

**Services and Activities Fee Committee  
Minutes  
October 7, 2020**

**Called to order:**

Christian Castilleja called the meeting to order at 5:32 p.m.

**Attendance:**

Aubrey Heim, Brandon Wear-Grimm, Christian Castilleja, Deanna Corsilles, Gregg Schlanger, Jessica Thomas, Joseph Bryant, Josh Hibbard, Lacy Lampkins, Masina Ieremia, Terry Wilson, Yunus Timurtas, Zoe Brown

Excused: Alejandro Alcantar

**Agenda:**

**MOTION: Yunus Timurtas made a motion to approve the agenda. Masina Ieremia seconded. Motion carried.**

**Approval of the Minutes:**

Under “Get to Know your Members” please change “bylines” to “bylaws”.

**MOTION: Gregg Schlanger made a motion to approve the minutes from the meeting on September 30, 2020. Yunus Timurtas seconded. Motion carried.**

**Reports:**

Chair – None.

Advisors – None.

**Public Comment:**

None.

**New Business:**

**A. Committee Fiscal Training**

- i. The S&A fee and how it is collected
- ii. Projected expenses from Base Funded areas  
Discussion: Since there is a ban on travel, will this change? Yes, we expect it to change.
- iii. Base Funding Allocations and SURC Mortgage
- iv. Supplemental Requests
- v. Fund Balance
  - i) \$4.3million in Supplemental fund
  - ii) \$2 million in Base Funded Areas

Discussion: Are the base funded areas trying to spend down their balance? Traditionally that is what we see. Sometimes it is intentionally planned to have these savings. Can you clarify what the base funded areas are allowed to keep? They can keep the money they earn as revenue. So if they have S&A funding and use it to fundraise, can they keep that money? They cannot use these funds to fundraise. There are areas with partial S&A funding and are partially funded through sales and services. If money is made using S&A funding, is that swept into the S&A pot? We calculate the allocation, how much they earned, and their expenses and we see what the net is. It does go back into the same pot. The fund balance swept back from the last funding cycle was about \$500,000. We expect this cycle to be larger due to the spending and hiring freeze. Previous funding cycles have consistently been around the \$500,000 mark. It is difficult to spend these balances down to the penny. Hard to predict what we will see this year. There is a \$4.3 million supplemental balance, but the supplemental budget for last year was \$400,000. Was that per quarter? That was the full year. The previous funding cycles budgeted for supplemental funding. When we transitioned into this cycle, they removed supplemental base funding and wanted to work down the funds balance over 8 years. There are a lot of procedures around this. We have allocated more than we are pulling in. Will the overage be pulled from supplemental? Yes. There could be a chance we would net a negative. This year we are not netting a negative, but we have allocated more fee revenue than we brought in.

vi. Process of approval

Discussion: If I am a part of a club requesting funding, is it a conflict of interest to vote? It is the responsibility of each of you to disclose potential conflicts of interest at the start of a discussion and abstain from the vote. You can answer if questions are presented to you. Can I present with the group? Yes, but then you would not vote and participate in discussion. Should we abstain from voting on proposals from our department? Conflict of interest is not defined beyond having a personal connection or getting a personal benefit. Technically, you may not meet the definition, but I would still encourage you to abstain when in a grey area.

vii. All the areas receiving base funding

Discussion: S&A pays student workers? Yes, a majority of these areas have student employment. A big priority for S&A funding is supporting students. These categories are new, but are based off the Killian Guidelines and allowable uses for the funds. Some areas blend across different groups. What will be the process for us to fund a new department? Our first priority is to continue funding to base funded areas. In order to get new unit, they would fill out the open call for base funding requests and be reviewed by the committee. The request would need to meet the guidelines for funding. We will have a discussion regarding whether we will have funds available to fund new areas. Or else we would have to reduce funding to existing programs. According to WA State regulations, the first priority is to continue funding for what is being base funded? They have a priority

over new groups? I believe this is CWU procedure, and not a state regulation. We do not need to fund them, but it is a priority to continue funding. We would need to justify why we would cut funding. While they are a priority, it is not a guarantee. We will get a dollar amount of what we are able to allocate. We will have the opportunity to discuss what priorities are. Seems odd that much of the discussion last year was evaluating program effectiveness. Why would we do that if they are prioritized for funding? The obligation to fund facility bond payments is at the RCW level. Groups are not guaranteed funding. If the committee sees the value, we would continue to support the program in some manner. If they are not meeting their purpose or intent, the committee has the ability to cut or reduce funding. Those that received funding, there is a reason they were approved. We still look at the amount approved for and if it should be continued before adding new programs. Is there anywhere on the form where we ask what income they have? Is there somewhere we can see the history of their funding? We urge you to ask these questions during the group's presentation.

viii. Base funding request form

Discussion: The last Base Funding cycle, 10 new requests came forward and six were approved. Was there any funding that was not renewed or that was reduced? I don't believe so. Two cycles ago, we cut 2 areas. Last cycle we were in an enrollment incline and we had more to give. This year will be very different. Is there any way to sweep carryforward back into our fund? I will go through and sweep all S&A fee allocation back. Can we pause expenditures that were already allocated? A lot was funded for student services that aren't happening. Can we pause them and bring the funds back in? That would have to be a recommendation that goes all the way up to the BoT. If it is pulled back, it would go into the supplemental reserve. We are in a purchasing freeze; spending approvals have to go up to a VP. If base funding is approved for certain things, can it be spent on other things if those aren't allowed right now? With the pandemic, we may want to look at this year differently. Travel and student employment have been cut back. Is there anything in requests about what adaptations have been made during the pandemic? That would be a great question to add to the annual report. Those are also due on December 1. These conversations are great. This is not business as usual. This committee has the option to be a voice for the student body. I urge you to talk to the students and get their feedback about what will help them and enhance their experience. We need to look at what the students need now and in four years. Need to think about the lasting impact. We should operate thinking about four years down the road, and what they will need then. Students talk about fees a lot. What is the role of this committee in adjusting student fees? The fee can be adjusted every year. This is a unique year since it is coupled with the base funding. Is the fee per quarter or annually? Per quarter.

