh Muttart, Kathryn O'Neal, Dustin Waddle-Ford, Derek Whittom, Connie Williams and Jacob Wittman. Excused: Professor John Bowen, Professor Todd Shiver, and Ashley Stubbs

Agenda:

MOTION: Dustin Waddle-Ford made a motion to add voting on Requests #1415 and #1416 under New Business and after the Base Funding Program Reviews. Josh Muttart seconded. Motion carried.

MOTION: Robert Moser made a motion to approve the agenda as amended. Robert Lane seconded. Motion carried.

Approval of Minutes:

MOTION: Myles Glover made a motion to approve the minutes of March 5, 2014, as presented. Sarah Feeney seconded. Motion carried.

Reports: none

Public Comment: none

Supplemental Funding Requests:

#1415 West Semifinals - International Championships of Collegiate A Cappella (ICCA) - Boots 'n' Cats – 3,200.00: Boots 'n' Cats, an a cappella ensemble, has qualified by placing in the top two at the ICCA West Quarterfinals held at PLU on February 15. They are requesting S&A supplemental funds for travel and lodging to participate at the ICCA West Semifinals in Los Angeles, California, from April 1 through April 5, 2015. During their trip, they will have an opportunity to work with Tim Davis, a musical director for American Idol and Glee, and also Stefano Langone, the seventh placed contestant on American Idol in season 10, who will critique their performances and offer suggestions to help improve their performance. The goal is to win the semifinals and ultimately compete at the ICCA Finals in New York. They have worked hard on club fundraising; researched the lowest possible rates for hotels and airfare, received funding from club senate as well as contributing personal funds for food and gas. The supplemental request will be voted on tonight because there are no S&A meetings during finals week and spring break.

MOTION: Connie Williams made a motion to approve \$3,200.00 in supplemental funds for the travel and lodging to the ICCA West Semifinals in Los Angeles, California, April 1 through April 5, 2014. Robert Moser seconded. Motion carried.

#1416 Law and Justice Club Trip to Houston, Texas - \$1,384.63: The Law and Justice Club, 11 club members and 2 advisors, are going to Houston, Texas, from April 1 through April 6, 2014. The purpose of their trip to Texas is to gain field experience with the Texas Parks and Wildlife, Texas Game Department, visiting local police departments, observing in court rooms, attending the Texas State Legislature, and meeting with participants and faculty at the University of Texas Law and Justice Master's Program. The Law & Justice Club has received funds from academic senate and club senate and has been fundraising to help with the expenses. The club members will be paying for their own food. They have been working to save on trip expenses. There are about 20 club members, and each member could go on the trip, but several did not want to miss classes, or were not able to pay the upfront trip expenses. Since there are no S&A meetings during finals week and spring break, the supplemental request will be voted on tonight.

MOTION: Myles Glover made a motion to approve \$1,384.63 in supplemental funds for Law and Justice Club trip expenses to Houston, Texas, on April 1 through April 6, 2014. Josh Muttart seconded. Motion carried.

Base Funding Program Reviews:

Student Funds Financial Manager & SURC Accounting:

In 1994, the S&A Committee, University Administration 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. Student Funds Financial Manager does financial advising including reporting, forecasting, application of financial policy and appropriate use of funds, creation of and maintenance of business plans, establishment of budgets, entry into budget system, and year-end financial reports. Student Funds Financial Manager assists with development of procedures, interprets and assists with the application of university policy and regulations that govern financial activity as it pertains to student funds, and provides policy and fiscal related support to students, clubs and S&A funded programs. The Student Funds Financial budget is 100% funded by S&A.

SURC Accounting Office, which Sharon Jonasson oversees, also receives S&A funds in the fixed funds budget. The SURC Accounting Office processes the funding of Student Academic Senate, Club Senate, SOURCE, Sport Clubs, Graduate Studies and S&A, including support and training to students in navigating the application, reimbursement process and documentation required. They also serve in 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. SURC Accounting processes all club activities, including deposits, withdrawals, check requests, charge credits, inter-campus charges (publicity, motor pool, catering, scheduling, etc.)

ASCWU Board of Directors:

Jacob Wittman, Executive Vice President, presented the program review for the ASCWU BOD. The Associated Students of CWU Board of Directors (BOD) is a unified source for advocacy and development of student life and representation. Our goal is to fulfill the needs of students throughout the entire institution. Student elected positions on the Board of Directors are: President, Executive VP, VP for Clubs and Organizations, VP for Legislative Affairs, VP for Equity and Community Affairs, VP for Academic Affairs and the VP for Student Life and Facilities. Every position is specialized and comes together to serve students.

The BOD aims to utilize our budget allocation by providing program creation and visibility to all students. The seven members of the BOD continuously strive to improve student life on campus through quality programming, representation to the administration and frequent constituency communication. Dedication to the students often leads officers to work over the required hours per week, but this is necessary in order to conduct the BOD office in an efficient manner. The ASCWU BOD budget is 100% funded by S&A.

Old Business: none

Other Business-Communication Received: none

Public Comment-second call: none

MOTION to Adjourned: The meeting adjourned at 7:07 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, April 2, 2014.