Committee members present:
Kaleb Hoffer, Casey Picha, Tanner Cline, David Gorton, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, and Laurie Connelly.

Committee members absent:
Jordan Amedee

Ex-Officio Members present:
None

Ex-Officio Members absent:
Stacey Morgan Foster, Oscar Ocaña.

The meeting was called to order at 3:33 pm by Kaleb Hoffer.

Old Business
There is no old business to discuss.

New Business
A motion was made, seconded and passed unanimously to approve the minutes of the December 2, 2011 meeting with corrections.

A motion was made, seconded and passed unanimously to approve the S & A Fee Committee Timeline.

A motion was made, seconded and passed unanimously to approve the S & A Fee Committee meeting schedule for the month of January 2012 with the exception of the January 13 and 27, 2012 meetings which are cancelled.

A motion was made, seconded and passed unanimously to approve the Services and Activities Fee Committee Guidelines.

A motion was made, seconded and passed unanimously to approve the Services and Activities Fee Questionnaire.

Kaleb Hoffer: We need to develop a summer policy regarding who will be responsible for any unfinished business that is left at the end of spring quarter.

- Casey Picha – The incoming ASEWU president could be placed in charge as of the date of his/her appointment.
- Kaleb Hoffer - Just to clarify the ASEWU President is the only officer required to work summer quarter so we need to lay out what that person has the authority to do.
• Jordan Lemmon – We should restrict the authority of the incoming ASEWU President to business that has already been discussed and approved by the 2012-2013 Student Activities Fee Committee.
• Kaleb Hoffer – I will draft a policy and present to the Committee for approval at a future meeting.

Kaleb Hoffer: Toni Habegger will visit the January 20, 2012 meeting.

**Items for Next Meeting Agenda:**

- Approve meeting minutes
- Approval of carry forward of funds from prior year (2011)
- Draft a Summer policy for the SAF Committee

Meeting adjourned by Kaleb Hoffer at 3:59 pm.
Committee members present:  
Kaleb Hoffer, Casey Picha, Tanner Cline, David Gorton, Jordan Amedee, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, and Laurie Connelly.

Committee members absent:  
None

Ex-Officio Members present:  
Stacey Morgan Foster, Oscar Ocaña.

Ex-Officio Members absent:  
None

The meeting was called to order at 3:37 pm by Kaleb Hoffer.

Minutes:  
A motion was made by Casey Picha, seconded by David Gorton and passed unanimously to approve the minutes of the January 10, 2012, 2011 meeting.

Unfinished Business:
Summer Services and Activities Fee Committee Policy  
Kaleb Hoffer – Are there any questions about the Summer Policy?  
Laurie Connelly – I think that we should define unfinished business in the policy.

Kaleb Hoffer – Moves to table the issue of the summer policy until the meeting to be held Friday, January 20, 2012.  
Tanner Cline – Seconds the motion.

New Business  
Roberts Rules of Order were distributed to the members of the committee via email.  
Kaleb Hoffer – If there are any questions regarding Roberts Rules of Order please do not hesitate to ask.

The presentation by Oscar Ocana for the Rollover of unexpended S&A budgets from 2010 and 2011 was postponed until the Tuesday, January 24, 2012 meeting.

A motion to approve discussion of a supplemental budget request made by Oscar Ocaña was made by Casey Picha, and seconded by Jordan Amedee.
Oscar Ocana – I would like to request $54,667 as a one-time supplemental budget increase to cover the cost of the increase in salaries for ASEWU that was approved by the Finance Committee. The salaries of ASEWU are currently based on the 2007-2008 tuition and double room and board.

- Stacey Morgan Foster – The prior committee may have been operating under the assumption that ASEWU salaries were frozen because University employees’ salaries have been and currently are frozen.
- Oscar Ocana – The Finance Committee has already approved the increase but we do not have the funding in our budget currently to pay for the increase.
- Jordan Amedee – Can we approve a portion of the increase?
- Kaleb Hoffer – Yes
- Clem Bustamante (student at large) – I would like to clarify that this amount is for 23 people.
- Jordan Lemmon – Can this be an automatic increase in the future, as tuition increases salaries increase?
- Stacey Morgan Foster – No, the Finance Committee must speak to the issue specifically.
- Jordan Lemmon – Can we clarify going forward that the salary freeze does not apply to ASEWU so this does not happen again?
- Stacey Morgan Foster – Yes, that would be a good idea. Also, this will be one time funding and going forward the increase needs to be built into your budget requests for S&A funding.
- Kaleb Hoffer – Are there any more questions or comments?

Kaleb Hoffer – Do I have a motion to approve the one time funding of $54,667 to increase ASEWU salaries to the maximum allowable under the terms of the bylaws? The motion was made by Casey Picha, seconded by David Gorton, and passed with a vote of 8/0/2.

**Items for Next Meeting Agenda:**

- Approve meeting minutes
- Summer Policy
- Toni Habegger to present

Meeting adjourned by Kaleb Hoffer at 4:19 pm.
Committee members present:
Kaleb Hoffer, Casey Picha, Tanner Cline, David Gorton, Jordan Amedee, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, and Laurie Connelly.

Committee members absent:
None

Ex-Officio Members present:
Stacey Morgan Foster, Oscar Ocaña.

Ex-Officio Members absent:
None

The meeting was called to order at 1:16 pm by Kaleb Hoffer.

Guest Speaker – Toni Habegger
Toni Habegger, CFO gave a presentation on the Services and Activities Fee. A copy of the presentation is located at [http://access.ewu.edu/Student-Life/SandA-Fee-Committee/SandA-Committee-Meeting-Minutes.xml](http://access.ewu.edu/Student-Life/SandA-Fee-Committee/SandA-Committee-Meeting-Minutes.xml).

Questions during and after presentation as follows:
- Laurie Connelly – Are there any minimum balance requirements for any of the funds?
  - Toni Habegger – yes, there are loan and debt covenants that have to be met and some restrictions to purpose and not balance.
- Kaleb Hoffer – Can we use fund balance rather than increase the Services and Activities Fee?
  - Toni Habegger – yes, it is up to the S&A Committee to decide if an increase in the fee would be requested in 2013 and how much. There is a maximum amount which is equal to the tuition increase but the Committee can decide to have no increase at all.

Minutes
A motion was made by Jordan Amedee, seconded by Casey Picha and passed unanimously to approve the minutes of the January 17, 2012, 2011 meeting.

Discussion Items
Winter Schedule of meetings
- Kaleb Hoffer – I would like to put together a schedule for winter quarter meetings, does anyone have any conflicts with the times that we have been meeting? <Tuesdays from 3:30 pm to 5:00 pm and Fridays from 1:00 pm to 2:30 pm>
• Stacey Reece – The only thing that I may have is student disciplinary hearings. If there are any scheduled I would have to leave the meeting.
• Kaleb Hoffer – I will put together a schedule for approval at our next meeting.

**Unfinished Business**

**Summer S&A Committee Policy**

• Kaleb Hoffer – <distributed proposed summer policy> Do I have a motion to approve the Summer Policy?
• The motion to approve the Summer S&A Committee Policy was made by Casey Picha, seconded by Tanner Cline and passed unanimously.

**New Business**

None

**Announcements**

None

**Adjournment**

Meeting adjourned by Kaleb Hoffer at 2:10 pm.
Services and Activities Fee Committee
Meeting Minutes
Tuesday, January 31, 2012
PUB 307
3:30 pm

Committee members present:
Kaleb Hoffer, Casey Picha, Tanner Cline, David Gorton, Jordan Amedee, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, and Laurie Connelly.

Committee members absent:
None

Ex-Officio Members present:
None

Ex-Officio Members absent:
Stacey Morgan Foster, Oscar Ocaña.

The meeting was called to order at 1:16 pm by Kaleb Hoffer.

Minutes
A motion was made by Jordan Amedee, seconded by Casey Picha and passed unanimously to approve the minutes of the January 20, 2012 meeting.

Changes to Agenda
None

Guest Speakers
Toni Habegger is unable to present at this meeting and will reschedule.

Discussion Items
- Public Relations
  - Kaleb Hoffer – I just want to clarify that everything that is said in these meetings is open to the general Campus Community. I would like to ask that members of the Committee refer any questions from the Easterner directly to me as I am the Chair.

- Budget Requests
  - Kaleb Hoffer – I will hand out hard copies of the budget requests that have been submitted at our next meeting for members to read on their own time and we will begin discussions at the subsequent meeting.

- Discussion of Budgeting Procedure:
  - Kaleb Hoffer – distributes the rating sheet that was used last year to evaluate the submissions and asks for input on how it could be changed to make it more effective.
• Stacey Reece – For those who were on the Committee last year; what worked on the form and what didn’t?
  • Laurie Connelly – It helped to have the criteria laid out but it would be better in an outline format.
  • Dave Gorton - What do the scores mean?
  • Casey Picha – if the score was under 75% overall the organization was asked to come in and present to the Committee.
  • Ted Carman – It seemed like we had too many organizations that had to come in and present which made the process very long.

