

**Services and Activities Fee Committee
Minutes
January 8, 2014**

Called to order:

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

Attendance:

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

Agenda:

MOTION: John Bowen made a motion to accept the agenda as presented. Myles Glover seconded. Motion carried.

Approval of Minutes:

MOTION: JD Charest made a motion to approve the minutes of December 4, 2013, as presented. Derek Wittom seconded. Motion carried.

Reports:

Jacob Wittman – Welcome back—hoping all had a great break.

Sharon Jonassen –An event is being planned for the SURC during winter quarter. There is a planning session coming up, so if anyone is interested, please contact Sharon for meeting information.

Joey Bryant –excused

Public Comment: none

Supplemental Funding Requests:

#1407 Cross Cultural Leadership Program to El Salvador - \$9,900.00: The Cross Cultural Cohort members are bringing this proposal before the S&A Committee a second time because of some confusion in their proposed budget. The Cross Cultural Leadership Program is planning a trip for 11 students to El Salvador during spring break, March 23-29, 2014. The request is for \$9,900 in supplemental funds for the in-country costs-\$9,075.00 (\$825.00 x 11 students) -- and the study abroad processing fee \$825.00 (\$75.00 x 11 students). None of the 11 students have traveled before. Their airfare is being covered by the CLCE department. The In Country Costs will cover transportation while in El Salvador, housing and the guide's fee. The members are participating in fund raising and will provide personal funds for the remainder not raised through fund raising for their service learning project costs and their entry visas. The members are planning to participate in several service learning projects, including working with farmers in two rural villages, installing "solar lights" in a school and meeting with local government officials. The students will be presenting at SOURCE and will also be participating in department and class presentations on their experiences. These students were recommended by faculty members and department partners and the students attended the fall retreat and

have been meeting weekly to plan this project. The S&A committee will vote on this request at the next S&A meeting.

Old Business:

Base Funding Year End Reports: Annual reports were due on December 1, 2013 for all the base funded providers. There are several still missing and Sharon Jonassen would like to discuss what ramifications should be made for these late annual reports. There were several suggestions: letters could be drafted and sent to each; no future supplemental funds granted, if requested; reduction in base funding; or present formally to committee.

MOTION: Ashley Stubbs made a motion for Jacob Wittman, Chair, to draft a letter to the providers of the missing annual reports stating that annual reports need to be turned in by Wednesday, January 15, by 5:00 p.m. or there may be consequences, which may include reduction of funding. Todd Shiver seconded. Motion carried.

New Business:

Increased Base Funding – Classified Staff: The classified staff was granted a one-time mandatory payment. This one-time increase was decided after base funding allocations were made, so the providers were not able to include the increase during their base funding requests. The one-time funding amount of \$32,409.50 would be needed to reimburse the providers.

MOTION: Myles Glover made a motion to increase base funding to the providers in the amount of \$32,409.50 to offset the one-time mandatory payment for classified staff to the providers. Sarah Feeney seconded. Motion carried.

Increase Base Funding – Minimum Wage: The State's minimum wage was increased in January. This will affect student payroll for this year. The minimum wage changes every January.

MOTION: John Bowen made a motion to approve the increase to the base funded providers for the minimum wage increases during the quadrennial budget cycle. Myles Glover seconded. Motion carried.

Base Funding Program Reviews: Each year a third of the base funding providers is asked to come before the S&A Committee to present information about their programs. This is in addition to their annual reports, which are due in December each year. The providers are given a list of questions and 10 minutes to present information regarding their programs. There will also be a 10-minute question and answer period. The Westside providers usually present using Distant Ed, but the Committee may consider traveling to the Westside campuses to hearing their presentations and hold one of our S&A meetings. As the committee reviews and asks questions of the base funding programs, remember to think about each of the programs and their sustainability.

Other Business-Communication Received: none

Public Comment-second call:

Sarah Feeney will be unable to attend next week's meeting.

MOTION to Adjourned: The meeting adjourned at 6:41 p.m.

Schedule of Next Meeting: The next meeting is scheduled for Wednesday, January 15, 2014.