Meeting called to order at 8:10AM

Those in attendance were:

Students at large: Patrick Spanner, Johnathan Davis, Alex Kegal, Kaleb Hoffer, Erin May and Casey Picha.

University personnel: Toni Habegger, Al Thompson, Ted Carman and Laurie Connelly.

Ex-Officio Members: Justin Terry

Number one on the agenda was to appoint a Chair and Vice Chair for the S & A Fee Committee.

A motion and second was brought forward to elect Patrick Spanner to the Chair. Patrick was approved for Chair.

A motion and second was brought forward to elect Johnathan Davis to Vice Chair. Johnathan was approved for Vice Chair.

Second on the agenda was to review and set a Calendar schedule for meetings. A form outlining the student’s availability was passed out and reviewed. Additional dates were added to note availability of attending staff members. It was stated that the committee can be down one student and still be able to vote however can be down more as long as the committee is just reviewing and discussing and not putting issues to a vote. All attending members were asked to hold the following days in February, Tuesdays 1-2PM, Friday 8-9AM, Friday Noon to 2PM and Thursday 5-7PM.

At this time the committee agreed to jump to the discussion of the Carry Forward. Per instructions there can be no Carry Forward distribution until the S & A Fee Committee approves their right to authorize carry forward. There was some confusion regarding this issue and Toni Habegger gave a brief overview of the budget to actual breakdown. As demonstrated the roll over or carry forward funds are the monies not spent from the original budget. At this time the committee first needs to approve their authority to roll over those funds. After some discussion there was a motion and second to approve their ability to roll over funds. The motion was passed.

It was also noted that additional funds that could be available to the S & A Fee Committee could be addressed at a later date. These funds are part of the Fund Balance explained by Toni Habegger.

Note: at 8:40 Kaleb Hoffer left the meeting.

Next was to review the FY10 Carry Forward requests. A document outlining the requested the Carry Forward amount was handed out. Committee members review and discussed these amount noting the most were revenue that was generated by these clubs. There was specific discussion regarding the Supplemental portion of the carry forward money. At this time it was stated that this $30,000 was used for special requests from clubs that are in good standing. It had already been used for the purchase of computers and encumbered for two additional requests. At 8:50AM it was motioned and seconded that these Carry Forward amounts will be disbursed to the appropriate budgets. The motion was passed.

The next agenda item was the Women’s Ice Hockey request for a $2500.00 supplemental budget. Committee members were given a justification submitted by Rick Scott in Club Sports Federation. This justification was reviewed and discussed noting that this is the one supplemental for this year for this year. It was asked and noted that the Men’s Ice Hockey is aware that they cannot ask for an additional supplemental this year and they are
aware. Erin May motioned and Casey Picha seconded that the supplemental for the Women’s Hockey team be approved. The motion was passed.

The $2500.00 supplemental request from the EWU Technology Club was the next item discussed. This money would help with expenses for a national competition that will be held on Eastern’s campus and surrounding areas. This is a competition that this group had to bid for and is very prestigious. A detailed packet was passed around detailing most of their estimated costs. There was a motion and second to approve this request. Before a vote there was further discussion outlining specific cost requests, what the money was going to be used for. Toni Habegger mentioned that she noticed that this club was not in good standing in the past and question whether they could ask for a supplemental. Patrick Spanner assured that they were in good standing at this time. Justin Terry looked up and confirmed that if a club is in good standing and able to ask for a budget for the following year they are eligible to ask for a supplemental in the current year. Upon further discussion it was decided to table this request and request the EWU Tech Club come to the next meeting and give a short presentation to further explain the competition. It was decided to not approve the motion at this time until this presentation can happen. The motion was not approved.

For the next meeting on February 8, 2011 @ 1PM Toni Habegger will explain Fund level budgets and talk about budget levels in regards to the Board of Trustees and the S & A Fee Committee differences.

In addition EWU Tech Club will be invited to give their presentation at that time. At this meeting it will be discussed the committee’s plan of attack on how to run the Q & A during the group presentations. This must remain consistent for all.