• Kaleb Hoffer – I was thinking that if an organizations request was a certain percentage more than prior years <the Committee would have to define the threshold> then we could require a presentation.

• Ted Carman – I think we should take the time to review the submissions then decide what the threshold should be.

• Kaleb Hoffer – We will have the printed copies at the next meeting, do you want to schedule some meetings to review them or read them on your own time and discuss.
  • Tanner Cline – Can we go through a couple of the more complex ones then read the remaining on our own time?
  • Ted Carman – That seems like a good idea, will we have a summary sheet of how much in total is being requested as compared to what amount of funding is expected from S&A fees for 2013?
  • Kaleb Hoffer – I will get that information together.

• Kaleb Hoffer – How long do we need to review the submissions?
  • Casey Picha – Based on the timeline we do not have a lot of time, we should be able to reconvene and start work sessions on February 10, 2012.

• Meeting Times
  o Kaleb Hoffer – I can get the printed copies delivered before the Friday meeting, we can go through a few to get an understanding of how the spreadsheet works, schedule some work sessions, and then have presentation start the week of the 14th of February. Does any day work better for everyone for longer work sessions? Last year the Committee worked into the evenings on several occasions.
  o The Committee overall agreed that Fridays would be a better day to work longer sessions due to everyone’s schedules.

• Meeting Places
  o Kaleb Hoffer – I will be moving the meeting places around so when the agenda is sent out I will let you know where the meeting will be held.
Unfinished Business
None

New Business
None – Oscar Ocaña was unable to attend the meeting to present the roll over request for ASEWU and will reschedule

Announcements
None

Adjournment
Meeting adjourned by Kaleb Hoffer at 4:03 pm.
Committee members present:

Committee members absent:
Tanner Cline, David Gorton, Laurie Connelly

Ex-Officio Members present:
Oscar Ocaña

Ex-Officio Members absent:
Stacey Morgan Foster

The meeting was called to order at 1:18 pm by Kaleb Hoffer.

Minutes
A motion was made by Jordan Amedee, seconded by Casey Picha and passed unanimously to approve the minutes of the January 31, 2012 meeting.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
• How to read a budget request:
  o Michele Munson – Discussed how to read the budget request spreadsheets that were distributed to the members of the Committee.
• Budgeting Procedure and Timeline:
  o Kaleb Hoffer handed out a spreadsheet summarizing the S&A funding requests that have been received thus far and blank calendars for the months of February and March 2012 to assist in the scheduling of hearings and setting up deadlines.
  o Kaleb Hoffer – We need to decide which organizations that we would like to bring in to present to the Committee and get them on the schedule, how do we want to do that?
    ▪ The group as a whole decided that based on the current information available that the following organizations would be asked to come in and discuss their request.
      • ASEWU
• Easterner
• Campus Recreation
• Club Sports
• Eagle Entertainment
• Student Accounting
• Theater
• Athletics
• PRIDE
• GetLit
• Office of Student Involvement and Leadership
• Campus Sound

  ▪ It was also decided by the group as a whole that three organizations would be requested to present in each of the four subsequent Committee meetings
    o Ted Carman – Do we have a total projection of the amount of funds that we have to allocate yet?
      ▪ Kaleb Hoffer – I have requested that information from Toni Habegger but I have not heard back yet.
    o Kaleb Hoffer – All members of the Committee need to read the requests on their own time prior to the next meeting and be prepared with questions for the organizations that are scheduled to present.
    o I will hand out hard copies of the budget requests that have been submitted at our next meeting for members to read on their own time and we will begin discussions at the subsequent meeting. I will also update the evaluation form that was used last year and email that prior to our next meeting.

Unfinished Business
None

New Business
Oscar Ocaña presented a roll over request of $30,000 of unspent S&A fee budget allocations that were left unspent at the end of the 2011 fiscal year.

  • The Committee discussed the request and approved rolling over $25,000 by a vote of 6/0/1.

Announcements
None

Adjournment
Meeting adjourned by Kaleb Hoffer at 42:16 pm.
Services and Activities Fee Committee
Meeting Minutes
Tuesday, February 7, 2012
PUB 307
3:30 pm

Committee members present:
Kaleb Hoffer, Casey Picha, Jordan Amedee, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, Tanner Cline, David Gorton, Laurie Connelly.

Committee members absent:
None

Ex-Officio Members present:
Oscar Ocaña, Stacey Morgan Foster

Ex-Officio Members absent:
None

The meeting was called to order at 3:37 pm by Kaleb Hoffer.

Minutes
A motion was made by Jordan Amedee, seconded by Casey Picha and passed unanimously to approve the minutes of the February 3, 2012 meeting.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
- Tanner Cline – I would like to disclose that I am the president of a council under the Office of Student Involvement and Leadership (OSIL).
- Kaleb Hoffer – Three organizations will present their requests for Services and Activities Fee funding; OSIL, Eagle Entertainment and Campus Sound.
  - Campus Sound – Stacey Reece, Mike Larche, and Samantha Armstrong were present to answer questions.
    - Laurie Connelly – Do you have a long term replacement plan for equipment?
      - Mike Larche – the equipment in the MPR is the oldest and we were told that we should hold off on that because the PUB may be replaced.
    - Jordan Lemmon – Do you buy equipment with extended warranties?
      - Mike Larche – the equipment we purchase typically has a one to two year warranty and we do not purchase the extended warranties
because we typically keep equipment in good working order for much longer than even extended warranties. For example the PUB MPR equipment is ten years old.

- Laurie Connelly – How much work do you do for faculty versus student groups and is there a price difference.
  - Stacey Reece – I don’t have the specific numbers with me but we do work for both and the student groups are charged substantially less.

- **Eagle Entertainment** – Leah Horton and Stacey Reece were present to answer questions.
  - Casey Picha – Why is there an increase in your supplies request?
    - Leah Horton – We have had much more attendance this year as compared to prior years and we would like to provide quality events for students and that takes time and money to do that.
  - Casey Picha – How do you count students?
    - Leah Horton – we use a hand held counter.
  - Jordan Lemmon – why wasn’t the open mic night put on the schedule for this month until just recently?
    - Leah Horton – We weren’t sure that we were going to have it.
  - Casey Picha – Why do you want to purchase t-shirts?
    - Leah Horton – the goal is to give away some at the beginning of the year, and then sell them later in the year. We are trying to increase our visibility and brand ourselves.
  - Tanner Cline – Do you ever use volunteers?
    - Leah Horton – Yes, we use lots of volunteers for homecoming and spring fling.
  - Dave Gorton – Was last year the first year that your organization went to NACA?
    - Stacey Reece – Yes it was and by going to that conference we were able to secure entertainment at a savings of $16,000.
  - Kaleb Hoffer – Do you know why your budget was reduced so much from fiscal 2010 to fiscal 2011.
    - Stacey Morgan Foster – That could be due to restructuring of organizations.
  - LeeAnn Case – How many more activities do you estimate you will be able to add if funding is approved?
    - Leah Horton – we currently do between 30-40 but with the additional funding we would estimate 5-10 more events in 2013.
  - Dave Gorton – Did all 7 employees go to NACA?
    - Stacey Reece – Yes and I went as well; we were able to cover more ground that way and book more acts.

- **Office of Student Involvement and Leadership** - Samantha Armstrong and Stacey Reece were present to answer questions.
Samantha Armstrong discussed the importance of providing activities to get students connected. By increasing the connection to EWU that will in turn increase retention and graduation rates. She also discussed the establishment of a resource library and purchasing software to create an online calendar of events that would be available to students.

- Casey Picha – Have you spoken with Rick Scott about the calendar program he uses?
  - Stacey Reece – That project is being handled by Berto Cerrillo and so I am not sure but I will pass on the information.
- Jordan Lemmon – How much of this money is given to the Greeks?
  - Stacey Reece – No money actually goes directly to the Greeks the funding is used to support programs and activities not the Greeks specifically. All events are marketed to everyone.
- Kaleb Hoffer – When will we know if the Graduate Student Appointment is going to come through? It is included in your request.
  - Stacey Morgan Foster – We should have a decision on that soon.
- Jordan Lemmon – Why do you need your own library? Couldn’t you just put the resources in the actual library?
  - Samantha Armstrong – Again, this is an opportunity to connect with students.
  - Stacey Reece – The Dean of Students used to have a leadership library so this is kind of a rebirth of a program we had in the past
- Tanner Cline – How much of your budget request is for expanding participation?
  - Samantha Armstrong – that is difficult to answer because most of what we do is geared to expanding participation.

- Kaleb Hoffer – Are there any more questions on these requests?
  - No response

**Unfinished Business**
None

**New Business**
None

**Announcements**
None

**Adjournment**
Meeting adjourned by Kaleb Hoffer at 4:43 pm.
Committee members present:
Kaleb Hoffer, Casey Picha, Jordan Amedee, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, Tanner Cline, David Gorton, Laurie Connelly.

Committee members absent:
None

Ex-Officio Members present:
Oscar Ocaña, Stacey Morgan Foster

Ex-Officio Members absent:
None

The meeting was called to order at 1:05 pm by Kaleb Hoffer.

