

Minutes
January 5th, 2022

Called to order:

Stephanie called the meeting to order at 5:33 p.m.

Attendance

Björn Pellmyr, Phuong Nguyen, Geoffrey Odoch, Rehan Rashid, Stephanie Mora, Andrea Gaeta, Naif Binkassim, Judith Brewer, Joseph Bryant, Lacy Lampkins, Haley Rinehart, Sean Dahlin, Gregg Schlanger

Absent: Deanna Corsilles,

Guests: Gregg Heinselman

Agenda:

MOTION: Judy made a motion to approve the agenda. Andrea seconded. Motion carried. 7-0-0

Minutes:

MOTION: Geoffrey made a motion to approve the minutes. Björn seconded. Motion carried. 8-0-0

Reports:

- a) Chair: None
- b) Advisors:
 - i. Lacy: None
 - ii. Joey: Most of the reports I have are on the agenda later on. I just wanted to say welcome back everyone, and hopefully you all had a chance to relax and unwind over the break. Hopefully you are all staying warm. Depending on where you are located there are winter advisories across the state. Here is to a good winter quarter. We will get to some ideas of business for the first few meetings and then we will discuss our regular meeting frequency once we discuss program review later. Welcome back!
- c) ASCWU: ASCWU is looking for a way to make improvements and ways to give better services to students. Email Geoffrey for recommendations at ASCWUVP@cwu.edu.

Other Business:

- A. CFO/VP of Business & Financial Affairs
 - i. Joey: First two communications we have received are from our CFO & VP of Business & Financial Affairs. These are in response to the memos that the committee had sent based on the motions for fall quarter and came to us December 7th, 2021. Both of those are the official responses from the administration and have been approved.
- B. Faculty Senate Executive Committee & Dean Student Success

- i. Joey: Faculty Senate Executive Committee & Dean Student Success regarding the vacant position they are saying: Faculty Senate Executive Committee discussed the position at their meeting on December 9th, 2021 and agree with holding off on the vacancy for the year. If possible, they ask that the position be brought back next year.
- ii. Joey: In addition, Dean Gregg's response is to consider the roles of faculty on the committee and position in response to last years recommendation. Last year ASCWU had a recommendation to review and look at faculty positions on the committee. This will be on a future agenda bring it back up for discussion later in the quarter.

Public Comment

None

New Business:

- A. Base Funding Adjustment- Sarah Spurgeon Art Gallery
 - i. Joey- This is coming from the Sarah Spurgeon Art Gallery asking for a base funding adjustment. This is from Heather Horn-Johnson, who oversees that area as the manager of the art gallery. Heather reached out because they are looking for an adjustment because of a budgeting piece that took place. They put in an order last academic year for some ladders, to be ordered, and were picked up and delivered on June 14th, 2021. Which is last fiscal year, however, the invoice did not get paid until September, so the budget piece hit under the current base funding, not the last one, due to a vacancy of the secretary of the department, who left in May. They are looking for a base funding adjustment in this year's budget to offset that expense which should have hit last fiscal year.
 - ii. Lacy- Due to our accounting standards, we are not allowed to move an expense after the fiscal year has closed. So, the intended way that everything in theory is supposed to go is when you collect a good, you pay for it in that same period. However, in this case it did not get paid and was basically late. (Lacy) can't move that expense, so the only way to potentially make an adjustment to that is to allocate more money to basically even it out. You can also not allocate it, and it would then eat away their allocation from this year. We just can't move that expense from September back to June, because we closed that fiscal year.
 - iii. Joey- From this last year do they have this money that rolled back due to the end of the quadrennial funding?

Lacy- That is correct.

Bjorn- If we were to allocate the funding, would it be for years 23-25 or 22-25. I am just wondering if we are going to have to divide by four or by three?

Lacy- That's a really good question. I would suggest allocating a one-time adjustment.

Gregg Schlanger- To add another part of the puzzle, Heather who is the gallery manager who oversees all of this is a ten-month contract who is off July & August. So, that also added to that extended time of how this played out. Between the old secretary leaving, the hire of new, break in between, and Heather not there, no one had their eyes on this. If it is out of the budget this year, what will be reduced is our student wages, that's unfortunate. As, we would have to lessen the hours of students working in the gallery.

Geoffrey- Lacy can you explain the one-time adjustment?

Lacy- A base funding adjustment in general can either be a base funding allocation adjustment through each year, or one specific year. The committee can put any parameters in a case like that, and I would say it wouldn't make sense to adjust it every single year. Since this is a one isolated expense. Any type of recommendation for any base funding adjustments, like what we did in the Fall does have to go up to the approval to the CFO. I wanted you all to be aware with the recommendations we have already pushed forward and this one as well.

Judy- If it goes up to the CFO and they say no, how does that go? Is there a chance for an appeal, or how does that process go?

Joey- If the administration comes back with a different response, we then have the ability to agree or push back. So, then if we disagreed, it would go through dispute resolution. This is where the Board of Trustee would assign individuals to make a final recommendation to Board of Trustees. Then the Board would make the final decision. Usually, decisions at this level don't have that, if there is a push back and Lacy is generally aware and can let us know before it goes to the CFO.

Lacy- I would advise the committee regardless of the decision to justify the decision. As we talked about in Fall quarter, there is a significant hardship we are all feeling on campus, and that will need to be reviewed. I would say when we get to deliberation, make sure that is very detailed so we can articulate that decision to whichever party we will be passing it on to.

Bjorn- Is there a specific way we need to numerate the reasons we are voting one way or the other? Is that part of the motion, or just in the discussion recorded in the minutes?