The grouping of the clubs and when they would be scheduled to present to the committee was brought up. It appears there are 9 groups. It was noted that the larger groups such as Athletics will be scheduled by themselves for one meeting whereas some of the smaller groups can be scheduled several in one meeting. Dr. Thompson suggested that the questions should be sent to all groups as soon as possible so that the groups will have some time to work on their explanations and the committee members will have an opportunity to review their answers before their presentation. That way the committee members will have good solid questions already worked up. Patrick Spanner stated that he would get those questions sent out to all groups as soon as possible. It was also suggested to review and allocate funds after all groups have presented and that it might work better to schedule the bigger groups such as Athletics first.

The forms that are currently being used for budget requests should be review as there will be corrections and changes to accommodate the new groupings.

Dr. Thompson reviewed the group breakdown and Patrick Spanner said that he would e-mail this breakdown to all members.

Dr. Thompson suggested that Athletics be scheduled for the 02/11/11 8AM meeting for their presentation.

Next meeting will be 02/08/11 at 1PM.

Meeting was adjourned at 9:37AM
02/8/11

S&A Fee Committee Meeting called to order 1:07PM in PUB 261

Tech Club-Jeremiah Rogers and William Persons were present to do a presentation regarding the National Engineering competition. Their request for a $2500.00 supplemental would be used for T-shirts and printing expenses for this competition. Estimate 125 attendees and 30+ student volunteers. Registration of $85.00 would cover food which will be through the University. There will be Professional judges potentially from the US and foreign countries.
There were some additional estimated costs that were needed by the committee and the presenters agreed to gather those costs by the next meeting. The vote was postponed until 02/10/11.

Discussion on the calendar and meeting schedule as there could be some conflicts with other meetings for some members. It was agreed to leave 02/10/11 meeting @ 8AM and members would adjust their attendance.

Patrick Spanner suggested that we start scheduling groups to come in. Discussion on how to bring in the groups and what were we looking for from each group. Dr. Thompson suggested that we wait on the presentations and spend some time mapping out the ground rules. What do we want and what do we expect? What are the requirements for the groups to be eligible to ask for a budget? Make sure that they qualify before they are asked to come in. It was agreed to meet and set those ground rules first and then schedule groups.

Thursday 02/10/11 Toni Habegger would give a presentation on fund overview. The committee will also discuss Readership and a decision will be made on the Tech Club supplemental request.

Meeting adjourned 2:01PM
1. Meeting called to order at 8:03AM
2. Roll Call
3. Minutes will be reviewed at a later date
4. Change of the Agenda
5. Gallery Participation
6. Reports
7. Old Business
8. New Business
   - Committee Guidelines Discussion/Modification-
     a. Goal is to prepare the committee with guidelines to evaluate each group
        1. Standard rules for all groups—everyone needs to know what is expected
        2. Time limits when presenting
           Dr. Thompson gave an example of 20 minutes per area—therefore if a group has 6 areas
           then 20 minutes x 6
   - Funding Applicant Standards Discussion
     a. Create a standard guideline to guarantee that the group qualifies for ask for S&A funding.
   - Program Groups Discussion/Modification
   - Question Set Discussion/Modification
     a. Suggest that we use existing guidelines as framework
     b. Review both AG’s and UW’s guidelines
     c. Alex Kegel stated that section #6 UW’s criteria, #1 and #4 are good
     d. #4 deals with the number of Students likely to benefit from the program
     e. Review spreadsheet of proposed questions
     f. Suggest adding dollar to student benefit to proposal evaluation
     g. Patrick Spanner question to committee—do these questions meet everyone’s expectations
   - FY 2011-2012 Proposal Vetting Discussion
     a. Create a scoring system for committee
     b. Decide order of importance regarding questions/answers
     c. Dr. Thompson suggested that each committee member score separately and then review as a
        group. Then review low scores if different from other committee members
     d. Determine if they are using money for student beneficial programs
     e. What did they accomplish last year and what are their plans this year
     f. Laurie Connelly asked who tracks the expenditures on the budgets. Each budget authority is
        responsible to evaluate their budgets and Student Life Accounting updates and sends updated
        budgets reports monthly.
     g. Justin Terry stated that once the S&A committee allocate the funds to the clubs it is the
        department’s responsibility to monitor those budgets.
   - Hearing Preparation
a. Create a rate scale  
b. Possibly add those scores to the question sheet  
c. Leave room and time for Q&A  
d. Develop guideline policies  