Minutes
The minutes of the February 7, 2012 meeting will be approved at the next meeting.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
- Kaleb Hoffer – Three organizations will present their requests for Services and Activities Fee funding; Theater, the Easterner and ASEWU.
  - Theater – Sara Goff and Jessica Ray were present to answer questions.
    - <Sara Goff presented the Theater’s S&A funding request and it was substantially the same information presented in their narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
    - Casey Picha – Would you consider taking a survey of students that attend shows to see if they would still come if they had to pay a very low ticket cost($1) rather than getting in for free?
      - Sara Goff – Yes we could do that and see what the response is.
    - Dave Gorton – Do musicals cost more than plays aside from the increased licensing fee?
• Sara Goff – Yes, they are more spectacle driven and require higher costs for costumes etc.
  - Kaleb Hoffer – Is the $5,000 request for equipment for a one time purchase or will this be an ongoing request?
    • Sara Goff – It is an ongoing type of thing, we are using very old equipment and as funding is available we replace items. The building is from the 1970’s and needs much more upgrading than we have requested the funds to cover.
  - Dave Gorton – Is the Foundation paying for all of the expenses for students to go to KCATCD?
    • Sara Goff – No, they are paying for the registration portion only.

Easterner – Jamie Neeley, Amy Meyer, Bill Stimson and Joe Schilter were present to answer questions.
  - <Jamie Neeley presented the Easterner S&A funding request and it was substantially the same information presented in their narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
  - Casey Picha – Disclosed that he works for the Easterner.
  - Laurie Connelly – Is the request for funding for equipment an ongoing request or one time?
    • Jamie Neeley – It is ongoing, we have a room full of computers and equipment that needs to be replaced on a rotating basis.
  - Kaleb Hoffer – Are you adding more positions?
    • Amy Meyer – Yes, we are always encouraging students to apply.
  - David Gorton – you print 3,000 newspapers per week, how do you determine how many to print.
    • Amy Meyer – We base the number on prior production but we don’t count how many papers are left in the stands.
  - Jordan Lemmon – if you hire a videographer will that position carry forward to future years and is someone already performing those duties?
    • Amy Meyer – we currently have a volunteer performing those duties, they started a couple of weeks ago. We would like to add the position and yes it would be a budget item that would carry forward.

ASEWU – Oscar Ocaña was present to answer questions. In addition Kaleb Hoffer (Chairman of the S&A Committee) was present to answer questions if some should arise that Oscar did not have the answers to.
  - <Oscar Ocaña presented the ASEWU S&A funding request and it was substantially the same information presented in their narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
Kaleb Hoffer – The budget for the General Office has increased while the other budgets decreased because we would like all of the salaries to be posted to the General Office budget so that we have a more clear view of the direct expenses budgets that we have control over.

Jordan Lemmon – Can we provide fewer copies of the Focus to cut costs?
  • Oscar Ocaña – We are reducing the number printed and are looking into an online version.

Jordan Amedee – Why did the Council and Court budgets go down so much?
  • Kaleb Hoffer – Because all of the salaries were moved to the General Office budget.

David Gorton – Some of the budgets had $0 in actuals for prior year in the supplies category, do you know why?
  • Kaleb Hoffer – I believe this was categorization changes.

  Kaleb Hoffer – Are there any more questions on these requests?
  • No response

**Unfinished Business**
None

**New Business**
None

**Announcements**
None

**Adjournment**
Meeting adjourned by Kaleb Hoffer at 2:06 pm.
Service and Activities Fee Committee Meeting  
Tuesday, February 14, 2012  
Pence Union Building, Room 261  
3:30 p.m.

1. Call To Order  
   a. ASEWU Finance Vice President, Kaleb Hoffer, calls the meeting to order at 3:31 p.m.

2. Roll Call  
   a. Members Present  
      Kaleb Hoffer, ASEWU Finance Vice President  
      Casey Picha, Student-At-Large  
      Jordan Amedee*  
      Jordan Lemmon, Student-At-Large*  
      LeeAnn Case  
      Ted Carman  
      David Gorton, Student-At-Large  
      Laurie Connelly  
   b. Members Absent  
      Stacey Reece  
      Tanner Cline  
   c. Ex-Officio Members Present  
      Oscar Ocaña, ASEWU President  
      Stacey Morgan Foster, Vice President of Student Affairs  
   d. Ex-Officio Members Absent  
      None absent

3. Minutes  
      i. Jordan Amedee makes a motion to approve the minutes from the Service and Activities Fee Committee Meeting from February 7, 2012 and February 10, 2012.  
      ii. Casey Picha seconds the motion.  
      iii. The motion passes unanimously.

4. Changes to Agenda  
   a. No changes to the agenda.

5. Guest Speakers  
   a. No guest speakers.

6. Discussion Items  
   a. Eagle Pride Center  
      i. Sandra Williams: The Pride Center is on campus because a campus climate survey was done and the results showed the LGBTQ students did not feel safe on this campus. The Pride Center is meant to be a safe place on the campus for students to go; it is a place for them to feel welcome. The number of student visitors is growing exponentially as time goes by. There are students who originally came to the Pride Center and wouldn’t talk who

*indicates late arrival
are now creating allies, running for office in different clubs and organizations. It has helped the LGBTQ community become more visible on the campus. The funding they are requesting is for the back to school kick off, lavender graduation, and pride week. They want events that increase visibility as there are students who don’t feel comfortable going into the office for help. She would also like support in ally training and volunteers for the Pride Center.

1. David Gorton: In terms of training, what is the scope or audience that you would like to bring in/reach?
2. Terrie Ashby-Scott: She has had requests from classes to do the training. She wants to see it reach the dorms and Greek life on a regular basis.
3. Casey: Does the college fair include the Odyssey program?
4. Sandra Williams: It is all of Spokane and they will get all LGBTQ students to Riverpoint as they it is a collaboration with Gonzaga, Whitworth, and the falls.
5. Kaleb Hoffer: Is this just to encourage students to go to college or to recruit them to Eastern?
6. Sandra Williams: She hope to recruit them to Eastern, but the main focus is for them to feel safe going to college.

b. Campus Recreation
   i. Mike Campitelli: The programs within Campus Rec employees are not included under Campus Rec, but rather under Epic or Intramural budgets. The three programs under Campus Rec are intramural sports, club sports federation, and epic adventures. The budget includes five full-time employee salaries. The increase of salary is for the steps that require a benefit/salary jump. They bought into a program to do an annual renovation (aerating the ground, fertilizing, over seeding, and top dressing) of the fields, which they felt was more appropriate under Campus Rec. Everything else should be the same.

   1. LeeAnn Case: What happens to salary savings? Do you retain those throughout the year or do they go back to S&A?
   2. Mike Campitelli: Does not know, but can find out.
   3. Ted Carman: Believes it goes back into S&A.
   4. Laurie Connelly: As far as the participants go, students should only be able to participate, as it comes out of money that the students pay.
   5. Mike Campitelli: The policy has always been that the programs are open to faculty, staff, and spouses of faculty, staff and students. The populations of those who participate is small.
   6. Laurie Connelly: They do not pay the fees that the students must pay to be able to participate in the intramural sports. It also causes a liability with spouses who do not attend the university.
   7. Stacey Morgan-Foster: This a group they did not anticipate to cover.
   8. Mike Campitelli: Can look into them signing a waiver, paying an extra fee and bringing in proof of insurance.

c. Club Sports Federation
   i. Rick Scott: There is a 40k decrease in what they are asking for from last year. The decrease comes from travel costs, as they do not use motor pool as often and the motor pool is very expensive. Getting the busses has cut the costs in half and the students are driving themselves. There is no real big increase, a
little bit in hourly wages due to more games which results in more people needing to be at the games.

1. Laurie Connelly: This is an increase from what you were given. Are you actually bringing in 175k?
2. Rick Scott: At the beginning of December they were at 60k. They are on track to meet their goals. There is a decrease in projections as the hockey club will cut dues due to the change in transportation. It is about a 50k revenue cut.
3. Ted Carman: So it is an equivalent cut in revenue and expenses.
4. Rick Scott: It is hard to budget for clubs when students are the ones who are projecting the income.

7. Unfinished Business
   a. No unfinished business.

8. New Business
   a. No new business.

9. Announcements
   a. On Friday, they will be reviewing athletics, and Get Lit. Did get a request from symposium and got it in on time, but there was no electronic copy. When would be a good time to bring them in?
      i. Casey Picha: Friday at 4.
   b. Emphasizes that on Tuesday actual budgeting begins.
   c. Will have the revised child care printed by Friday.

10. Adjournment
    a. Kaleb Hoffer adjourns the meeting at 4:18 p.m.

Respectfully Submitted,

Lauren Reyes
ASEWU Office Assistant
Committee members present:
Kaleb Hoffer, Casey Picha, Jordan Amedee, Jordan Lemmon, LeeAnn Case, Stacey Reece, Ted Carman, Tanner Cline, David Gorton, Laurie Connelly.