Joey- In the discussion and in the minutes.

Bjorn- When exactly are we deliberating and voting on this?

Joey- Heather is willing to come in to answer questions before we deliberate. So, if that is the case, we would be pushed off for two weeks and invite Heather next week. If Heather does not come, voting would take place at next weeks meeting.

Geoffrey- I think it is better to question Heather, before deliberating more on it.

Joey- I will invite Heather to next week's meeting.

B. Base Funding Annual Reports

- i. All base funding units who receive base funding last fiscal year had to submit their annual reports by December 1st, 2021. And I let you all know that everyone turned them in. Lacy and I were able to go through all of them over winter break and review them and give feedback. We are still waiting on two for some adjustments, but they are sending them this week. If you go to our S&A website all reports are posted on the website, under financial reports. Under fiscal year 21, so you will see them all there. They are all live and everyone can see, and as committee members I do ask everyone to go on and take a look at them. For those units who are currently base funded, to see what they reported last year. It has two parts- a narrative with four questions specific to budget and program and it also shows their budgets for the last four-year base funding cycle. Look at them and write down questions you may have.

Lacy- For annual reports when you review those there is a question regarding transfers. Anyone who had excess S&A funds, and transfer back to S&A. You may see that in there. No one else has the ability to transfer, and I am the one who has to approve every signal one of those had to have zeroing out the budgets at the end of the quadrennial last year.

Geoffrey- Is it okay to report this to the students and if they have any questions, can come to you?

Lacy- Absolutely.

Old Business:

A. Program Reviews

- i. Review Template:

Joey- As a reminder of how we did program reviews in the past and what we are wanting to identify how to change it for this new funding cycle. Before on the last year everyone would have to come in and ask for funding. On years one, two, and three we would break all the base funding units into thirds and a third of them would come in and do a ten-minute presentation year one, then the next in year two, and the next in year three. If you look at the program review document, those first questions are what was asked of them when they came in for that presentation. It gives them a chance to share more detail about their program. We asked

them to touch on the six questions: giving an org chart for their area, how many years have they gotten S&A funding, tried to understand how they decide how programs and services are offered, asking if they solicit student input, how they collaborate with other student programs and services, and how do your programs support university goals. Each unit came in year one is presenting from the previous year and didn't see growth in it. The idea of what we are looking at and create a set of questions we are asking every base funding unit to answer in writing every year. More detailed look that goes to the committee, and committee will review. If we have additional questions could call them and have them touch on the questions to see the growth through the years.

In 2019, the committee created the eleven supplemental program review questions, that were sent out to all base funding units in addition to the other questions. We are asking that you all look through those and review questions or have other questions you may like us to ask as part of our program review. Everyone is going to answer it in writing, to have three years of data to look at when we go into the next funding cycle.

Geoffrey- Do we need to look at the review questions for supplemental funding was suspended?

Joey- They are not for supplemental funding; they were supplemental for the program reviews. Additional program review questions. About 17 questions the committee has asked in part of our program review process. And we want you to take the time over the next week to review the questions. And what information may be helpful to ask each year.

Judy- Can we email in the questions ahead of time, so we can put them into the agenda?

Joey- I would love it if you did that ahead of time. If you can provide it ahead of time, send it to me or Haley, and I will compile it. I will send it out before our meeting next week. Ideally, we would finalize the questions next week to send it out to the base funding units as the updated questions.

ii. Plan for Reviews-

Bjorn- From 2019-2021, these questions were sent out to base funding?

Joey- Only that one year (2019).

Bjorn- The proposal is that we will send out the questions and they don't have to come in to present?

Joey- We would take the time as a committee to review all of them, but we would not need to meet with all of them. If we look at it that it is straight forward it's good to go, but if we have questions, we can ask questions.

Lacy- SURC Accounting perspective, as students you want to know what is the utilization, what is the impact to students, and what do those services do? How does that impact the student experience? Presentations can be hard to get the data out there, but when we have written data, we can compare it to each year. We would be able to track the growth and goals of areas.

Judy- With the new CWU mission and values being developed is it up to us how we decide to go forward with that because any of the funding could have had different goals since the university mission changed?

Joey- The university goals and mission and visions will change next year, how are they adjusting their goals how do you measure to meet those goals. How are you making sure you are reaching out to diverse population?

Judy- We could ask them how they have adapted.

Lacy- I appreciate that Judy, I want everyone to be aware that there are a lot of unknowns right now, and a lot of these departments are in a limbo. There may not be a lot of answers to those questions yet, as it will be coming out in the next few months. Depends on when we send these questions out and when they are due back. There could be somethings that departments may not be fully understanding as new strategic plans are still developing.

Geoffrey- When do we see these new strategic plans going into effect?

Joey- The idea is we will have new ideas put into place by next academic year but won't be in time of when we are asking the base funded units these questions for program review this year.

Lacy- Focus on what these areas due to impact the student experience. How do they reach the students? All departments are so different. We need to ask what are their goals and how do we provide more services for the student experience?

Joey- You don't need to come up with the perfect wording, I can work on the wording on how we want to ask these questions and what would be helpful to see if they are meeting the mission goals.

Bjorn- Is it at all possible to have questions that are present some years and not the next years?

Joey- I would hope that there are only a few of those so we can keep data and see growth over the years.

Public Comment

None

Adjournment:

**MOTION: Judy made a motion to adjourn. Geoffrey seconded. Motion carried.
Meeting adjourned at 6:14p.m 9-0-0**