

**Services and Activities Fee Committee**  
**Minutes**  
**January 8, 2020**

**Called to order:**

Brandon Wear-Grimm called the meeting to order at 5:36 p.m.

**Attendance:**

Alejandro Alcantar, Joseph Bryant, Edgar Carreno, Monica Carreno, Dane Gillin, Alex Harrington, Aubrey Heim, Josh Hibbard, Martin Kennedy, Lacy Lampkins, Gregg Schlanger, Jessica Thomas, Brandon Wear-Grimm

Excused: Eric Bennett

**Agenda:**

**MOTION: Alex Harrington made a motion to approve the agenda. Josh Hibbard seconded. Motion carried.**

**Minutes:**

**MOTION: Edgar Carreno made a motion to approve the minutes of December 4, 2020. Monica Carreno seconded. Motion carried.**

**Reports:**

Chair – None.

Advisors – Welcome back and thank you all for being here.

We have extended the deadlines for annual reports due to some issues accessing the budgets in the system, but they are all turned in now. We are getting them set up so that you can view them. Within the 4-year cycle we split up all of the base funded areas into 3 groups, and have one come in each year for the first 3 years to do program reviews. The first set of this year's group will present on the 29<sup>th</sup>. We will look at their annual reports and supplemental questionnaire and they will give a brief presentation. We can bring in people from other units if we have questions that come up for them as well.

We have sent out the supplemental questions. The deadline for that is on the 22<sup>nd</sup>.

We have had two resignations from the committee. Tonya and Kirti have both resigned due to other obligations. Faculty Senate has been notified so that they can find a replacement for Tonya for the remainder of her term, and ASCWU will be looking for a new student member for the rest of the year.

We have run everyone's grades, and everyone looks good.

**Public Comment:**

Legislative session has started so [Alex Harrington] will miss a couple of meetings. Please do let us know if you are not available for meetings. We need 7 voting members to have quorum.

**Old Business:**

None.

**New Business:**

**A. Base Funding Adjustments**

This is a review of the base funded areas and their allocations for the last funding cycle they have. We are working on finalizing the fiscal year 21 budgets. Only a handful of areas are requesting adjustments. Currently our allocation is \$7.1 million. The total proposed adjustment is \$111,000, which would bring us up to \$7.2 million for next fiscal year. The change would occur beginning July 1, 2020.

Discussion: Is this an annual amount of adjustment, or total? This is the total adjustment, but this is for the last year of the funding cycle. It is not a recurring adjustment, just a lump sum. For example Campus Life is projecting negative funds for FY21 of \$14,000. They are requesting an adjustment of \$14,000 to net zero for the four year cycle. The intent is for these base funded groups to end at a zero. If there is any money left over, it rolls back to the committee. These requests are due mainly to the increase in minimum wage and the cost of living adjustment. One unique piece is that the ASCWU Board of Directors has an insurance increase due to an increase in involvement and a growing number of clubs. The other areas are feeling the same effects of wage adjustments, but outside of this handful of requests the others have funding available. They expect to either net zero or have excess funding that rolls back. The other areas are not on this list because they have funds available to maintain operations as is. So carry forward can occur within the four year cycle, but then rolls back to us after the four years? Yes, unless a group comes forward to request to keep their carryforward. How does the projected need compare to our available funds? That is our next point of discussion. First I want to point out that this adjustment is for two years, we have not made any adjustments for FY20. So, can we afford this? As the preliminary budget stands, we are projecting a positive net. This is including the base adjustments. We project a positive balance of \$75,000 for FY21. The FY21 budget shows that it would use \$82,000 of reserves, but this includes our supplemental budget as well. The goal is to net zero, and this is about as close as we can get. The projections for FY21 does include a slight increase in enrollment, by about 50 students. S&A tends to show this more, as it includes students at all of the centers, and not just Ellensburg campus. Are there different guiding principles for S&A than there are for other budgets? For instance, if we fund a position and the position remains vacant, are there guidelines for the salary savings? The savings would roll back to S&A if the position is vacant for more than six months. They can request to keep that funding at the purview of the committee. If they wanted to use that funding in a different manner than what it was originally approved for, then they would need to ask for approval from the committee. For these proposed adjustments, none of these numbers have anything to do with operational changes. Just the mandated changes. The ASCWU Board of Directors has come forward every year and been very transparent to let us know how they were spending down their allocation and that this was likely to happen and they would come forward when they needed to. All areas submit their financial report with four fiscal years where they breakdown expenses and show a projected funds balance. Campus Life has a projected ending balance of negative \$14,000. Campus life is split-funded with the SUB fee. The other areas here are all S&A funded.