Committee members absent:
None

Ex-Officio Members present:
Oscar Ocaña, Stacey Morgan Foster

Ex-Officio Members absent:
None

The meeting was called to order at 1:06 pm by Kaleb Hoffer.

Minutes
The minutes of the February 14, 2012 meeting were just received prior to this meeting and will be approved at the next meeting.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
- Kaleb Hoffer – Three organizations will present their requests for Services and Activities Fee funding; Athletics, Student Accounting, and GetLit.
  - Athletics – Bill Chaves, Director of Intercollegiate Athletics and Don Ross, Associate Athletic Director were present to answer questions.
    - Bill Chaves presented the Athletics Department S&A funding request and provided additional information in the form of a PowerPoint presentation which has been posted on the S&A 2013 Request webpage at the following address http://access.ewu.edu/Student-Life/SandA-Fee-Committee/2012---2013-SandA-Funding-Requests-Received.xml The comments documented here are questions from the Committee and any additional information that was provided>
    - Bill Chaves – We would like to thank the students for the funding that they have provided in the past we could not operate without S&A funding. Approximately 25% of our total operating budget is from S&A funding. We are asking for
approximately $200,000 more than we received last year and this is mainly due to increased travel costs related to becoming Division 1 – We will need to travel more because Southern Utah and Montana are Division 1 Universities that our teams will have to play against.

- Stacey Reece – The response for question 6 is vague, could you clarify what other funding sources that you have pursued?
  - Bill Chaves – Our budget has various pools of revenue and we are always looking for new sources of revenue.

- Stacey Morgan Foster - Students can all attend games for free do you know how many actually attend?
  - Bill Chaves – I don’t have that information with me but I can provide it – there is a trade off with having students attend for free – there is a loss of revenue if there are people who would like to attend in the community but cannot because there are no tickets available (for example football games that are sold out but more people would have liked to attend)

- Oscar Ocaña – Do student athlete’s do any fundraising?
  - Bill Chaves – There are some activities that benefit them that flow through the Foundation but they do not do a lot of fundraising on their own. Coaches go out and solicit support from the community often.

- Oscar Ocaña – How are student athletes involved in the community?
  - Bill Chaves – They are encouraged to get involved in the community but there is a significant time commitment to be a student athlete and a lot of them do not have any time once they do their school work and training. Some are very engaged in the community and some are less so, it is not a requirement.

- Dave Gorton – Do you have a reserve for playoffs if the teams qualify?
  - Bill Chaves – Not really but if we make it we will find the funding to go. We do not have a healthy reserve because costs have increased at a rate that is higher than the rate of funding.
  - Stacey Morgan Foster – There are many hidden costs related to going to playoffs when the football team made it to the NCAA playoffs the NCAA paid for the team to travel but the University had to come up with $100,000 to send the band to the game as well.
  - Bill Chaves – It is very expensive to be a part of division 1, the cost of branding is very high.

- Bill Chaves – One program that we would like to put together is a leadership program for athletes.
- Oscar Ocaña – I would really like to see more interaction between the general student population and student athletes.
- Kaleb Hoffer - Last year you received less funding than you requested, how have you adjusted for that?
  - Bill Chaves – We had to seek more outside funding and decrease spending on equipment.
- **Student Accounting** – Michele Munson, Supervisor of Student Accounting was present to answer questions.
  - Michele Munson presented the Student Accounting Department’s S&A funding request and it was substantially the same information presented in the narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
- Oscar Ocaña – Can you tell us about the Financial Peace University?
  - Michele Munson – It is a program that teaches University students about budgeting, staying out of debt, and planning for their financial future. It has not been rolled out yet but will be soon. It will be offered in a workshop type of environment called a “lunch and learn” where videos will be shown and questions answered. In the future when company that is providing the program will be able to provide a version that may be placed on our secure server and accessed by students on their own time - the request for funding is $3,000 for this program. It was purchased this year with funding from another source but in subsequent years will be paid out of the Student Accounting budget.
- **GetLit** – Melissa Huggins was present to answer questions.
  - Melissa Huggins presented the GetLit S&A funding request and it was substantially the same information presented in their narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
  - Melissa Huggins – The GetLit Festival started as a small one day event and has grown over the years to a week-long festival and we also offer year round activities that are available for the student body to participate in.
  - Casey Picha – your budget is $102,000 and you are requesting $5,000 from the Committee, how do you plan on using those funds?
    - Melissa Huggins – we would us the funding honoraria. It is difficult to get authors that are in line with student and faculty interests so we would use $4,000 toward honoraria and $1,000 for travel for authors.
    - Stacey Morgan Foster – Just to clarify, honoraria is the fee that is paid to the authors for their appearance at the University.
- Kaleb Hoffer – Are there any more questions on these requests?
  - No response

**Unfinished Business**
None
**New Business**

None

**Announcements**

Kaleb Hoffer – Child Care and Symposium will be presenting on Tuesday, February 21, 2012. Please read their requests prior to the meeting and be prepared with questions. I should have the projection from Toni Habegger with a 0% - 5% increase in the S&A fee for our next meeting and we will start work sessions on Tuesday also.

**Adjournment**

Meeting adjourned by Kaleb Hoffer at 1:52 pm.
Committee members present:

Committee members absent:
Stacey Reece, Tanner Cline

Ex-Officio Members present:
Oscar Ocaña, Stacey Morgan Foster

Ex-Officio Members absent:
None

The meeting was called to order at 3:40 pm by Kaleb Hoffer.

Minutes
- Kaleb Hoffer - The minutes for the February 14, 2012 and February 17, 2012 meeting will be approved at the meeting on February 24, 2012.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
- Kaleb Hoffer – Two organizations will present their requests for Services and Activities Fee funding; Symposium and Childcare will be presenting a revised request.
  - Symposium – Nikki Graham Brown, Symposium Coordinator, Student Research Symposium was present to answer questions.
    - Nikki Graham Brown presented the Student Research Symposium S&A funding request and it was substantially the same information presented in the narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
    - Due to reduced funding and the loss of a donor (the Kalispell Tribe) we have cut the expenditures for the banquet that we used to have for the participants and mentors and also eliminated giving the participants a token gift (in prior years a thumb drive). Our request is to fund adding these items back into our budget. We had numerous comments
regarding the elimination of these items last year. We are basically outgrowing the program that is currently in place as we do not deny any student that would like to present their research as part of the Symposium. We have a larger program that the University of Washington and our program participants increased by 24% from 2010 to 2012.

- Casey Picha – How much of your budget is for printing?
  - Nikki Graham Brown – We spend around $7,500 per year for printing brochures and other printed materials to promote the event.

- Stacey Morgan Foster – Does any of the funding go toward sending students to nationals?
  - Nikki Graham Brown – no those funds come from the Foundation.

- Casey Picha – If we fund your request how will you make sure that only students are being paid for?
  - Nikki Graham Brown – We would give students a ticket and count total attendees and prorate the amounts to charge to this funding.

- Casey Picha – Can non participants attend the banquet?
  - Nikki Graham Brown – Only participants and mentors are included in the banquet.

- Jordan Lemmon – What do you spend the money on that you receive from STCU?
  - Nikki Graham Brown - It is primarily spent on honorarium.

- Stacey Morgan Foster – I would like to comment that EWU has one of the most robust undergraduate research symposiums in the nation.

- Child Care – Ted Carman, Financial and Planning Officer was present to answer questions.
  - Ted Carman presented the Child Care program’s revised S&A funding request and it was substantially the same information presented in the narrative submission, therefore the only comments documented here are questions from the Committee and any additional information that was provided>
  - Ted Carman – The primary reason for the approximately $60,000 increase in the request is to plan for the loss of State funding of this program and keep the rates as flat as possible for the students that use the Child Care Center.
  - Casey Picha – Are the students required to be full time?
    - Ted Carman – No, any student can use the Center.
  - Kaleb Hoffer – Is this subsidized childcare?
    - Stacey Morgan Foster – No, it is not subsidized; the university pays a certain amount to the YMCA which in turn charges a lower rate to our students.
  - Ted Carman – the goal is to keep the Child Care Center affordable to the students who use it. We don’t want to see students dropping out of school
because they can’t afford to pay a much higher rate if the State funding is not provided next year. If we do receive the funding from the State the additional amount that is being requested will go back into the overall unrestricted net assets and will be available to be redistributed to other organizations.

- Stacey Morgan Foster - I would like to add that this program has been very important to the Board of Trustees.

- Kaleb Hoffer – Are there any more questions on these requests?
  - No response

- Kaleb Hoffer – Moving on, we need to discuss the time line since our recommendations are due by the 28th.
  - Stacey Morgan Foster – I think it would be a good idea to discuss the uses of funds document and refresh everyone’s memory on the intended purpose of the S&A funding.
  - Casey Picha – I think that the Art Gallery and Intermural should be reviewed because they are in some cases paying for non-students and faculty.
  - Stacey Morgan Foster - We need to evaluate whether we are funding things that do not involve or benefit students. For instance the summer golf league is supported by staff that is paid for with S&A money but the league is mainly staff and faculty. Also for Athletics the budget that they presented appears to support recruiting and S&A should only be used for current students. We also should look at Club Sports for reasonableness for their request amount.
  - Casey Picha – I don’t think that we should fund GetLit or any of the new requests and work with the programs that we have supported in the past.
  - Kaleb Hoffer – I think it is important to fund PRIDE even though they are a new request.
  - Jordan Lemmon – I really think that we should fund the Symposium too because it is a core student program.

