

Services and Activities Fee Committee
Minutes
March 11, 2020

Called to order:

Brandon Wear-Grimm called the meeting to order at 5:31 p.m.

Attendance:

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

Excused: Martin Kennedy

Agenda:

MOTION: Eric Bennett made a motion to approve the agenda. Alex Harrington seconded. Motion carried.

Minutes:

MOTION: Eric Bennett made a motion to approve the minutes of March 4, 2020. Dane Gillin seconded. Motion carried with one abstention.

Reports:

Chair – None.

Advisors – We have a few communications received to go over.

This is our last meeting of the quarter. We will reconvene on April 1 and will send out an agenda beforehand. Good luck with finals.

I was able to take the recommended supplemental funding to PBAC and they have recommended them all to the president.

We have had a handful of trips and events cancelled. Request #2010 we have not seen all of the funding roll back yet as we are waiting to see if any expenses were accrued. Women in Jazz day had a couple of requests and we are finding out what expenses are due. Request #2025 has declined their funding. Sibshop has not been canceled, but is postponed until spring of 2021. Last week we ran out of funding, but we have already rolled back \$8,637.30. We will likely see this trend continue, especially after the break.

Discussion: For the recent requests we have approved last week, will this be case-by-case? Yes. International travel is on hold through spring. We have no more updates at this time. Others are on a case-by-case basis. Conferences may not be taking place. Do we track when these are being held? We do, but not electronically. We are considering adding them to this spreadsheet. That has also been a question from PBAC. Is there a process for groups to notify you when events have been canceled? There is not an official process. This has been email notification. We send an email out after the event to remind the groups to submit their reimbursement. Can costs be

reimbursed if they cancel? In a normal year, no. In this case, we have been authorized to reimburse the expenses. In a different year if they chose not to go, they would not be reimbursed. Now, we have to verify that the expenses are nonrefundable. We are working that through at SURC Accounting. Also, some have contracts that are being vetted through the Contracts Office. Each is a little different and we are in a bit of a holding pattern.

Public Comment:

None.

New Business:

A. Base Funding Program Reviews

- i. Theatre Arts
(Please Addendum #1).

Presented by: Christina Barrigan

Questions: The 1,832 ticket sales – are those unique students? That is the total number of student tickets. We don't currently have a way to track unique students. That is something we can do in the future. Are the students working during productions? The start when classes begin and go until classes end. What does most of their work go towards? Outside groups fluctuate every year. A majority of the work is in the fabrication shop. Not everyone is a theatre major. What is your current position on the budget? Will you be carrying anything over? We will probably spend it all. The increase of minimum wage set in at the beginning of the quarter. There has been a reduction in hours for spring. Do you have other sources of funding? No. Our other funding sources only pay for our copier and phones. Nothing more than that is available to be allocated. What is the relationship between the student employees and the Theatre Department? We have classes that teach skills, these happen in the mornings. Some students do guided lab work in the afternoons. That is all for credit and the purpose is learning. The employees work from 1:00 - 5:00 pm, which is separate from class. They have their own projects, even when they are sharing the space. The efforts are in parallel but there is no curriculum for the employees.

- ii. Marching Band

The S&A funding has been used to purchase new uniforms and instruments to keep up with the growth of the marching band. This year's band is the largest ever with 240 members, 180 of which are non-music majors. They have also added a lot of electronic equipment. Additionally, the Marching Band employs students as leaders, show designers, and librarians.

Presented by: Dr. Shiver and Lucas

Questions: On the supplemental questionnaire from this year, why were half of the questions not answered? Such as what would happen if we increased or decreased the funding? If the funding were increased, we would add more student employment and purchase new uniforms for a more

modern look. Why were the questions not answered? Did they not submit the document? Only questions 1-4 were answered. Is there an opportunity for spring events for the Marching Band? We look for community outreach. We lose many of the non-majors in the spring. We have talked about it, but we are unsure. We would love to do parades or the rodeo, but there are fewer opportunities. It looks like we received two versions of the supplemental questionnaire, one of which had the full answers. There was a communication error.

