Service and Activity Fee Committee
March 5, 2013
PUB 307
4:00 p.m.

1. Call to Order
a. Markus Hammond calls the meeting to order at 4:03 p.m.

2. Roll Call
a. Chair
   i. Markus Hammond
b. Vice Chair
   i. Jordan Lemmon
c. Students-at-Large
   i. Laura Glasgow
   ii. Samson Hatton
   iii. Lizbeth Ramirez
d. University Personnel
   i. LeeAnn Case
   ii. Amy Johnson
   iii. Ted Carman
   iv. Laurie Connelly (arrival at 4:06 p.m.)
e. Ex-Officio
   i. Stacy Morgan-Foster
f. Absent
   i. Becca Harrell
   ii. Louis

3. Minutes
a. Approval of the minutes from the last committee meeting
   i. A motion to approve the minutes from the last committee meeting is made by Laura Glasgow.
   ii. The motion is seconded by Samson Hatton.
   iii. The motion passes unanimously.

4. Changes to the Agenda
a. Markus Hammond would like to add an item 5c to discussion items: Supplemental request from the music department.
   b. Markus Hammond would like to add an item 5d to discussion items: Policy Guideline Change.

5. Discussion Items
a. Discussion and deliberation of funding amounts for 2013-2014
   i. Markus Hammond: All requests have been presented to us and we have already made some preliminary decisions. For the Health Care Team Challenge, he was able to send them an e-mail so that they can get more information. Also sent off a couple of questions to EPIC regarding the state of their computers; they have four 2010 iMacs, three 2008 PCs, and
one pre 2007 iMac. They are looking for eight new iMacs, still investigating if they are truly a necessity. The second question was about usage; 79% of rentals are from students and 21% are from non-students. Still researching their rates compared to other universities.

b. Questions
   i. The Easterner:
      1. Markus Hammond: As an overview, they asked $153,000 at this point – will open it up for discussion.
      2. Amy Johnson: The business manager did not believe that it was an appropriate use of funds, which can be discussed. An e-mail need to be sent to Jamie and Amy for further clarification.
      3. Stacy Morgan-Foster: Joe, the business manager, prior to his submission to the document, asked to go to a regional conference in San Francisco. Jamie Neely and Amy Meyer had a discussion about who should go and who would benefit the most from the trip, making the most of their funding. It was decided that Joe should not be funded to go to the trip; Joe tried to get it funded some other way by going to the board of publications, but because Jamie and Amy had already said it was not in their budget, they did not overturn their decision. The complaint should be taken seriously and warrants an investigation of the allegation of misuse of funds.
      4. Markus Hammond: We don’t want to get into micromanaging of allocations. The e-mails received have had bias and are difficult to sort through.
      5. Ted Carman: Report was asked for last year to fund the business manager, which was turned down. Obtained a report to justify the hire with additional revenue.
      6. Markus Hammond: There is no policy for reviewing and investigating proposals, the idea of having one or two people is fine with him. There was an allegation of purchasing equipment that wasn't needed.
      7. Stacy Morgan-Foster: S&A comes from state funds, so if someone has misused them, the University should look into that and due diligence should be given.
      8. Markus Hammond: An allegation of misuse of funds was made; it was stated that the purchasing of equipment before it needed to be replaced so that they didn’t have money rollover. Who would like to volunteer to investigate? Laura and Amy will investigate the claim.
      9. Stacy Morgan-Foster: You should also interview Michele.
   ii. ASEWU & ASEWU Clubs
      1. Markus Hammond: Feel free to have general discussion; he can answer any questions, but there is a little bias with the two.
      2. Ted Carman: Asked Michele for the spreadsheet for expected revenue and the questions, along with what money was left over last year.
3. Markus Hammond: For ASEWU there is a separate for everyone. The total request is for $502,380, with a club increase of $32,052. Salary goes up every year according to tuition. The Director of Elections had their own budget, but it has all been moved into the student salary section. There is a $6,000 increase for a copy machine they are hoping to buy; $4,000 increase for support of collaborative efforts with ASWSU; $9,000 increase for general co-sponsorship opportunities.

4. Stacy Morgan-Foster: For the photocopier, do you have a budget for maintenance?

5. Markus Hammond: Looking to roll it all in. When looking at a 5-year projection, it is less expensive to buy rather than lease the copy machine. Maintenance is just over $1,300 a year and the copy machine is about $5,700.

iii. Music Department

1. Markus Hammond: All together they are asking for $32,000, what he received a request for is the additional $4,000 in new requests. They increased budgets by about $400 each; it was just split into multiple categories. Next year, he will advise them to combine it all into one budget.

2. Laura Glasgow: Did we ever hear back why EPIC and EPIC outfitters are split?

3. Markus Hammond: It has historically been that way, but according to Michele, there is no reason to split them, they can also be advised to put them together. As far as the music request goes, it goes back to the same question as Theatre and if they are funding an academic department rather than a club/organization.

4. Amy Johnson: Wants to know if these are independent things outside of the program or if it is a requirement per curriculum. If it is separate and distinct from the program then it can be funded, but if participation in these events is a part of the education, then it should not. One concern is co-mingling the required performances for credit and the extra-curricular activities. Need to make sure we are the appropriate funders for these activities.

5. Ted Carman: When looking at Theatre, a fair amount of students participate in the program that is not a part of the program.

6. Markus Hammond: The amount of people who participate in Theatre is growing and it reaches more people. Something to keep in mind.