- Kaleb Hoffer – I would like all of you to read through the requests and the funding guidelines before our meeting on Friday and come prepared to make some recommendations. We need to hash this out and come up with recommendations in the next two meetings.

**Unfinished Business**
None

**New Business**
None
Announcements
None

Adjournment
Meeting adjourned by Kaleb Hoffer at 4:42 pm.
Services and Activities Fee Committee
Meeting Minutes
Friday, February 24, 2012
PUB 261
1:00 pm

Committee members present:

Committee members absent:
Casey Picha, Tanner Cline

Ex-Officio Members present:
Stacey Morgan Foster

Ex-Officio Members absent:
Oscar Ocaña

The meeting was called to order at 1:12 pm by Kaleb Hoffer.

Minutes

- Kaleb Hoffer - The minutes for the February 14, 2012, February 17, 2012, and February 21, 2012 meeting will be approved at the meeting on February 28, 2012.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
Discussion of the allocation of projected S&A revenues for 2013:

- Kaleb Hoffer – We need to go through the list of requests and hopefully everyone has taken the time to review them so we can get right to work. We need to consider whether or not to raise the fee to the students. It was raised 5% for the 2012 school year and I would like to have the option of not raising it all and utilizing the reserves <net assets> that are available of approximately $500,000 to bridge part of the gap between what has been requested and what we are expecting to receive in fees next year. Toni Habegger has given us projections ranging from 0% to 5% Increase. I think we should go line by line and consider the raising of the fee once we have a ballpark figure of how much money we need.

- Laurie Connelly – I think it might be a good idea to reduce all of the requests by the amount that was requested for the purchase of equipment and let organizations know that they can come forward with one time requests for the purchase of equipment.
• Jordan Lemmon – I think it would also work for the Theater to reduce their funding and have them present a onetime funding request for the purchase of rights for the musical or other specific expenses that will not necessarily repeat each year. I also would support a $100,000 increase for Athletics over prior year’s funding but not the $200,000 increase that they are asking for. I don’t think the committee would be wise to get in the habit of doubling an organizations increase each year. For instance Athletics received $100,000 in additional funding for the 2012 school year and now are asking for an additional $200,000 over that amount. I think that since a lot of students (approximately 60%) have no interest in Athletics that we should not be allocating more than 40% of the resources that S&A has available and in turn have to reduce other small program’s funding.

• Laurie Connelly – With additional EWU teams entering the Big Sky conference over the last couple of year’s travel costs have significantly increased. Teams have to go to Montana and Arizona which is much more expensive than local travel so I think that the additional funding request is reasonable.

• Jordan Lemmon – They shouldn’t need that every year though.

• LeeAnn Case – Yes, they will remain part of the Big Sky Conference and will continue to have to travel long distances.

• Stacey Reece – I still don’t feel like they addressed the issue of how they develop other funding sources.

• Laurie Connelly – They receive State funding, gate revenue, play money games, and solicit donations from alumni, and sponsorships from local business.

• Stacey Morgan Foster - They need to be careful as to who they accept for money games, the football team has sustained significant injuries in prior money games. I would also like to point out that they do not receive any of the revenue received for parking.

• Laurie Connelly – I think Athletics has worked very hard to develop funding sources; there has been a substantial increase in the sale of logo wear. I would support an increase over prior years funding of $100,000 to $150,000.

• Jordan Lemmon – I think that we should stipulate that the increase is for Big Sky related travel.

• Laurie Connelly – I think it would be a good idea to go through the whole list then come back through again and make more changes.

• Kaleb Hoffer – So initially lets go with an allocation of $2,200,000 for Athletics and move on.
  o If there were no arguments for or against the allocations no discussion is documented below.
    ▪ CARE – no cut
    ▪ Child Care – no cut
    ▪ Easterner – cut $10,000
    ▪ Art Gallery – no cut
    ▪ ASWEU – cut $10,000
    ▪ ASEWU Clubs – no cut
    ▪ Band – no cut
    ▪ Campus Rec – cut $1,000
- Campus Recreation – cut $1,000
- Campus Sound – no cut
- Club Sports - cut $2,000
- Composers Forum – no cur
- Contemporary Ensemble – no cut
- Dean - no cut
- Eagle Entertainment - no cut
- Epic Adventures – no cut
- Epic Outfitters – cut 4,862
  - Laurie Connelly – I think that the rental fees charged to non-students are too low. We have had local businesses complain that they can’t compete. I don’t think that student funds should be used to subsidize lower rental rates for non-students
  - David Gorton – I agree with at least a $3,000 cut
  - Ted Carman – for rounding purposes why don’t we just take the total down to $96,000.
  - Group - Agreed
- Home – no cut
- Intramurals – no cut
- Jazz Choir - no cut
- Jazz Trombone – no cut
- Orchestra – no cut
- OSI&L – cut $11,820
  - Stacey Reece – we will fund the GSA position from another source.
- Percussion – no cut
- Student Accounting – Cut $2,000
  - Ted Carman – we can find other sources to replace the lap top computer.
- Theater – cut $25,875
  - Stacey Morgan Foster – Can we give them their equipment on a one time request?
  - Laurie Connelly – we can invite them to submit for one time funding for their equipment when we send out the letters. Theater is also a University program and it seems like the program should fund more of this increase.
  - Jordan Amedee – I support cutting $25,000and let them know that they can apply for one time funding
  - Jordan Lemmon – I support cutting $20,000 and have them make a proposal for the equipment.
- GetLit – no funding provided
- Kaleb Hoffer – I don’t think that we should fund them at all. They receive so much funding from other sources and they request from ASEWU Clubs through the Finance Committee.
- Laurie Connelly – I think there is a question on the benefits for the students as well. They are not offering the workshops free for students and anyone in the community can participate. The workshop is actually held in Spokane which limits exposure to students.
  - **PRIDE** – no cut
    - Laurie Connelly – I think that it is important to fund this organization. Do we know how much of their State budget they have spent?
    - Ted Carman – they have spent only $600
    - Amedee – Pride week is coming up and the Drag Show is as well so they will have a lot going on soon.
  - **Creative Works Symposium** – no cut
    - Jordan Amedee – I am for supporting them but not for the banquet.
    - Jordan Lemmon - I think we talked about paying for printing which was about $7,500 last year.
    - Laurie Connelly – We also would not pay for gifts.

Kaleb Hoffer – with the proposed cuts we have eliminated around $115,000. I will contact Toni Habegger and see if any increase in enrollment is built into the numbers that we have to work with and I will update the spreadsheet with the amounts discussed today and send to everyone. Let’s all review that information and come back Tuesday ready to approve an increase and the recommended budget.

**Unfinished Business**
None

**New Business**
None

**Announcements**
None

**Adjournment**
Meeting adjourned by Kaleb Hoffer at 2:40 pm.
Services and Activities Fee Committee  
Meeting Minutes  
Tuesday, February 28, 2012  
PUB 261  
3:30 pm

Committee members present:
Kaleb Hoffer, Casey Picha, Tanner Cline, Jordan Lemmon, LeeAnn Case, Ted Carman, David Gorton, 
Laurie Connelly.

Committee members absent:
Stacey Reece, Jordan Amedee

Ex-Officio Members present:
Oscar Ocaña

Ex-Officio Members absent:
Stacey Morgan Foster

The meeting was called to order at 3:40 pm by Kaleb Hoffer.

Minutes
• A motion was made by Casey Picha, seconded by Tanner Cline, and passed unanimously to approve the minutes for the February 14, 2012 (with corrections), February 17, 2012, February 21, 2012, and February 24, 2012 Services and Activities Fee Committee.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
Discussion of the initial allocation of projected S&A revenues for 2013:
• Kaleb Hoffer – I have entered all of the information that we discussed at the prior meeting and hopefully everyone has had a chance to review the spreadsheet. I have calculated that if we raise the fee by 3% we will have a shortfall of approximately $94,000 that we can plan to use net assets to cover. I have not heard back from Toni on whether or not the projected numbers she provided to us included any growth in enrollment from 2012 to 2013. We need to decide how to proceed.
  o Casey Picha – I don’t think that we should raise the S&A fee by more than 2-3% and I think that we should go through the list again and make more cuts.
  o Kaleb Hoffer – I just want to clarify that with a 3% increase and using some of the approximately $500,000 in unrestricted net assets that is available within the S&A fund we can use the numbers we came up with at the last meeting. My thoughts are that last
year during the allocation process the Committee made a lot of cuts, and if we have money sitting around unexpended from prior years that we should cut less.

