

**Services and Activities Fee Committee
Minutes
April 19, 2017**

Called to order:

Gary Epp called the meeting to order at 5:31 p.m.

Attendance:

Luke Aguilar, Kathleen Barlow, Joseph Bryant, Gary Epp, Trey Justin, Martin Kennedy, Brittany Kinsella, Lacy Lampkins, Jacqueline Robinson, Vene' Skyles, Brittany Stammes, Spencer Sutton, and Thanh Vo-Tran.

Excused: Alaina Lenway, Sarah Feeney, and Patrick Stanton.

Agenda:

MOTION: Trey Justin made a motion to approve the agenda. Jacqueline Robinson seconded. Motion carried.

Approval of Minutes:

MOTION: Trey Justin made a motion to approve the Minutes of April 12, 2017. Spencer Sutton seconded. Motion carried with one abstaining.

Reports:

- a. CHAIR – None.
- b. ADVISORS – Joseph Bryant reported that Governor, Jay Inslee, has instituted a travel ban to North Carolina – No state funds can be used to support travel to that state. The updated Debt Policy was approved through UPAC. Lacy Lampkins reported that we have \$50,995.21 left in our budgeted supplemental funds. Joseph Bryant gave a letter to Gary Epp to review how the last committee worded the BOT recommendations for Base Funding.

Public Comment: None.

Old Business:

- a. Supplemental Requests – Voting
 - i. **#1724 ACSM Conference - \$705.00**
Cheri Bednarik (undergrad student) is asking for funds to support travel costs for her to attend the American College of Sports Medicine Conference in Denver, CO May 31- June 4, 2017. She will be presenting her research and also be published in the ACSM supplemental journal. This is a national conference and the experience will aide in future research presentations, she also plans on presenting at SOURCE.

Discussion: Joseph Bryant communicated that the presenter sent an email thanking the committee for their consideration and stated that since she has a limited income any expenses to this trip would be a hardship for her to cover

b. Base funding carry forward request – SURC Accounting - \$8,500.00

Lacy Lampkins is requesting to keep \$8,500 from the balance at the end of the base funding cycle in order to complete a remodel project that was started but will not be complete until July 2017. She presented plans and a budget for the project.

Questions: How long has this been in the works? Since January 2016. Was this sent out to bid? No, the on-campus facilities will be completing the work. The funds are mostly accumulated from salary savings – the remodel is needed to secure the office.

MOTION: Martin Kennedy made a motion to approve allowing the SURC Accounting Department to carry forward \$8,500.00 to the next funding cycle for the remodel project. Brittany Kinsella seconded. Motion carried.

Other Business-Communication Received:

The psychology club wants to bring a supplemental request before the committee but did not submit it in time. They were hoping to not need to request funds as they were working on fundraisers, but now realize that they do not have enough money. The trip is scheduled for April 27-30, 2017.

MOTION: Trey Justin made a motion to hear this request at the next meeting and waive the 15 day advance notice. Martin Kennedy seconded. Motion carried.

Discussion: Have we accepted late proposals in the past? It would be good to be consistent with this decision.

Public Comment: None.

Adjournment:

MOTION: Trey Justin made a motion to adjourn the meeting. Brittany Kinsella seconded. Motion carried. Meeting adjourned at 6:06 PM.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, April 26, 2017, in SURC 301 starting at 5:30 P.M.

Memorandum

Date: April 19, 2017

To: Richard DeShields, Interim Dean of Student Success
Jenna Hyatt, Interim Associate Dean of Student Living
Cherie Wilson, Director of Student Union Operations
Rusty Vineyard, Director of Recreation Center
Andre Dickerson, Director of Student Involvement

From: Service & Activities Fee Committee

Re: S&A Flat Funding Contribution to the SURC Business Operational plan

This memo is intended to provide updated language and clarification in regards to the flat funding commitment from the Services and Activities fund to the Student Union and Recreation Center.

The original 2006 flat funding agreement was created with the intent of locking the S&A support level for the Student Union and Recreation Center in order to avoid overtaxing these funds. It was the belief that the S&A funds should not have to handle the burden of growth in the new SURC facility, but that instead, that responsibility should fall to the then newly introduced support funds generated through the Student Union and Recreation Center student fees. The original agreement stated that, with the exception of salary increases, the growth of the SURC budget would be supported by the new Student Union and Recreation Center fees, not through S&A funds.

Due to concerns generated by the 2012-2013 S&A Fee Committee in regards to the intent of execution of this flat funding agreement, this year's S&A Fee Committee would like to provide updated language to clarify what constitutes "salary increases" as stated in the original agreement. It is the belief and understanding of the S&A Fee Committee that "salary increases" constitute mandatory increases due to cost-of-living, minimum wage, or step increases, and not salary changes as determined by individual appointing authorities.

The committee sees great value and importance in continuing to support the Student Union and Recreation Center and would like to continue moving forward with the original flat funding agreement with the inclusion of the updated language above. The committee would like to encourage future committees to continue to monitor the flat funding model to ensure that it is still viable and necessary during future base funding cycles.

Services & Activities Fee Committee

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