

**Services and Activities Fee Committee
Minutes
April 3, 2013**

Meeting called to order: Isa Loeb, chair, called the meeting to order at 5:33 p.m.

Attendance:

Student Members: Matthew Baird, Isa Loeb, Caitlin Malarkey, Zachary Russell, Dustin Waddle-Ford, Kylea Wells Brown and Clint Wylie.

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

Agenda:

MOTION: Dustin Waddle-Ford made a motion to table the “Discussion SURC Flat Funding follow-up letter to Dean.” Matthew Baird seconded. Motion carried

MOTION: Caitlin Malarkey made a motion to approve the agenda as amended. Matthew Baird seconded. Motion carried.

Approval of Minutes:

MOTION: Matthew Baird made a motion to approve the minutes of March 27, 2013, as presented. Caitlin Malarkey seconded. Motion carried.

Chair’s Report/Communication:

Isa Loeb said an article will be coming out in the Observer on the letter from the State auditor regarding the administrative fee.

Public Comment: none

Supplemental Requests to be voted on:

Discussion on Supplemental Funding: The Committee decided to discuss the situation with supplemental funds with the balance remaining at \$6,561. The motion that was passed last week for over \$50,000 will need to go to the Board of Trustees for approval and their next meeting for approval will not be until June and unusable by the Committee for the remainder of the quarter. George Clark has been given authorization by the Board of Trustees for up to \$25,000. It could be presented to him and the Budget and Finance Committee for approval and, if approved, we could utilize those funds right away.

MOTION: Clint Wylie made a motion to withdraw the previous motion to approve an increase in supplemental funds by \$55,000. Caitlin Malarkey seconded. Motion carried. (5 yes, 1 abstention)

MOTION: Clint Wylie made a motion to approve increasing supplemental funds by \$24,999 and seeking approval by George Clark and the Business and Finance Committee. Zachary Russell seconded. Motion carried. (5 yes, 1 no)

There is \$6,561.00 in supplemental funds remaining and this is the amount to use for any supplemental funding approved at tonight's meeting.

#1336 - \$4,523.20 (revised) - CWU Trumpet Club – International Trumpet Guild's Convention – John Harbaugh: The CWU Trumpet Club is requesting \$4,523.20.00 in supplemental funds for travel, hotel, printed programs, and registration for 5 members and a faculty advisor/conductor to perform at the International Trumpet Guild's Convention in Grand Rapids, Michigan, on June 11-15, 2013.

MOTION: Zachary Russell made a motion to approve \$4,523.20 in supplemental funds for travel, hotel and registration for the Trumpet Club to perform at the International Trumpet Guild's Convention in Grand Rapids, Michigan, on June 11-15, 2013. Scott Robinson seconded.

AMENDED MOTION: Clint Wylie amended the amount to \$3,872.00 in supplemental funds for travel, hotel and registration for the Trumpet Club to perform at the International Trumpet Guild's Convention in Grand Rapids, Michigan, on June 11-15, 2013. Zachary Russell seconded. Motion carried. (4 yes, 1 no, 1 abstention)

#1337 - \$1,900.00 - National Social Science and Technology Conference – Rex Wirth: The Public Policy Club attended the National Social Science and Technology Conference on March 23-26, 2013 in Las Vegas, Nevada and is asking for \$1,900.00 in supplemental funds for reimbursement for travel, registration, meals and lodging.

MOTION: Zachary Russell made a motion to table this request until next week. Caitlin Malarkey seconded. Motion failed. (0 yes, 5 no)

MOTION: Caitlin Malarkey made a motion to vote \$0 in supplemental funds for the National Social Science and Technology Conference. Matthew Baird seconded. Motion failed. (1 yes, 4 no)

MOTION: Zachary Russell made a motion to approve \$800.00 in supplemental funds to reimburse the Public Policy Club for travel, registration, meals and lodging for their trip to Las Vegas, Nevada to attend the National Social Science and Technology Conference held March 23-26, 2013. Kylea Wells Brown seconded. Motion carried. (5 yes, 1 no)

#1338 - \$2,847.00 - Fellowship of Christian Athletes – Hillary Franks: The Fellowship of Christian Athletes is requesting \$2,847.00 in supplemental funds for travel, lodging, and meals to Guatemala on June 9-19, 2013.

MOTION: Zachary Russell made a motion to table this request until next week’s meeting. Caitlin Malarkey seconded. Motion carried (5 yes, 1 no)

Supplemental Requests - Presentations:

#1339 - \$18,688.00 (revised budget request: \$9,344.00)– Service Learning Leadership Club – Guam Ambassador Program 2013 – Ryan Gregson/Stefan Ward: The request has been cut in half and reduced to 3 students and 1 professor, so the supplemental request is for \$9,344.00. The students will plan a positive summer program in a physical activity/health setting. This involves participation in a cooperative relationship and leadership opportunities between University of Guam, JinWen University-Taiwan, a high school program in Japan and Central. This will help the participants prepare, and collaborate with a diverse population, including learning how to teach. A research project is also planned on wellness. They will be presenting at several conferences and SOURCE. This will be voted on at the next S&A meeting.

New Business:

Update regarding administrative support costs – Connie Williams:

Connie Williams shared the reconciliations of the administration fee for FY 2012, FY 2013, FY 2014-2017. (See attached) The FY 2012 revision was \$283,394 resulting in a reconciliation credit of \$507,438. FY 2013 revision is \$395,498 resulting in a reconciliation credit of \$175,669, FY 2014-2017 has been revised to \$361,866 a difference of \$86,420. The total saving will be \$769,527 for FY 2012, FY2013, and FY2014. **The reconciliation and resulting adjustments were presented pending approval of the CWU BOT.**

Re-evaluate 2% increase of S&A fee with consideration of new budget information – Sharon Jonassen: The 2% S&A fee increase was proposed because of the uncertainty of funding and not knowing what the State Legislature would do with tuition, but at this time we do not need the additional money. S&A committee addresses the need for an S&A fee increase each year, so next year’s committee will have the option to increase or not. As the 4-year cycle continues, the next S&A committee may decide on increases to providers for cost of living expenses or cover costs of salary increases, but this may require an increase the S&A fee, but no this year.

MOTION: Clint Wylie made a motion to withdraw the request for a 2% increase to the S&A fee. Matthew Baird seconded. Motion carried. (5 yes, 1 no)

Approval of cover letter to accompany budget – Isa. Isa Loeb reviewed the letter and the changes she made to the letter. There were a couple of minor changes and Isa will be emailing these out to the committee for final review.

Review of the justification (narrative) to accompany the budget as it moves forward. Sharon Jonassen shared that the base funding budget and the justification has been sent to Dean of Student Success Sarah Swager and the ASCWU Board of Directors and they have been

approved. It will now go to the Business and Finance Committee and they to the Board of Trustees for their final approval.

Public Comment: none

Other business: none

MOTION to Adjourned: The meeting adjourned at 8:15 p.m.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, April 10, 2013, in SURC 301 starting at 5:30 PM.