- Michele Munson (non-voting administrative support for the Committee) – Do we have an idea of how many students it would take at the current S&A fee rate to bridge the gap?
- Ted Carman – It would take approximately 150 at the current rate.
- Oscar Ocaña – I was not at the last meeting, were there many organizations that were given significantly less than they had requested?
- Kaleb Hoffer – We tried to spread out the cuts among as many organizations that it seemed reasonable.
- Jordan Lemmon – Did anyone talk to Campus Sound about submitting a one-time request for the PUB equipment?
- Kaleb Hoffer – Stacey Reece is on the Committee so I believe that she let Berto know, but regardless we will put that information in the letters that we send to all the organizations.
- Oscar Ocaña – Why was Theater cut so much?
- Jordan Lemmon – We eliminated most equipment requests and thought that they could come forward with a one-time request for that and additional funding for a musical if they decide to have one next year.

- Kaleb Hoffer – We need to decide how much to raise the fee.
  - Jordan Lemmon – If enrollment does not go up is the plan to use net assets?
  - Michele Munson (non-voting administrative support for the Committee) – Yes, the Committee just has to make that part of the plan on the front end.
  - Tanner Cline – Do we know how much was left on the table last year?
  - Kaleb Hoffer – <Provides Tanner with the hand out that was distributed at the last meeting>. I think we have to limit the emphasis on this because we don’t want organizations to start spending a bunch of money at year end thinking that if they don’t spend all of their allocation that they will somehow be penalized for it during the next S&A allocation cycle.

- Kaleb Hoffer – Do we have any proposed changes to the amounts that were initially decided at the last meeting and are summarized on the spreadsheet that I passed out?
  - No objections noted.

Motions

- A motion was made by Casey Picha, seconded by David Gorton, and passed unanimously to approve the initial allocation of projected S&A fee revenue and unrestricted net assets in the amount of $4,872,337 for the 2013 school year.

- A motion was made by Casey Picha, seconded by Jordan Lemmon, and passed unanimously to raise the Services and Activities Fee by 3% for the 2013 school year.
**Discussion Items**

- Casey Picha – How are we going to go about making sure that Athletics does not spend their S&A allocation on recruitment?
  - Kaleb Hoffer – We can put that information in the letter that we send out.
  - Laurie Connelly – I think it would be a good idea for next year to do a training for everyone that submits a request so that there will be a better overall understanding of what S&A funds are intended and allowed to be spent on.

**Unfinished Business**

None

**New Business**

None

**Announcements**

Kaleb Hoffer – Eagle Entertainment will be coming forward at the next meeting to present a one-time request for funding for a performance (approximately $12,000).

**Adjournment**

Meeting adjourned by Kaleb Hoffer at 4:20 pm.
Committee members present:
Kaleb Hoffer, Casey Picha, Tanner Cline, Jordan Lemmon, Ted Carman, David Gorton

Committee members absent:
LeeAnn Case, Laurie Connelly

Ex-Officio Members present:
Stacey Morgan Foster

Ex-Officio Members absent:
Oscar Ocaña

The meeting was called to order at 1:04 pm by Kaleb Hoffer.

Minutes
• Kaleb Hoffer - We will hold off on approving the minutes from the February 28, 2012 meeting until the next meeting.

Changes to Agenda
None

Guest Speakers
Mike Campitelli, Director of Campus Recreation Programs
David Early, University Recreation Facilities Director
Dr. Alan Coelho, PEHR Department Chair
Pam Parks, EWU Athletics Senior Women’s Administrator
Richard Scott, EWU Club Sports Coordinator

Discussion Items
Mike Campitelli presented a request for supplemental funding to purchase an air dome cover over the tennis courts.
• <Mike Campitelli handed out supporting documents that are posted on the S&A web page>
• The substance of Mike Campitelli’s presentation is contained in the dome proposal document which is posted on the S&A web page under 2012-2013 requests. Additional information and discussion items are summarized below.
  o I would first like to thank the Committee for taking the time to consider our request.
  o I understand that S&A funds don’t seem like they would be the most appropriate for this project but we really don’t have any other sources at this time. And we need to make a
decision relatively soon on what product to use to resurface the field house floor, and whether or not we can get funding to purchase the dome will determine the type of resurfacing we can do.

- I have done research and received bid/estimates and the approximate cost would be somewhere between $480,000 and $500,000 and we are looking to S&A to fund the project in its entirety.
- The cost of a dome structure far less than a steel and cloth type building which would be more permanent (approximately $900,000 to $1,000,000).
- In summary the reason that we need a dome is to provide a tennis area that can be used year round and eliminate the need for tennis courts to be maintained in the field house. The floor surface in the field house is in need of replacement and is used for many different purposes. Currently the floor is covered with a product called plexi-pave which is like sandpaper. This surface is required for NCAA Tennis matches but is in such poor repair that the Tennis team must rent space in Spokane for NCAA matches. There is only approximately one month at the beginning of the year and one at the end of the school year that we are able to use the outdoor tennis courts for matches due to the weather conditions in this area. The surfaces of those outdoor courts are in very good repair and if we could put a dome structure over four of the eight courts we would be able to use them year round for NCAA Tennis matches, additional classes, and multipurpose use would also be available.
- The goal is to free up the field house to offer more general use for students and also replace the floor in the field house with a more multipurpose rubberized flooring that would be better for indoor track, basketball, and many other activities that we simply don’t have enough space and available for.
- We have $100,000 set aside to replace the floor, which needs to be replaced soon.

Questions:

- Jordan Lemmon – Why wouldn’t you just build a hangar type of structure to enclose the tennis courts?
  - David Early – The cost would be high as the bid for the steel building with a cloth roof indicates. That bid is for $900,000. There would be some cost savings with a traditional type of building due to power consumption but we just don’t think we could get the amount of funding needed to build a more permanent type of structure. Both types of buildings that we are looking at are temporary structures. The air dome has a life of about 15 years while the steel with cloth has a life of about 25 years.

- Casey Picha – How would other groups use the dome?
  - Mike Campitelli – The dome would cover the South 4 tennis courts. The real benefit is for students that play tennis. They would be able to practice and play on the same surface and would not have to rent space for games. By moving tennis out of the field house we could offer more classes and other time for activities for the general student population. Approximately 200 students per quarter are involved in tennis in some capacity whether it is the team or recreational play. The domed area could also be used
for other student activities that are too large for the MPR but not big enough for the pavilion.

- **Casey Picha** – Do you currently have a plan in place to replace the plexi-pave in the field house?
  - **David Early** – The decision will depend on whether or not we can fund the bubble. If we can then we would resurface the field house with a different product that would be better for general use.
- **David Gorton** - How long would it take to replace the surface in the field house?
  - **David Early** – as soon as we have funding for the bubble we could make the decision and get the floor resurfaced.
  - **Mike Campitelli** – I think that we could get both done in the summer while there is much less use and have it ready for fall quarter.
  - **Pam Parks** – If we do not get funding for the bubble we will be forced to replace the field house floor with plexi-pave and that surface is really only good for tennis.
- **Jordan Lemmon** – Why didn’t the tennis courts get covered when they were built, that seems to make more sense?
  - **Mike Campitelli** – We did not have the funding at the time to do that. We would have liked to but there was no money available.
- **Pam Parks** – The field house is in use from approximately 5:00 am each day and we have to turn down groups that want space because we simply don’t have it. With the dome we could offer more classes and that would have an impact on more students.
- **Mike Campitelli** – We could also rent out the tennis courts when not in use to non-students and charge a fee that would help offset the maintenance costs of the bubble.
- **Kaleb Hoffer** – How much does the tennis team spend to rent facilities currently, and based on that how long would it take for the bubble to pay for itself if these costs were eliminated?
  - **Pam Parks** – I would estimate 10 years and that would just be for the cost of the bubble itself not maintenance or power etc.
- **David Early** – A few years ago we contracted to have facilities master plan created and one of the recommendations of that plan was to cover the tennis courts.
- **Pam Parks** – To provide some background information on this facility – at the time that the PHASE was built we had a large multipurpose building with an indoor baseball field, track area, etc. I think that at the time the plan was to continue using that multipurpose building for Intramurals but as soon as the PHASE was completed it burned down.
- **Tanner Cline** – Are you asking for all of the funding to come from S&A or do you have other funding as well?
  - **Mike Campitelli** – We don’t have any other funding sources at this time.
- **Kaleb Hoffer** – will there be any stadium seating in the dome?
  - **Mike Campitelli** – No, but we can roll in seating.
- **Stacey Reece** – What is the capacity of the bubble area for general use. I am thinking it would be a great option for events.
  - **David Early** – I am not sure, I think it would be a question for the Fire Marshall and also it would likely depend on how many doors we decide on.
• Kaleb Hoffer – We will not be making a decision on this today, does anyone else have questions? If not I think that everyone should consider it over the weekend and when we meet on Tuesday we can discuss it further.

Unfinished Business
None

New Business
None

Announcements
Kaleb Hoffer – Eagle Entertainment will be presenting at the next meeting to present a one-time request for funding for a performance (approximately $12,000). Theater will be preparing a one-time request for funding of their equipment. I haven’t heard any recommendations back from Stacey Morgan Foster regarding the initial funding that we approved at the last meeting.

