

**Services and Activities Fee Committee
Minutes
March 11, 2015**

Called to order:

JD Charest, Chair, called the meeting to order at 5:30 pm.

Attendance:

Brittany Wold, JD Charest, Professor Sarah Feeney, Patrick Stanton, Gary Epp, Jessica Evenson, Nick Shuey, Josh Muttart. Professor Todd Shiver, Sharon Jonassen, Rene Mahnke, and John DeHan

Excused: Joseph Bryant

Agenda:

MOTION: Josh Muttart made a motion add to the agenda and vote on supplemental request #1519 tonight as the trip is occurring before our next meeting. Nick Shuey seconded. Motion carried with two abstaining.

MOTION: Nick Shuey made a motion to approve the agenda as amended. John DeHan seconded. Motion carried with two abstaining.

Approval of Minutes:

MOTION: Jessica Evenson made a motion to approve the minutes of March 4, 2015. Patrick Stanton seconded. Motion carried.

Reports:

- a. Chair – None.
- b. Advisors – None.

Communication Received:

- a. Art Fee Proposal – This proposal will effect several areas that are funded by the S&A. Todd Shiver reported that this is just a draft and not an actual proposal. He is not sure how this draft came before this committee. It is not complete and is worded very poorly. Their intention is not to continue needing the S&A base funding. He would like for the committee to table this decision until a formal proposal is submitted.

Public Comment: Jessica Evenson is the Activities Coordinator for the Law and Justice club which has proposed Supplemental Request #1519, so she will be abstaining from the discussion and vote on this funding request.

Old Business:

- a. Committee's Letter on the Auditor's Report – Joel Klucking

Joel Klucking presented the following letter to the council:



March 11, 2015

Mr. Nicholas Shuey
Services & Activities Fee Committee, Vice-Chairman
Central Washington University

Dear Mr. Shuey:

I'm responding to your February 11, 2015 letter on behalf of George Clark, VP/CFO regarding the State Auditor Office letter dated January 15, 2015. My predecessor, Connie Williams, was very involved with this committee and I look forward to carrying on that role in a collaborative manner.

Overall, we are very pleased with the outcome of the review performed by the State Auditor's Office (SAO), as there were no findings or recommendations made. There are some areas that the SAO felt require improvement and documentation along with additional clarification as follows:

Overstatement of Desktop Replacement Program

The auditors identified a calculation error related to the Desktop Replacement Program. The original calculation included the number of S&A computers as a percentage of total University administrative computers. Based upon our current review, the calculation should have used total University computers to include administrative computers. This revised calculation would have resulted in a 4% usage instead of 13% usage, resulting in an overstatement of the allocation by \$64,732 for each fiscal year in the quadrennium.

Our proposed resolution regarding the \$64,732 is to adjust the total Administrative Fee downward for the remainder of the current quadrennium, which would reduce the total annual fee from \$361,866 to \$297,134 in fiscal years 2016 and 2017.

Base Year of Calculation

The auditors also believe that CWU should have used department costs based on 2012 instead of 2011 in arriving at the usage percentages. As this work was done in December 2013, the State Auditor's Office had not yet completed their audit of CWU's Fiscal 2012 financial statements. So, to avoid the potential of inaccuracy due to any post-audit adjustments we chose to use FY 2011 audited data. In retrospect, our history of clean audits indicate that any adjustments would likely have been immaterial and/or could have been made prior to the April 2014 presentation to this committee. We will accept this feedback from the SAO and intend to adjust our approach for the next quadrennium.

I think we can all agree that it is great to have the accounting methodology finalized. I share your desire to work closely with the committee in ways that are mutually beneficial to the students, staff and faculty of Central Washington University. Also, I am always happy to answer any questions on this or any other future matters.