   • Review AG’s and UW’s criteria for the noon meeting today  
     a. Use these as guidelines and cross out what not liked  
     b. Dr. Thompson will bring sample of point system evaluation  
   • Program Hearings  
     a. Dr. Thompson requested that he give his budget presentation next week  
     b. Justin Terry stated that he believe once this system is set that this committee will review groups budget requests however presentations will not be required for groups were there are not significant changes from the year previous.  

10. Announcements  

11. Adjournment  
   • Meeting adjourned 8:55AM
1. Meeting called to order at 1:07PM
2. Roll Call
3. Minutes from previous meetings have been distributed to all committee members. It was asked if all members had a chance to review these minutes and if there were any changes that should be made. Patrick Spanner moved to approve all previous minutes, Kaleb Hoffer seconded. It was approved.
4. Change to the Agenda
   • The schedule for the presentations was laid out and confirmed (attached) starting with Thursday evening
5. Gallery Participation
   • The questions regarding the menu for the committee members that were willing to stay and work after 5PM was discussed
   • A list of menu items that were available was read and items were agreed upon. In addition a dollar amount was agreed upon. Patrick Spanner motioned, Johnathan Davis seconded to allocate $500.00 total for meals for the committee during the entire group presentation process. It was approved
6. Reports
7. Old Business
   • Funding Guidelines Discussion
     a. The re-write on the Funding Guidelines was passed out. Changes were made from suggestions in previous meeting. Committee members agree that they look good. Patrick moved and Alex 2nd to approve Guidelines for Funding. Approved
     b. Patrick said that he would make sure that each group received a copy before they presented
   • FY2011-2012 Proposal Vetting Discussion
     a. Dr. Thompson handed out the proposed evaluation form. He suggested the breakdown of the points with a total of 100 points
     b. Discussion followed regarding importance of each line item, definition and understanding of terminology
     c. It was explained that this form was to be used as a gauge for each evaluation. Once the individual evaluations were complete than the committee will review each other’s scoring and explain reasoning if it varies significantly
     d. Line items 1-2 and 4-5 were each changed to 15 points each with approval of members
     e. Form will be updated and printed for members
   • Hearing Preparation
8. New Business
9. Future Business
   • Program Hearings
10. Announcements
11. Meeting was adjourned at 1:57PM
Services and Activities Fee Committee  
Meeting Notes  
Thursday, February 17, 2011  
PUB 301

Committee members present:  Patrick Spanner, Casey Picha, Jonathan Davis, Al Thompson, Laurie Connelly, LeeAnn Case and Justin Terry.

Guests present:  Bill Chaves, Don Ross, Stacey Reece, Mike Campitelli and Rick Scott.

The meeting was called to order at 5:30 pm by Patrick Spanner.

Athletics
Bill Chaves and Don Ross gave an overview of the entire Athletics budget to give the committee a better perspective of how S&A monies fit in.  Athletics has a budget of $7.4 million which is approximately 4% of the entire university budget.

Athletics is requesting $2,171,183 from the S&A Fee for 2011/2012 which is approximately an 11% increase over the current year.  These dollars would go into the direct operating expenses including things such as team travel, recruiting, supplies and equipment, game expenses, promotions, etc.

Athletics Q and A
Does your revenue remain stable around $1.8 million?
Yes and we have recently contracted with KP Sports to help increase revenues through corporate sponsorships.

If you did not receive the full amount you have requested, how would that affect students?
Any cut would limit services provided to student athletes with possibly fewer recruiting trips, less team travel, etc.

Would the impact of a cut be across the board with all teams or just with certain teams?
The impact would be across the board with all teams, equitable.

When you determine a travel budget do you use a formula?
No, lots of the expenses are out of our control but we try to look at options.  We have to do a lot of adjusting as we go along.  We monitor our expenses; we’ve negotiated a reasonable hotel rate across the board that includes a continental breakfast so we are always working on it.