Adjournment
Meeting adjourned by Kaleb Hoffer at 2:23 pm.
Committee members present:

Committee members absent:
None

Ex-Officio Members present:
Oscar Ocaña*

Ex-Officio Members absent:
Stacey Morgan Foster

The meeting was called to order at 3:33 pm by Kaleb Hoffer.

Minutes
- Kaleb Hoffer – Do we have any corrections to the minutes of the February 28, 2012 and February 2, 2012 meeting?
  - No changes noted.
- A motion was made, seconded, and passed unanimously to approve the minutes of the February 28, 2012 and March 2, 2012 Services and Activities Fee Committee.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
Kaleb Hoffer - I have handed out a new projection that includes an estimated increase in enrollment. The total at a 3% increase in the fee will be sufficient to cover all of the allocations for 2013 that we have made in our initial recommendation without dipping into unexpended net assets from prior years.

Kaleb Hoffer – We need to discuss the request for funding the tennis dome. Does anyone have questions or views they want to express related to the project?
- Laurie Connelly - How do they plan on paying for the annual maintenance on the dome?
  - Kaleb Hoffer – I believe that they were planning on requesting that funding from Athletics on an annual basis.
• Casey Picha – I think that we should fund part of it but that they need to try to get part of the funding elsewhere.
• Jordan Amedee – I think that the idea of providing matching funds is a good one and it would require them to make some effort to find funding elsewhere. I feel like they haven’t tried to get funding anywhere else.
• Tanner Cline – I think we should make any amount that we commit contingent upon them getting funding from other sources.
• Casey Picha – I am concerned that this is really not a project that is going to benefit the general student population.
• LeeAnn Case – Does the amount that they are requesting include resurfacing the field house floor?
  o Kaleb Hoffer – No, they have funds set aside for that because regardless of our decision they will have to resurface the floor with some product, their decision of which product to use will be affected by our decision to fund the project.
• Jordan Lemmon – Couldn’t they just rent practice space for the tennis team for the next year and have more time to plan and fund the project?
  o Casey Picha – I think they could but the cost was somewhere in the range of $30,000 per year based on what the group stated at the last meeting.
• Laurie Connelly - It appears that the actual cost of the dome is not very clear at this point, is it $300,000 or $500,000 or somewhere in between?
• LeeAnn Case – I think that a feasibility study would need to be completed first and then the job would have to go out to bid before we could get an actual cost for the project.
• Kaleb Hoffer – I think that as a Committee we should first decide if we want to be in the business of funding capital projects. We have never funded one before and if we want to start doing that we should consider creating a policy related to capital projects specifically.
  o Casey Picha – I don’t think it is a good idea to commit funding that will come from future years and that future Committees should be able to decide what they want to fund.
  o Kaleb Hoffer – If we want to get into capital projects then I think we will have to make some policies that will affect future years because capital projects are expensive and it is not reasonable to just spend all of our unallocated money on one project in one year. It would be similar to the Pub R&R transfer that we do each year.
• Kaleb Hoffer – I think that we need to create a policy that defines a certain amount that we put toward a capital project fund, a reserve amount, and an unallocated amount that organizations can come forward and make one time requests during the year for funding.
  o Casey Picha – Would this affect the amount of S&A funding that future Committees would have the authority to allocate.
  o Kaleb Hoffer – Yes, it would similar to the $150,000 that we allocated to the PUB R&R this year. That policy was put into place last year and reduced the amount that we allocated this year.
• LeeAnn Case – I think that a policy similar to the 10% reserve policy that the University has in place would be worth considering.
• Tanner Cline – I think it would be a good idea to have an application process for capital funding.
• Casey Picha – Do other universities fund capital projects with their S&A dollars?
  o Kaleb Hoffer – I am not sure but I can look into it. I know that there are no restrictions against it.

Kaleb Hoffer – This is a lot of money we are talking about so I would like to hear what everyone thinks.
• Casey Picha – I support partial funding of half.
• Ted Carman – I think we should fund half but have a cap on the maximum amount.
• Jordan Amedee – I agree with Ted, and I think we should cap it at $250,000.
• Jordan Lemmon – I think that we should make it a policy to cap all capital projects requests at 50% of the total cost.
• Tanner Cline – I agree with partial funding but the time frame is an issue.
• Jordan Amedee – Can we put a time limit on the availability of the funds that we award?
• David Gorton – I am all for making it happen but I think we should give them all of the funding this year (whatever amount we decide to commit) and let future Committees make their own decisions on what to fund.
• Jordan Lemmon – I would support a two year time limit.
• Ted Carman – I would suggest making that time limit the end of the 2013 fiscal year.
• Oscar Ocaña (arrived late) – I think that it is a great project but I think we should not use all of our reserves for one project. I also think you need to consider how many students will actually benefit and that it is the Committees responsibility to do that. I think you also need to consider that by giving all of this money toward the dome, what projects will you not be able to fund?
• Tanner Cline – I agree we need to consider the opportunity cost here.

Kaleb Hoffer – I don’t think that we are ready to make a decision on this project yet and I suggest tabling this until we can come up with a policy for capital projects and reserves.
• Dave Gorton – I think we should let them know that we are not saying no, but we need more time.
• Ted Carman – We should see if they have a deadline date for a decision from us.

Kaleb Hoffer – I will draft a policy for capital projects, reserves and unexpended funds and bring it to the next meeting and we can hash it out. Once we get a policy in place then I think we should decide on the dome. Does that sound good to everyone?
  • Yes <group in agreement>

Unfinished Business
None

New Business
None
**Announcements**
Kaleb Hoffer – Eagle Entertainment will be presenting at the next meeting to present a one-time request for funding for a performance (approximately $12,000). Theater will be preparing a one-time request for funding of their equipment. Stacey Morgan Foster has reviewed our initial allocation and proposed 3% increase in the fee and agrees with it. She would like us to present the recommendation to the BOT meeting to be held on March 22, 2012, and I would like as many of us to attend as possible.

**Adjournment**
Meeting adjourned by Kaleb Hoffer at 4:20 pm.
Committee members present:

Committee members absent:
None

Ex-Officio Members present:
Oscar Ocaña and Stacey Morgan Foster

Ex-Officio Members absent:
None

The meeting was called to order at 3:36 pm by Kaleb Hoffer.

Minutes
• A motion was made by Casey Picha, seconded by Jordan Amedee, and passed unanimously to approve the minutes of the March 6, 2012 Services and Activities Fee Committee.

Changes to Agenda
None

Guest Speakers
None

Discussion Items
Kaleb Hoffer – I would like to start with the supplemental funding requests. Lea Horton and Tara Anderson of Eagle Entertainment are here to present their request and answer questions.

• Lea Horton and Tara Anderson:
  Lea and Tara distributed printed copies of the request for supplemental funding for Eagle Entertainment along with the attendance records for all of the events that have taken place during this school year so far.
  <The substance of the presentation was the same as the written request, only additional items and questions will be documented in these minutes>
  o Jordan Amedee – Have you already budgeted all of your funding for the year?
    ▪ Lea Horton – yes we have, and we were able to get a substantial discount from the Blue Scholars so we are requesting just what we need for that performance and the big games.
Rick Scott – I think that events like this help a great deal with retention and by having it as the final big performance it will be in the forefront of students mind when they are thinking about whether or not to come back to Eastern next fall.

Lea Horton – I would like to add that we received an offer from a student to open the event for free just today and that students are really excited about the possibility of hosting this event.

Kaleb Hoffer – Are there any more questions for Eagle Entertainment?

- No response

Kaleb Hoffer – Sara Goff and Shana Joslyn from the Theater Program is here to present a request for supplemental funds for equipment purchase.

- Sara Goff and Shana Joslyn presented the request for supplemental funding.
  <The substance of the presentation was substantially the same as the written request, only additional items and questions will be documented in these minutes>

- Sara Goff – We have split the request into two parts; one for the purchase of a new saw and the other for lighting and other equipment. We separated it like this because we have applied for technology fee money for the saw and if we receive funding from that source we can easily drop that amount out of our request from S&A. Shana Joslyn works on a daily basis with the tools and she is here to provide detailed information and answer any questions you may have on the specific equipment requested.

- Casey Picha – Have you ever had an accident with the current saw you are using?
  - Shana Joslyn – Yes, a student that was using it a couple of years ago cut the tip of his finger off.

- Casey Picha – Why hasn’t the Theater Department requested funding to replace that saw in the past.
  - Sara Goff – In prior years there just did not seem to be the funding available to replace it.

- Shana Joslyn – most of the equipment that we use for the production of theater is very old. The manufacturer of the lighting is no longer in business, the equipment has asbestos plugs, and much of it is unsafe or broken. If you go to see Antony and Cleopatra you will see that a portion of the stage is not lit at all because the lighting does not work.