The Sub Engineering request is due to the rise in Cost of Living. Same with CLCE. There will be more information in the financial reports, and we can bring in the department heads if we have any questions. The Board of Directors is due to rising insurance and wages. They were intentional about spending down their balance. The Case Managers are two funded positions, so this is due to cost of living. There was also a benefits increase which contributes to this. When you look at CLCEs financials, you will see an increase in funding that is due to the committee voting to increase base funding. We should keep this in mind when looking at the funding cycle for the next four years. With an average increase in cost of living of 2%, we can look at increasing by 2% year over year. Keep in mind that any excess would roll back to the committee. This need is pretty much all salaries? Yes. Minimum wage jumped from \$12.00 to \$13.50 this year, which is a significant amount. This group is only a handful of departments, but it is affecting other areas as well. Many intentionally spent down their funds in order to have a large enough balance to operate. These adjustments would not come out of the supplemental budget, they would come out of the reserves from FY21. Last year we changed the amount we keep in our reserves, correct? We voted on that, but it has not yet been approved by UPAC. Even if our numbers are not as high as the projections, will we be covered? Yes. We will need a motion for this to move forward.

**MOTION: Dane Gillian made a motion to approve all of the submitted base funding adjustments in the full amount. Edgar Carreno seconded. Motion carried.**

For next steps – we have a couple of weeks until budget presentations. This will go to PBAC and then be routed up to the Board of Trustees. The PBAC presentation is on January 28<sup>th</sup>.

**B. Sub-Committee Report**

The supplemental questionnaire went out and the deadline is on the 22<sup>nd</sup>. This is the same deadline for supplemental requests. The sub-committee will go over the answers to the questionnaire and then report back to the committee. I am going to task Edgar with finding a new time for the sub-committee to meet this quarter.

Discussion: So the sub-committee is working on the questionnaire? Yes. We will look at the data and report back to the rest of the committee. Are we just summarizing the data, or grouping the areas? More of the grouping aspect. We are going to be looking for common themes, like what data isn't being collected in which groups. We will share the results with the full committee but the sub-committee is doing the in-depth work.

**Other Business: Communications Received**

Did everyone receive the email with the letter from FIRE and SPLC? Along with Joey and the University, I responded:

Dear Lindsie,

Thank you for your communication regarding recent discussions involving CWU student media. The S&A Fee Committee is in agreement regarding any concerns of viewpoint-discriminatory and retaliatory actions taken against any protected speech or expression.

The S&A Fee Committee does stand firmly behind the commitment to uphold all protected speech and expression. As the committee discussed in response to a public comment on the subject, the particular content of funded programs or services is outside the scope of authority of the committee. The S&A Fee Committee takes their roles as stewards of student money very seriously and will continue to remain vigilant in their role as a recommending budgetary body regarding student services and activities fee allocations.

Sincerely,

Brandon Wear-Grimm  
S&A Committee Chair

Discussion: We have not received a response. My response essentially is that we are not censoring students or student media, and we are not impeding on rights. We are the stewards of funds. This was received as a joint letter – which is fairly common. The response was to the group that sent the letter? Yes, to their program officer.

The other communications we have received have been questions regarding the annual reports and supplemental questions. We did let the groups know that it is okay if they do not have the data we are looking for at this time.

For next week's agenda, we have a good amount of supplemental requests that have come in. We have about \$89,000 in pending requests. If approved, that would bring our total spent up to \$260,000. The 22<sup>nd</sup> is the deadline for Winter 2020.

### **Public Comment**

I like the wording you used when you referred to the committee as “stewards”. What does this stewardship look like? Is there a rubric, or is it more individual? It is hard to understand why to vote for or against funding. We have discussed the questionnaire, but it is hard to see how this will help guide our stewardship.