B. Supplemental Budget

Discussion: What is everyone thinking about supplemental budget for this year knowing there is a spending freeze and travel freeze? Are we discussing an amount or

discussing having it at all? Either. What percent of supplemental funding is travel? In general around 90%. The majority goes to travel and the next largest is programming and events. Programming likely can't happen either. They are trying to do programming and conferences virtually. Can we look at what portion of past expenses was registration fees? For travel, the biggest expenses were physical travel and hotel, not registration. Last year we were on track to exceed the budget. Because of COVID we did not. A large chunk of last year was travel, a lot of which was cancelled. Did the cancelled trip money come back? Supplemental is reimbursement only so we did not give out any money for a lot of these. Last year did we discuss establishing a date for supplemental requests? We may need to announce we are still here. Last year I did not know about S&A funding. I don't think many students know. I think we should work on advertising and share via email, maybe monthly. We can use the Publicity Center, which we fund. We did have some money roll over from last year. There is a lack of awareness. This is a very different year, with spending freezes and substantial carry over from all funding sources. I would propose no supplemental requests other than special exceptions from base departments. The rollover gives us this opportunity, and students are requesting less since they can't travel. I see our supplemental funds going towards something larger-scale and university wide. Supplemental requests in the past have been small and low-impact. This year we can focus on university wide, and not just Ellensburg. ASCWU is looking at a Cultural Innovation Center, which may need to come to S&A. This would impact all of the students. I think we should be limited in supplemental funding and focus on base funding and changing student experience for the next four years. I agree that maybe we should not do a supplemental budget. Why would we pay the S&A fee if we cannot use it? We could still let students apply. As a student, I pay a lot. This may create a misunderstanding around campus. I don't think it would be beneficial. The S&A fee funds clubs, academic senate, etc. that can also fund students directly. They can still access the S&A funds through departments. This would be the best year to justify that. Clubs and orgs have a rollover that they have never had before. We would have the students present to the clubs and orgs rather than coming to us. S&A would be focused on new services and activities with bigger impact. All of the student fees go into base funding. None of the fee goes into the supplemental balance. Supplemental funding comes from the reserves. The supplemental funding is budgeted in the same year it is expensed. This conversation would be deciding if we want to have a budget, and what the budget would be. Given that this is a special year and there will be lack of travel, doing something different isn't a bad idea. Students are here for a short time, and may not get the benefits of the four year cycle. Last year we had 64 requests, a majority of those approved from clubs and orgs, then students. The departments that were funded were for student programs. The biggest supplemental expense was travel at 75% of the budget. 6% was staffing (which ended up rolling back due to hiring freeze). Clubs are getting more aware of S&A funding. We were on track to spend more, but had money on the table. Last year we had a \$400,000 budget. We may be inundated with travel requests when things open back up. The approval process does take a while. It

is reasonable to focus on base funding. Interesting that a small group could get a large amount of funding. With having previous funding getting a priority, this affects diversity and equity. It would be good to look at the procedures from a diversity and equity standpoint. We did resolve some of that last year. There were avenues that students could get the funding upfront, rather than through reimbursement. Students are going to question why the funding is going to departments rather than the students. We will be voting, so if the request is not beneficial, we should deny it. The majority of the people that come to S&A are clubs and orgs, which have their own funding source. Clubs and orgs are growing but the funding stays the same. We can save the supplemental funding for these clubs to ask for additional support. Students can go straight to the clubs and orgs rather than going through various funding sources. This seems like it would make funding more accessible. There was no justification last year when small groups got large sums and no way to keep students accountable for how they said they would benefit campus. The orgs could get the funding and those students would get to decide who is funded. For students here for a short time, they could go to clubs and there would be funding there for them. This would solve the problem for future S&A committees to allow them to focus on business. This would remove barriers for students seeking funding. I would like to work on keeping students accountable and following up about the impact that they proposed for the campus. I think S&A is the only funding source, because departments don't have funding for their own things. We will still have problems with students that won't know where to go for funding. We will discuss this more next week. We do not need to vote on this tonight, we can table it until next week. This is the first year that we have not had supplemental requests already waiting in the queue at this point.

**MOTION: Josh Hibbard made a motion to table the Supplemental Budget discussion for a week. Brandon Wear-Grimm seconded. Motion carried.**

### **Old Business:**

#### A. S&A Meeting Times

- i. Based on the survey, the time that works the most would be to keep the meetings 5:30 on Wednesday. Brandon, as ASCWU Executive VP, will need to discuss with members unable to attend at this time to see if they need to step down.

### **Other Business: Communications Received**

None.

### **Public Comment**

When is website updated with pictures of the new committee?

Please send Aubrey a headshot if you would like her to use one. Otherwise, you will get a generic image.

I want to be clear that I am not advocating to cut base funding. I want the committee to understand our role and relationship with student fees. I want to advocate for the student body.

**Adjournment:**

**MOTION: Jessica Thomas made a motion to adjourn. Gregg Schlanger seconded. Motion carried. Meeting adjourned at 7:32pm.**

**Schedule for Next Meeting:**

The next meeting is scheduled for Wednesday, October 14, online starting at 5:30 p.m.