C.A.R.E. (Creating a Rape-free Environment)
Stacey Reece presented a brief overview of the C.A.R.E.  Budget.  Responsibility transferred from Health Wellness and Prevention Services to the Office of Student Rights and Responsibilities to better align with programming.  The main focus for C.A.R.E. is training for the Green Dot program and for the First Responders program.  In previous years this was a percentage based budget but that has changed and they will now present a budget request.

C.A.R.E. is requesting $11,000 from the S&A Fee for 2011/2012 which is less than what they have spent in previous years.
**C.A.R.E. Q and A**

Why didn’t you ask for the amount that you previously spent?

We wanted to be reasonable and simply ask for what we need. Getting the Green Dot program off the ground initially cost more than it will to maintain and also now there is more collaboration across the state so we no longer have to do and pay for it all on our own.

What if we gave you more money? Would you find meaningful ways to spend it?

Yes, the prevention message could be broader in scope.

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**Campus Recreation**

Mike Campitelli and Rick Scott gave an overview of Campus Recreation focusing on Club Sports and Intramural (I.M. Sports). EPIC Adventures will be covered at another time.

The Campus Recreation budget has three components; hospitality which is The Blitz event, salaries (five total) and a one-time request for two shuttle busses.

The shuttle busses have been included in the request this year due to growing concern for the safety of club sport athletes (and other clubs on campus) traveling to and from competitions. They currently either drive personal vehicles or rent vans from motor pool.

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**Campus Recreation Q and A**

Why are administrative salaries down and classified way up?

These numbers will be reviewed and any adjustments will be sent to the committee.

Why are the busses included in your budget rather than a supplemental and do you have a business plan put together for the busses?

The understanding from earlier conversations was to put them directly in the budget but as a one-time expenditure. A business plan is currently in the works looking at last year’s travel numbers, the miles driven and the potential cost savings.

Patrick requested that the review of budget numbers and a bus business plan be sent to him by Tuesday, February 22, 2011.

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**I.M. Sports**

Annually there are about 5,000 students who participate (total includes students playing in multiple activities) in I.M. Sports. Fall quarter 2010 saw the largest number of participants ever. The average is about 100 teams per quarter.

The largest percentage of the budget goes for student employees which averages about 30 – 40 per quarter (plus work-study students).

The other large part of the request is the golf cart used in the program. It does not meet the current standards required so will either need to be modified or replaced.

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**I.M. Sports Q and A**

What is the ultrasound machine for?
We want to help our students who receive minor injuries and cannot access the training room. This purchase would go through risk management before being purchased. I would only be used by trained athletic trainers.

Explain why you are in a deficit for last year.
   The purchase of the laser tag system and a new trailer for EPIC.

How do you match up to your Washington peers?
   A report just came out that will be sent to Patrick, but overall fairly well. Even to the larger schools.

**Club Sports**
Currently we have 31 club sports with 600+ athletes participating.

The temp/hourly portion of the budget covers having first aid professionals available at every club competition and to pay to have the Phase open early or close late to allow for competition.

Service contracts includes renting Avista Stadium for baseball since we no longer have a baseball field on campus and high school fields in the area are not available.

The largest increase in the budget is in travel. Lots of research has been done this year to get a more accurate number. There will be a change in policy this year – athletes will no longer be allowed to use personal vehicles as transportation to and from competitions.

The request for equipment has decreased as club sport participants are now being asked to fundraise for equipment purchases.

There were no questions for Club Sports.

The meeting was adjourned at 8:30 pm.

Meeting notes respectfully submitted by Michelle Helmerick.
Committee members present: Patrick Spanner, Casey Picha, Jonathan Davis, Al Thompson, Laurie Connelly, LeeAnn Case Ted Carmen, Justin Terry and Kaleb Hoffer.

Guests present throughout the meeting: James Eik, Jamie Neeley, Sara Goff, Jessica Ram, Patrick Winters, Jenny Hyde, Josh Ashcroft, Mike Larche, Stacey Reece, Anna Buchi, Grace Callahan

The meeting was called to order at 5:30 pm by Patrick Spanner. Al Thompson joined the meeting via a conference call.