As is, the stewardship is very individualized. It is based on what we personally feel would be beneficial. The sub-committee is working to create a rubric to be more consistent and fair for good stewardship. We need to discuss metrics and see what the impact to the student body is. Our center goal needs to be the impact to students today. It will be interesting to see what the different base funding groups look like and what different metrics they will have. The Killian Outline shows what good stewardship may look like. We can use this to help guide our stewardship. We do currently have criteria. You were all given this document at the beginning of the year that lists our priorities. (See Addendum 1) This comes up when looking at annual reports and base funding requests. These are generally what guide us, but we want a strong student voice as well. The guidelines are subjective to what the committee sees as the most beneficial spending. We have to see what holds more value. Historically, have there been more requests than we have funding available? Yes. We have not had the deadlines before. In the past,

we have increased the budget partway through the year. It is not something we like to do. It is typically due to one large request coming through. We will more likely than not have more requests than funding this year. This is where the sub-committee comes in. The challenge is that this year's committee may have different thoughts and priorities than the committee next year.

**Adjournment:**

**MOTION: Alex Harrington made a motion to adjourn. Jessica Thomas seconded. Motion carried. Meeting adjourned at 6:21 p.m.**

**Schedule for Next Meeting:**

The next meeting is scheduled for Wednesday, January 15, in SURC 301 starting at 5:30 p.m.

CENTRAL WASHINGTON UNIVERSITY  
**S & A Supplemental Funding Request**  
Individual Assessment Tool

Requester: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Statutory Authority. S & A fees are for the purpose of supporting student activities and programs. In its ordinary and usual meaning, "student activities" refers to any college **cocurricular or extracurricular** activity participated in by students in the **furtherance of their education.** 4  
Notes:

S&A Policies/Priority of Evaluation Criteria:

- a. First Priority. The request pertains to conditions that were not reasonably anticipated at the time of the base funding request (such as the acquisition of essential equipment due to loss, destruction, premature failure, etc.).
- b. Second Priority. The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do not result in the addition of non-student payroll positions.
- c. Third Priority. The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do result in the addition of non-student payroll positions.
- d. New Programs. New programs, or programs not historically funded through S&A fees, may be funded in the discretion of the S&A fee committee using the above criteria as guidelines.

Notes:

Educational Component:

Notes:

If Conference/Who is Presenting:

Notes:

Impact to Participating Students/Non-Participating Students/ University:

Notes:

Contribution/Shared Cost/ Other Revenue Sources:

How is the requester sharing in the costs of the request?

Notes:

Budget Efficiency:

Notes:

**Comment:**

### **Supplemental Funding Recommended Guidelines:**

Supplemental funds are subject to state laws governing S&A Fees and any previously established University policy.

The purpose of the recommended guidelines is to augment or provide further structure and consistency in how the committee distributes supplemental funds. The recommended guidelines are not intended to restrict or dissuade applicants from applying.

Base Funded Programs:

Statutory Authority. S & A fees are for the purpose of supporting student activities and programs. In its ordinary and usual meaning, "student activities" refers to any college **co**curricular or **extra**curricular activity participated in by students in the **furtherance of their education.**

S&A Policies/Priority of Evaluation Criteria:

- First Priority: The request pertains to conditions that were not reasonably anticipated at the time of the base funding request (such as the acquisition of essential equipment due to loss, destruction, premature failure, etc.).
- Second Priority: The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do not result in the addition of non-student payroll positions.
- Third Priority: The request pertains to opportunities to add, expand, or enhance programs, services, or activities that do result in the addition of non-student payroll positions.
- New Programs: New programs, or programs not historically funded through S&A fees, may be funded in the discretion of the S&A fee committee using the above criteria as guidelines.

Non Base funded programs & requests:

1. Events: The nature of the event must clearly be established to directly relate to at least one of the items listed:
  - a. Relates to the purpose of the club, or clearly benefit the establishment of the club or organization.
  - b. Has a direct educational value
  - c. Pertains to opportunities to add, expand, or enhance programs, services, or activities.
  - d. Clearly benefits the University or a Subset of the student Body, if not Club sponsored.
    - i. Reimbursement of event support is subject to State and University guidelines.
2. Requests related to travel are limited to transportation related expenses, registration, guest speakers, advertising, hotel, and educational supplies.
3. Meals requests related to travel, not covered by a conference registration, must demonstrate a financial hardship. In general, meals are not funded.
4. Students are expected to pursue other funding entities that they are eligible to receive funding from.