B. Base Funding Adjustment/Update – Campus Community Garden

The Campus Community Garden is requesting a change of use for their funding. Currently, their funding is allocated for goods and services and programming for students. They have not been able to use much of this funding as there has not been time to organize events and activities. They would like to use the funding to hire a student employee to help facilitate this programming and do community outreach. The student would work 15-20 hours a week.

Presented by: Kate Doughty

Discussion: They are not changing the amount of the funding, just what it would be used for. We would need a motion to allow this. They are asking for their goods and services funding to go towards wages? A portion of it. The garden would still be free to use. The request would change the definition of the funding. It is now goods and services and the request is to change it to allow student wages. Can we come up with a specific dollar figure? I would not recommend that. Just if you are in support of this, it would be added to the description of the funding.

MOTION: Alex Harrington made a motion to approve the request to allow employment along with goods and services. Jessica Thomas seconded.

Discussion: Student employment, or any employment? Students.

Motion carried.

Old Business:

A. Supplemental Budget Discussion

Everything we have here we will see after the motion from last week. Do we want to expand the budget or keep it the same? For the requests that have not been voted on yet, including those in the queue, there is a total requested amount of \$99,494. Those are the ones we are voting on tonight and those that haven't been seen? Yes, the rest of the requests for the year. There is one that can potentially change as I have a question about a line item. This discussion is not about what you will be funding, just the budget. That does not mean we are funding everything. My office will continue to roll back funding. This is happening more frequently than normal. This might look different when we return from break. There is a possibility that

more funded requests will be cancelled. There may not be a reason to increase. You can still increase, but there could be funds rolling back. This is a fluid budget.

MOTION: Eric Bennett made a motion to increase the Supplemental Funding budget by \$150,000. Edgar Carreno seconded.

Discussion: This behooves us because there will be presentations in spring and I don't want to waste their time. Is that a fiscally responsible amount? It would be appropriate. This isn't about accepting more requests. This is all the requests we will see based on the motion from last week. We do not need to spend the full amount. What is the total of requests? \$99,494.

Motion failed with two abstentions.

MOTION: Dane Gillin made a motion to increase the Supplemental Funding budget by \$100,000. Eric Bennett seconded.

Discussion: Everyone should discuss why they are for or against the motion. There is only \$99,000 in requests. We will get money back from the events being cancelled. I am against such a large amount. When we have more in the budget we allocate more easily. A smaller amount encourages everyone to think critically. I encourage everyone to think critically regardless. Be mindful of the potential that increasing a smaller amount may put us in the same boat later. We could deny them all. I will abstain as a faculty member since this is student funds and should be a student decision. I don't feel we should increase the budget because it takes money from future students.

There was a tied vote with two abstentions. Chair, Brandon Wear-Grimm voted in favor of the motion. Motion carried.

B. Supplemental Funding Requests – Voting

- i. #2050: New Position for Pierce Campus (Westside Student Life) -\$35,000
Discussion: I can see the importance for the Westside for increased participation and activities. I don't know if we should approve this with only one quarter left in the fiscal year. Do they have someone now or do they need to hire someone? They cannot hire until this is approved. If approved they will start the search. This could go into summer and fall if approved. Is this for a full year? This would be the full year part-time position. This would get them through the quadrium. Are they asking for this in the next base funding request.? There is a plan to ask for it. We would not automatically renew this as it is one time funding. This seems important given that those student pay the S&A fee and are not supported as much. This could help a lot. Over 1,200 students are involved.

MOTION: Dane Gillin made a motion to approve Supplemental Funding Request #2050 in the amount of \$35,000. Edgar Carreno seconded. Motion carried with three abstentions.