**The Easterner**
An overview of The Easterner was presented by James Eik. The Easterner is asking for $173,698 for this year. They generate approximately $45,000 annually through advertising and they employ approximately 20 students per year. The paper is available as a print version, online and through social media outlets.

The large increase in the budget request this year is due to the need to hire a business manager. In the past the Editor in Chief has spent a majority of their time working on issues outside of their journalism and editorial focus. The proposal is that the Business Manager position would be a part-time (under 19 hours per week), professional position that would focus on proposals, travel, timesheets, increasing advertising and long range planning. This position would create some stability and consistency for the newspaper and its student staff.

**The Easterner Q and A**
What is your readership?
We print 3,000 copies and have about 80% readership on campus.

Where are you planning to travel to next year?
SPJ Conference that is held at the University of Washington and is open to all Easterner staff to attend.
National Conference – we would like to take several student staff to this conference as well.

In the 2009/2010 budget you had a $33,000 carry forward – can you explain?
We did our best to spend down but we always need to hold on to a little to balance out ad sales. Our sales are typically up during fall quarter, plummet during winter quarter and sometimes rebound spring quarter but sometimes don’t.

How do you see the Business Manager position fitting in?
We have budgeted $25,000 for the position, they would be housed in the Easterner newsroom and would report to the Publications Board.

Why doesn’t the Publications Board just appoint one of their members to fill the Business Manager role?
Board members don’t really have the time to put toward this type of activity and the newspaper would really benefit from the stability and consistency a more permanent position could provide.

What rates are your students paid?
The newspaper staff student employees are paid by their work and position. It ranges from minimum wage to $14.43 per hour.

**Theatre**
A brief overview of the Theatre program was presented by Sara Goff. This is an academic program that produces three productions per academic year. They collaborate with others across campus and have been funded by ASEWU since 1970.

Attendance has increased over time last year 3,305 people (mostly students) attended the three different productions.

**Theatre Q and A**
What do you do with old costumes?
We store, maintain and recycle. Our scenery is also recycled.

Have you tried to provide a reservation phone line?
We are currently considering a House Manager/Box Office student position. There are some challenges in taking reservations, i.e. if students in classes who are to attend productions for class work make a reservation but then don’t attend perhaps others get turned away when in reality there ends up being an empty seat.

Have you thought of extending the length a production runs?
Yes, we have already added on a performance each production going from 5 to 6 but we have to consider our students who are the performers and their time commitment.

The costume shop salary is doubling, why?
Previously there were funds contributed from a department and that no longer happens.

Under tickets you have sold you have student and other, what is other?
They are comps for when we do trade outs perhaps trading for the use of a costume or equipment.

Do theatre majors have to participate?
Yes, they have to be involved in four productions over their time at EWU.

Why does the college no longer contribute monies directly into the budget?
In a sense they do by paying salaries, like for Sara to produce the productions.

Define the Shop Forman position.
Part time, non-student.

**Music Ensembles**
Patrick Winters gave a brief overview of the Music Ensembles. When the budget sheets were prepared each ensemble was broken out which is a little different from when they were all under one umbrella. Patrick indicated that the ensembles have one foot in the academic door and one foot in the clubs and orgs door. Approximately 649 students participate in ensembles per year (some participate in more than one) and the groups are involved in 80 – 100 performances per year.

The most they have ever been funded by AS is $32,000 and the least is $17,000. This year their budget request is $29,550.

**Music Ensembles Q and A**

Some of the ensembles are required participation for majors. Is there any funding coming from the college?

- They pay salaries, building maintenance, lights, etc. In previous years it was a matching situation.

How much would it cost to purchase new band uniforms?

- An estimate would be $250 each for a rough total of $32,000. It was requested that Patrick Winters provides a one-time funding request to Patrick Spanner in the next couple of days.

There is a $13,000 increase over last year’s request, why?

- Last year band and theatre were given 60% of their request because in the past the colleges were contributing and now they are not. These groups have had to cut back on the quality to adjust to a smaller budget.