7. Amy Johnson: It is important to think if it will benefit the university and be a good use of resources, or if they are only serving their department.

8. Laura Glasgow: Wants more information on the percentage of those in the department that are a part of the performance. Wants to be able to gauge on if they are just serving the academic department or not.

9. Laurie Connelly: Is traveling extra or is it required for the class?
10. Amy Johnson: What if a student cannot pay; do they just not fulfill the requirement?
11. Stacy Morgan-Foster: If it is required for them to on the trip, it should not be paid for by S&A dollars.
12. Markus Hammond: It would be helpful to have Dr. Middleton to come in and clarify questions next Wednesday.
13. Jordan Lemmon: Comparing to athletics; it only benefits those students who are chosen for the team. Not everyone is going to get picked. Not every student should have to pay to fund the team.
14. Laurie Connelly: With that example, it is a little different – the main question that needs to be answered is if it these activities are for credit or not.
15. Markus Hammond: This will be tabled in order to get answered questions answered for the next meeting.

iv. Campus Recreation
1. Markus Hammond: It looks large in terms of money, mostly salaries.
2. Laurie Connelly: Didn’t Campus Recreation go down by about $7,000?
3. Lizbeth: Trying to decrease in supplies.
4. Markus Hammond: There was a decrease in supplies and other contract services; there was a lot of shuffling, so it is hard to see where the money came from. A lot was reclassified.
5. Stacy Morgan-Foster: Going towards a different model for intramurals; you are charged $20 for missing a game and no team fee.

v. Sound Production
1. Markus Hammond: Request for $23,000 for salaries.

vi. Club Sports:
1. Markus Hammond: They discussed the new wrestling mats for $10,000 and they didn’t have to fund this project. It would be under equipment.
2. Jordan Lemmon: If he recalls correctly, didn’t have to fund because it was safety and equipment replacement.
3. Stacy Morgan-Foster: Did we ever figure out what the Club Sport Officers retreat? There is an increase $1,500 to what is already spent.
4. Markus Hammond: It is for club officers.
5. Amy Johnson: Is this a retreat or a banquet, because it does not seem like they can fund it off of the money given and it is a strange time to have a retreat at the end of the year.
6. Markus Hammond: Overall, they are asking for $9,000 increase.

vii. Eagle Entertainment
1. Markus Hammond: They are looking for an increase of $29,000; a lot of this money goes for a new intern position they are looking to create and also through reclassifying for expense and supplies for travel to NACA as this year they will require travel. Glad they gave a presentation on how selective they are with the process
and that they realize their privilege in being able to attend the conference.

2. Laurie Connelly: They were also looking for an increase in contracts so they could have more performances.

3. Jordan Lemmon: Are these events that Eagle Entertainment would be putting on? Or are these only partially Eagle Entertainment events that they can ask for more money later?

4. Markus Hammond: There is confusion sometimes, as Berto wears two hats and helps collaborate together. This budget is for purely Eagle entertainment. However, Eagle Entertainment does help support other things on campus.

viii. EPIC Adventures/EPIC Outfitters
1. Markus Hammond: When they were talking about student wages, it was discussed how they are paid above minimum wage because of their extra responsibilities.

2. Jordan Lemmon: Would like to know if they do this extra work during every shift.

3. Amy Johnson: They also just included the street price of the new technology, rather than the price that they would get through the university.

4. Laura Glasgow: Likes the thought of the tablet based payment system, as it is more convenient and then not everyone has to go to the small desk to pay for events.

5. Markus Hammond: What do you think about the replacement costs? His explanation was to stay on top of the game, but there is concern with how fast the turnover is with the equipment.

6. Ted Carman: Can they prioritize to show us what is absolutely necessary?

7. Jordan Lemmon: Wants student employment to give a description to show how they are qualified to get paid more.

c. Supplemental request from music
   i. Markus Hammond: Going to a jazz festival; $5,600 for travel, $2,800 for hotel – they are asking for just under $10,000 to be granted. Up for discussion.
   
   ii. Amy Johnson: How are they getting funded, as this is supplemental?
   
   iii. Markus Hammond: They need it as soon as possible as the festival is April 4-9th; they will also be doing some grant writing for emergency funding.
   
   iv. Laura Glasgow: Will they write grants and just pay it back?
   
   v. Ted Carman: You cannot refund the money.

d. Policy guideline change
   i. Markus Hammond: This was suggested to be put into place, so that each organization is limited to how much they can ask for from the total S&A budget – suggesting 45% of the allotted money.

   ii. Samson Hatton: Doesn’t feel that it should be capped; the S&A Committee should know not to give a large amount, such as 80% of the budget, to any one entity.
iii. Laura Glasgow: It would make the organization more weary of how they spend their money and more conscientious of how they earn extra money and revenue.

iv. Amy Johnson: It may be good to cap the percentage, but leave room for exceptional circumstances.

v. Markus Hammond: Will put it on the agenda for next week.

6. Announcements
   a. Next S&A meeting
      i. Wednesday, March 13, 2013
   b. Markus Hammond
      i. Students, please get your class schedule to him ASAP so that they can figure out meetings for next quarter.
      ii. Removing Louis from the committee as he has not shown up.

7. Adjournment
   a. Markus Hammond adjourns the meeting at 5:11 p.m.

Respectfully submitted,

Lauren Reyes,
ASEWU Council Clerk