- Sara Goff – the Health and Safety Department has come through and performed an inspection and we have a list of items that need to be fixed.
  - Stacey Morgan Foster – Has your College received a copy of this report?
  - Sara Goff – I know that my Chair did, but I am not sure where it went from there.

- Laurie Connelly – Have you requested any funding for these items from the College of Arts and Letters?
  - Sara Goff – No

- Casey Picha – What are you going to use the panel saw for?
• Shana Joslyn – for cutting large panels for props.
  o Jordan Amedee – When will you know if you have received funding from the Tech Committee?
    ▪ Sara Goff – They came and did a site visit but we don’t know when we will hear back from them.
    ▪ David Gorton – I think that the decisions should be made in a couple of weeks at the most.
  o David Gorton – if the stop safety is activated how much will it cost to replace?
    ▪ Shana Joslyn – It would be just the cost of a new blade and cartridge, probably $80-$100.
  o Jordan Lemmon – Of the lights that you have requested funding to replace, how many are hazardous?
    ▪ Shana Joslyn – I am not sure about hazardous but they do not work properly.
  o LeeAnn Case – Are the lights your priority?
    ▪ Shana Joslyn – I think that the rigging that we use to hang all of the props and lighting is of equal priority; most of the rigging is a mix of various different kinds which limits the amount of expertise that an individual can gain on any specific rigging.
  o Kaleb Hoffer – Are the hand tools requested to replace old tools or are they new items all together that Theater has not had in the past?
    ▪ Shana Joslyn – Both.
• Kaleb Hoffer – Are there any more questions for Theater?
  o No response

Discussion of Supplemental Requests:
Kaleb Hoffer – Lets discuss the Theater request first.
  o Jordan Lemmon – I think we should definitely fund the stop saw.
  o Oscar Ocaña – I think you should consider how this will affect the general student population and why the Theater Program has not paid for any of these items.
  o Jordan Lemmon – I think it would have a very negative impact on EWU’s reputation if someone was to cut off their finger and we could have funded the saw but chose not to.
  o Stacey Morgan Foster – There are a lot of thinks that would have an impact on the decision made here:
    o Is it appropriate for S&A to fund this when Theater is attached to an academic program?
    o Would this essentially be like paying for improvements to a classroom? For example there are unsafe things going on in the Chemistry Department but they are responsible to fund improvements to their program not S&A.
  o Ted Carman – Is there a way to engage the Chair of the Theater Department?
  o Laurie Connelly – It does not appear that they have gone to the Theater Department to request any funding for these items.
Stacey Morgan Foster – Do we know what happens when safety issues are written up by the University. Do they have to be fixed? Who is required to pay for that?
  o LeeAnn Case – There is not a documented policy that specifies how written up safety issues must be addressed. I think they need to look to other sources then come to S&A with the results of that search to request funding if they can’t get it elsewhere.
  o Stacey Morgan Foster – If Theater is part of an academic program how much does the School of Arts and Letters have a responsibility to correct the safety issues? I think at this point we really don’t know the answer to that question.
  o Kaleb Hoffer – I am torn; I would hate to see someone lose a finger.
  o Stacey Morgan Foster – I think you should write a letter to the Provost with the information we have been provided and ask for his input.
  o Tanner Cline – I would like to see S&A be at the end of the line for this request, after they have gone to the program and if they are turned down then bring it to S&A.
  o Ted Carman – I think there are probably a lot of areas that need some repair and maintenance on campus but we need to figure out what S&A’s role in that should be.
  o Kaleb Hoffer – Okay, I will write a letter to the Provost and based on the response we can move forward from there.

Kaleb Hoffer - Let’s move on to Eagle Entertainment.
  • Casey Picha – I like the idea of the giant games but I think that they should be willing to check them out to the general student population.
  • Laurie Connelly – Does the University have anything like this?
    o Jordan Amedee – No
  • Kaleb Hoffer – What about the concert?
    o Jordan Amedee – I think it is great that they do a survey to see who students would like to see and that they acted on the information that they received.
    o Kaleb Hoffer – If we decide to grant their request that would bring their current years’ budget up to the amount that we approved for next year.
  • Tanner Cline – Have they booked other acts for this much?
    o Michele Munson – The acts that have been booked this year range on average between $3,000 and $5,000 and I think the largest was Mike Super for around $6,000.
  • Kaleb Hoffer – So, can we vote on this one?
    o Oscar Ocaña – I think we should decide on this one because the event would need to be booked as soon as possible.
  • Stacey Morgan Foster – In schools this size in California they bring in acts much larger than this on a frequent basis.

A motion was made by Jordan Amedee, seconded by David Gorton, and passed unanimously to award $13,000 in supplemental funding to Eagle Entertainment for the purchase of team building games and for the engagement of the Blue Scholars.
Unfinished Business
Kaleb Hoffer – Laurie Connelly has sent me a copy of the Universities reserve policy and I am still working on a draft of the policy for the S&A Funds.

New Business
None

Announcements
The presentation to the BOT will be held on March 22, 2012, and I would like as many of us to attend as possible.

Adjournment
Meeting adjourned by Kaleb Hoffer at 4:36 pm.
Committee members present:
Kaleb Hoffer, Casey Picha, Tanner Cline, Jordan Lemmon, Jordan Amedee, Ted Carman, David Gorton,
and LeeAnn Case.

Committee members absent:
Laurie Connelly

Ex-Officio Members present:
None

Ex-Officio Members absent:
Oscar Ocaña and Stacey Morgan Foster

The meeting was called to order at 1:09 pm by Kaleb Hoffer.

Minutes
None

Changes to Agenda
Ted Carman will be making a request to roll over unexpended S&A budget dollars from the 2011 fiscal
year for the Childcare program.

Guest Speakers
None

Discussion Items
Kaleb Hoffer distributed copies of the draft policies (second revision) for reserve funds and
supplemental requests.
Kaleb Hoffer – Will you all please read through the policies and I will open the floor for discussion.

Reserve Funds:
- LeeAnn Case – Do you really want to ask the BOT for approval of supplemental requests
  from the reserve funds or just have the S&A Committee make the decision?
  - Kaleb Hoffer – I think that we could strike that requirement and instead inform
    them of what our actions are.
  - Casey Picha – I like the idea of keeping them informed but not giving them decision
    making authority.
  - Jordan Lemmon – We could notify them when they meet or send them a letter, I
    think it would take a much longer period of time to make decisions if we have to
    wait for BOT input.
Kaleb Hoffer – I will strike the approval and change to sending a notification to the BOT.

Capital Projects Policy:
- LeeAnn Case – I think you should add some wording stating that the Committee will designate the funding level that must be attained from other sources on a case by case basis depending on the circumstances.
- Kaleb Hoffer – Does anyone else have any items that we should consider?
  - No further items mentioned by the Committee.
- Kaleb Hoffer – Okay I will make changes and email to Sean King for his input and we can vote on the final policies at the next meeting.

Child Care
- Ted Carman – I would like to request that $8,377 that was unexpended at the end of the 2011 fiscal year be rolled over for use in the remainder of the 2012 fiscal year. Childcare has been under budget for the past several years and this year with the increase in contract cost for the YMCA (they run the Childcare Center) we will not have enough budget to cover through the end of spring quarter.
- Kaleb Hoffer – Per the S&A Committee Guidelines we will need a 2/3 vote to roll forward unexpended budget dollars from prior year.

A motion was made by Kaleb Hoffer, seconded by Tanner Cline, and passed unanimously with the exception of Ted Carman who abstained, to roll over $8,377 from 2011 to 2012 fiscal year for the Childcare Center.

Unfinished Business
None

New Business
Non

Announcements
None

Adjournment
Meeting adjourned by Kaleb Hoffer at 1:35 pm.
Services and Activities Fee Committee
Meeting Minutes
Wednesday, May 30 2012
PUB 307
1:00 pm

Committee members present:

Committee members absent:
Laurie Connelly, Tanner Cline, and Stacey Reece

Ex-Officio Members present:
None

Ex-Officio Members absent:
Oscar Ocaña and Stacey Morgan Foster

The meeting was called to order at 1:20 pm by Kaleb Hoffer.

Minutes
A motion was made by Casey Picha, seconded by Jordan Amedee, and passed unanimously to approve the minutes of the May 16, 2012 meeting.

Changes to Agenda
Ted Carman will be making a request to roll over unexpended S&A budget dollars from the 2011 fiscal year for the Childcare program.

Guest Speakers
None

Discussion Items
Kaleb Hoffer distributed copies of the draft policies (third revision) for reserve funds, supplemental requests, and capital projects

- Kaleb Hoffer – Will you all please read through the policies, I have made all the changes that we discussed in the last meeting and if we can approve them we can get them in place and posted on the website. Does anyone have any changes that they would like to propose?
- No responses noted.

A motion was made by Casey Picha, seconded by Jordan Amedee and passed unanimously to approve the Services and Activities Fee Committee’s policies over reserve funds, supplemental requests, and capital projects funding.

Unfinished Business
None
**New Business**
None

**Announcements**
None

**Adjournment**
Meeting adjourned by Kaleb Hoffer at 1:25 pm.