**Visiting Artist Lecture Series**

Jenny Hyde briefed the group on the Visiting Artist Lecture Series which is a consortium between EWU, the Museum of Arts and Culture and Spokane Falls Community College. Each group contributes $2,500 and they also receive a $2,500 donation from a private group.

The series typically invites three internationally known artist based on a theme to the area to speak as a teaching/educational tool. This was previously paid for by the colleges but is now on the chopping block so this is a first time request to S&A.

**Visiting Artist Lecture Series Q and A**

What happens to the consortium if the Museum of Arts and Culture folds?

- We are talking to Whitworth and WSU to join and cover the gap.

Where do the lectures occur and how many students attend?

- One free lecture occurs per campus per quarter. 50 – 80 students attend per lecture/quarter.
- We try and bring in artists who our students would not typically have access to.

If we didn’t fund you how you get the money?

- We would probably fundraise.

**Art Gallery**

Jenny Hyde tried to answer any questions about the Art Gallery as Chris Tyllia is out with the flu.
The gallery typically has two exhibitions per quarter and also 2 – 3 lectures per quarter. It is all always free and open to the public.

**Art Gallery Q and A**

You didn’t spend the entire budget why?

Jenny could only speculate so Chris will need to respond when he is able.

**Sound Productions**

A brief overview of the program was given by Mike Larche, the student lead sound technician. Sound Productions provides sound for over 100 events on campus per year. There are different services, equipment and rates. There are five student techs currently involved. Josh Ashcroft indicated that this program is really student run and they definitely have the expertise. They are currently trying to develop a five year equipment replacement plan.

Sound Productions is currently doing as many events as equipment will allow without being overbooked. This service is currently provided at 1/3 the cost of having someone off campus provide the same service.

**Sound Productions Q and A**

You have $12,000 for equipment – what is that?

We need to replace the sound board and speakers in the MPR. There perhaps needs to be an allowance for some carry forward each year to bank for big purchases. We are very lucky to have students that can make minor repairs but the major purchases are very costly. The committee requested a dollar figure for replacement on items in the PUB.

Could tri-fund monies be used to replace these items in the PUB?

Yes, it could possibly work.

**Eagle Entertainment**

A brief overview of the program was provided by Anna Buchi, current chair for Eagle Entertainment. She indicated that EE is the student programming board who provided free events for student. In the past year EE has reduced its student staff from 9 to 7 and it seems to be working well. They help to create the campus environment and provide opportunities for students.

**Eagle Entertainment Q and A**

Your request is $67,000 higher than last year, why?

I would all go into student employees and entertainers. There is a slight increase in student salaries as we would like to have our staff come back earlier before school starts so they can do more training and planning before school starts. We would also like to continue having more noon time concerts throughout the year and to boost our participation with Homecoming by maybe having a performer come in during the week.

Why is your supply budget high?

We purchase all the office type supplies, etc for EE as well as Sound Productions.

There is revenue indicated in your budget, what is that?

The indicated revenue is from the Drag Show which is collected and then donated so it really isn’t revenue that we have to spend.
ASEWU Clubs
Justin Terry and Grace Callahan reviewed some basic changes before addressing questions. There are currently only clubs under this budget and the word “organizations” has been deleted. ASEWU is basically acting as a beneficiary for all clubs to help the process be more efficient. There are about 15 clubs who have requested money. All clubs are required to raise at least 50% of their funds. The 2010/2011 budget included only clubs no club sports.

ASEWU Clubs Q and A
Why is there such an increase in travel?
The clubs requesting funds are more professionally based and travel to conferences, etc to gain experience and interact with professionals in their field.

ASEWU
A brief overview was presented by Justin Terry. The requested budget will be allocated to all the various areas listed through this general AS budget.

ASEWU Q and A
Why the $200,000 increase?
Grace’s salary was moved from the Student Life Accounting and some student staff were also shifted into this budget along with other items that had been put into other budget areas. About $41,000 is really a one-time purchase for computers. ASEWU is looking at a four year replacement program for computers. The old computers trickle down to the club offices.

What is the annual cost of the Focus?
Grace estimated that the Focus budget is approximately $10,000 annually.

The meeting was adjourned at 8:55 pm.

Meeting notes respectfully submitted by Michelle Helmerick.