Sincerely,

Joel Klucking
Associate Vice President, Finance & Business Auxiliaries
Central Washington University ('90)

Assistant Vice President of Finance and Business Auxiliaries

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MOTION: Nick Shuey made a motion to accept the proposed resolution regarding the \$64,732 overstatement. To adjust the total Administrative Fee downward for the remainder of the current quadrennium, which would reduce the total annual fee from \$361,866 to \$297,134 in fiscal years 2016 and 2017. John DeHan seconded. Motion carried with one abstaining.

b. Supplemental Funding Requests – Voting

- i. #1517 – Public Health and Pre-Nursing Club - \$7,933.84. The Public Health and Pre-Nursing Club is requesting funds to help with travel expenses for 20 students to attend the SOPHE annual meeting in Portland, OR on April 22-25, 2015. This meeting is a critical opportunity for our club to attend as student learners, as well as network with other professionals, connect with possible future employers, and connect with community-level advocates in the field.

Discussion: It may be better to have 4 students per room which would decrease costs by \$1700.00. Overall they had a great presentation and a worthwhile trip. We could approve a portion of the requested funds.

MOTION: Josh Muttart made a motion to approve 78.6% of the requested funds for Supplemental Request #1517, which is \$6,233.84. Nick Shuey seconded. Motion carried with one abstaining.

MOTION: John DeHan made a motion to rescind the last motion. Nick Shuey seconded. Motion carried.

MOTION: Josh Muttart made a motion to approve Supplemental Request #1517 in the amount of \$6,235.99. Jessica Evenson seconded. Motion carried with two abstaining.

- ii. #1518 – CWU EQUAl - \$4,098.00. The CWU EQUAl club is requesting funds to support CWU Pride Week. Through a variety of events EQUAl will raise awareness and celebration of the diversity within our community. The funds will be used for the entertainer fees.

Discussion: Since the CDSJ used to fund this portion of the event was their funding cut this year? Why are they not funding this year? Katrina Whitney told EQUAl that they went through renovations and did not have the funds this year. CDSJ has base funding from S&A – is this one of the events that should be covered in that funding? CDSJ's S&A funding was only cut in the payroll section. If we table to next meeting would this jeopardize the event? Yes, the club needs to lock-in the headliner as soon as possible. Has the club thought of charging for any of these events? Yes but historically all Pride events have been free and if they were not there may be lower attendance and this is counter to the event's purpose of inclusiveness.

MOTION: Nick Shuey made a motion to approve Supplemental Request #1518 in the amount of \$2,500.00. Jessica Evenson seconded. Motion carried with one abstaining.

New Business:

A. Supplemental Funding Requests – Presentations

- i. #1519 – Law and Justice Club - \$1,802.98. The Law and Justice club is requesting funds to help with travel expenses for 10 students to attend the National Social Science Association Conference in Las Vegas, NV on March 29 through April 4, 2015. This conference will help further the education of those attending and allow them to connect

the information learned from this conference to the classroom. Students will bring back information from this conference and share with other CWU students.
Nicole Stevens Presented.

Questions: This is a 2 day conference and 3 days of touring different law and justice facilities in and around Las Vegas. How large is the conference? Not sure, but should be a few thousand attending, this is a National Social Science Conference. Jenn Treadway will be presenting. How many students are in your club? 30-35. How were the 10 students chosen? Any club member that could come up with the funds to pre-purchase airfare.

ii. Voting – Supplemental Request #1519.

MOTION: Nick Shuey made a motion to approve Supplemental Request #1519 in the amount of \$1,802.98. Rene Mahnke seconded. Motion carried with two abstaining.

B. Base Funding Program Reviews

i. Center for Leadership and Community Engagement
Manuel Rodriguez presented.

ii. Pulse
Lindsey Wisniewski and Katie Boyer presented.

Public Comment – The L&J club would like to thank the committee for their consideration and vote tonight.

MOTION to Adjourn: Jessica Evenson made a motion to adjourn. Nick Shuey seconded. Motion carried. Meeting Adjourned at 6:55 pm.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, April 1, 2015, in SURC 301 starting at 5:30 P.M.