- ii. #2053: Performance Uniforms (Mariachi Club) -\$10,980
Discussion: Considering that we paid for marching band uniforms, this is not that different. They perform on campus through the year. Students benefit from their performances. These are expensive for students to pay for. We have in the past funded instruments and uniforms. This is a worthy way to spend the money. This supports students now and in the future. This is a good return on investment as they are better quality.

MOTION: Eric Bennett made a motion to approve Supplemental Funding Request #2053 in the amount of \$10,980. Dane Gillin seconded. Motion carried with five abstentions.

- iii. #2055: Mariachi Club Mexico Trip -\$6,178
Discussion: The application through the international office said they would receive credit for this trip. Originally we submitted this as a course, but we changed it to a club trip. This proposal is as a club trip. What are the dates? August 27-September 7. Will they all be current students? They would need to be. Remember to add the \$360. This includes that. The full amount is \$6,178? Yes.

MOTION: Dane Gillin made a motion to approve Supplemental Funding Request #2055 in the amount of \$6,178. Eric Bennett seconded.

Discussion: I am not in favor of funding travel.

There was a tied vote with four abstentions. Chair, Brandon Wear-Grimm voted against the motion. Motion failed.

Discussion: I would like to know why everyone voted the way they did. This is similar to the Thailand trip. Other students that don't go wouldn't really benefit from it. We have funded similar trips in the past. I am on the fence so I am abstaining. I voted for this because I think it is important to represent the school across the world. We promote international students and the importance of international travel. I voted for this to be consistent. I like that the amount is low for international travel and they had other funding sources.

MOTION: Brandon Wear-Grimm made a motion to approve Supplemental Funding Request #2055 in the amount of \$6,178. Eric Bennett seconded. Motion carried with six abstentions.

- iv. #2047: NCTM Annual Meeting -\$3,159
Discussion: I thought this was unique as a request from students in Des Moines. It is great to see students from the centers doing similar trips to students here. I appreciate the commitment – they stayed on with us for the whole meeting.

MOTION: Edgar Carreno made a motion to approve Supplemental Funding Request #2047 in the amount of \$3,159. Dane Gillin seconded. Motion carried with two abstentions.

- v. #2051: National Conference for Undergraduate Research -\$527.76
Discussion: This was one student requesting funding. Her total cost was just under \$1,300. Undergraduate Research is providing over half of the funding. When is this? March 25th. I think it is a great opportunity. She is going to present at SOURCE. I see the potential impact for students. The topic is unique. I think this is good for the school.

MOTION: Dane Gillin made a motion to approve Supplemental Funding Request #2051 in the amount of \$528. Edgar Carreno seconded. Motion carried with four abstentions.

- vi. #2052: Western Psychological Association Conference -\$2,680
Discussion: They significantly lowered their initial request. I think it was from the airfare. The reduced because they overestimated, right? We didn't ask any questions.

MOTION: Eric Bennett made a motion to approve Supplemental Funding Request #2054 in the amount of \$2,680. Dane Gillin seconded.

Discussion: I am happy they don't want us to pay for everything. They pay for food and are lodging with friends and family before to avoid airport parking. Is this a class? Dr. Buchanan's Research Lab – it is a groups that is advised by faculty but is not for credit. I am abstaining because I was not here. Are they presenting at SOURCE? Yes.

Motion carried with five abstentions.

- vii. #2054: National Conference for Undergraduate Research (Students With A Purpose) -\$13,066.50
Discussion: I like that this included an online student. It is inclusive and unique. This affects multiple colleges and majors. It is unique that we had two requests for the same event on the same night. One is 1 person and one is 14. One group is flying and one is driving. The choice to fly is more efficient.

MOTION: Edgar Carreno made a motion to approve Supplemental Funding Request #2054 in the amount of \$13,066.50. There was no second. Motion died.

Discussion: They said they may take a van for lower costs. They did indicate they were looking into that. I don't think they had a price on it. They had other cost saving measures as well. This is in late March. What are your thoughts on tabling this and asking for a more in depth budget with a van? You can, but the next meeting is not until April so they would have already gone. If we approve an

amount, can they switch their plan? If you vote to approve a figure, they can change their transport as long as it remains transport. If they chose to fly, they can pay the difference themselves. Could we use the last student's request and multiply it by 14? Is that fair? Can we make a motion to a lot a certain amount and recommend a method of transportation? You can. I advise that you stick to an amount and allow them to make that decision. If we do fund about half, they could just chose to take fewer people.

MOTION: Eric Bennett made a motion to approve Supplemental Funding Request #2054 in the amount of \$7,378. Dane Gillin seconded.

Discussion: How did you come up with that number? I multiplied \$527 by 14.

Motion carried with three abstentions.

Other Business: Communications Received

Here is a subcommittee report. We want to look at numbers, but we can't really judge student impact with numbers. If we want to know the number of students and demographics an area serves, we will have to give them the resources to track that. There are some potential KPIs (Please see Addendum #2). Self-evaluation may be the best measure. Lacy also compiled some categories. They are tied to the Killian. Some are vague so we are open to feedback.

Discussion: Are there goals around the percentage of funding going to these categories? There have not been. We have not identified the categories previously. This will be part of the discussion in spring. A big part will be providing feedback and guidance for base funding next year. Some of these areas do no programing, so some of the questions will not apply to them. The KPIs can be adjusted for different categories. Goods and services and staffing are still an important part of the student experience. These KPIs focus a lot on the student impact, especially on campus. Would it be too work intensive to determine which questions to send to which groups, since not all will apply? We could have unique questions for the different categories. Will there be a representative from each of these groups coming next year? They could let us know what their specific goals are and how they measure them. They answered that in the questionnaire. Next year these groups will come to request funding and we don't know what other groups are going to come forward. Historically, has the committee ever discontinued or reduced funding? Yes, based on funding priorities or if groups are not using their full allocation. There are a couple of proposed changes for the base funding process. There have been decisions made that have not always been clear, and we like to take these decisions back to the areas so they can understand. We are asking for itemized budgets so we can make decisions about different pieces. We are also trying to take the form online. What questions do you all have, do you want more or less programs, do you want to increase or decrease the fee, are you happy where you are? We should look at which things should be funded by students. We should review where the funding is coming from. Lots of the questions have not been asked before. Some things are more tied to the academics and I

feel the departments should be funding them. What are your thoughts on the Theatre Arts presentation. The employment has a broader scope. If they were all theatre majors we may want to reevaluate that. The number of tickets sold can be up to 15% of student population, but we don't know how many were unique students. During spring we will review the annual reports. We grouped them by categories and we will let groups know when we will review theirs so they can be here for questions if they choose. Are there groups we would like to fund with the fee that we don't currently? The KPI about providing a new service is iffy. Maybe ask if they would provide a needed service. What would they predict to be a new student impact. We would want to evaluate something more solid as everyone is going to say their program is needed. The subcommittee is still working on this. The goal is to have a document by the end of spring quarter. Next year will have a lot of work to do. We have a discussion in fall before we have any idea what kind of requests will come in. We spend a considerable amount of time deliberating. The tracking ability is common at a lot of institutions and is often used as a retention tool since it tracks engagement. We should consider maybe partnering with other funding sources to make that possible. High numbers do not always mean a program is better, it is not the only gauge. That is something the committee is trying to determine.

We received an email from a student with some feedback (see Addendum #3). I responded to let them know I would share their concerns.

Public Comment

For full transparency, one request is on behalf of the committee. It would be for the S&A requests to be in electronic form, rather than paper. It can be discussed more at the time of the request.

Thank you to Edgar and the subcommittee.

The next meeting is April 1.

Good luck with finals.

Adjournment:

MOTION: Edgar Carreno made a motion to adjourn. Eric Bennett seconded. Motion carried. Meeting adjourned at 7:29 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, April 1 in SURC 301 starting at 5:30 p.m.