

Services and Activities Fee Committee
Minutes
January 27, 2021

Called to order:

Christian Castilleja called the meeting to order at 5:30 p.m.

Attendance:

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

Excused: Masina Ieremia

Agenda:

MOTION: Björn Pellmyr made a motion to approve the agenda. Brandon Wear-Grimm seconded. Motion carried.

Minutes:

MOTION: Zoe Brown made a motion to approve the minutes of January 20, 2021. Yunus Timurtas seconded. Motion carried.

Reports:

Chair – None.

ASCWU – The survey is going to the Human Subjects Council for approval. That should take the rest of the week. We are partnering with the Wildcat Shop for an engagement initiative. We will let you know what the incentive is for students to take the survey. We should get it out by the first week of February.

Advisors – The Provost has appointed a new faculty committee member. Welcome to Sean Dahlin. We will be meeting tomorrow to go over training.

Sean is an Assistant Professor in Sports Management. It is his second year at CWU. He is excited to be on the committee.

We will keep track of time and give time reminders in the chat for the presenters.

When it gets to the questions, you can raise your hand or use the hand-raise reaction button. We will keep an eye on that. If we run out of time or if you think of questions after, you can send them to me and I will reach out and share the response during communications received.

Today there are no new requests. Lacy went over a graph of the previous funding allocations and the new requests.

I know that when we vote on additional time, it takes us 2 minutes to vote. Can we do blanket approval for time extensions? We can vote on this now for the rest of the quarter. A committee member can move for a time extension and if there are no objections, it can be approved.

MOTION: Josh Hibbard made a motion to allow for an expedited process to approve an extension of two minutes to presentation times this quarter. Yunus Timurtas seconded. Motion carried.

Public Comment:

OISP is having a snow-sculpting contest. If you go to Hebel Hall, you can build a snowman and take a picture. Post it on Facebook or Instagram and tag CWU. We will vote on them. The top three get a Wildcat Shop gift card. Tomorrow is the last day. Please let students know about this opportunity.

New Business:

A. Supplemental Funding Requests – Presentations

i. Theatre Arts

The S&A allocation to Theatre Arts funds employment in the fabrication shop, reduced ticket prices for students to theatre productions, career development, and recognition of work and effort. This Theatre Arts program is a co-curricular production wing of the Theatre Arts Department that produces several shows with Theatre Arts and other departments around campus. They provide a professional internship opportunity to students, which is a unique opportunity because this is the only fabrication shop of its kind within 80 miles of Ellensburg. It is open to anyone to apply, and they employ 35 positions. This funding also helps to reduce the price of production tickets for students. One of the reasons the request has increased is because they would like to further reduce these prices. There is also an increased minimum wage. This program allows creative scholarship presentations through conferences and competitions. There are 20 students heading to virtual conferences in 2021. Being virtual makes the conferences so accessible and they are hoping to increase this number. Theatre Arts provides recognition through 4 department scholarships (not funded by S&A) and 35 recognition awards for service and achievement.

Presented by: Christina Barrigan

Questions: Is the rollover from having no productions this year? The rollover from last year and this year was from employment, since many student employees stayed home or are not interested in working face to face. How would your budget be impacted by a reduction in funding? We would not be able to employ as many students and couldn't

subsidize as many tickets and would have to cut back on conferences and recognition. Keeping up on minimum wage is the priority for us. Second is subsidizing student tickets and giving students as much access as possible. Is student employment open to all students? Yes. We often have non-theatre students as employees. Part of the increase is for the minimum wage increase? Yes. I see goods and services also, is that just tickets? We are looking at cutting student prices to \$2.50 a ticket. Minimum wage will continue to increase by 2% a year. The increase is an average of where we will probably end up with wages for the four years. This is estimated based on the likely minimum wage increases. Does the department have an action plan for COVID moving forward? This is very poignant for performing arts because we are a live thing. It is hard to reimagine ourselves. We are exploring how to do theatre in this world and in the safest way possible. The university is discussing face to face with restrictions in the fall. We have plans A B and C moving forward. We are discovering the glory of access when it comes to streaming. It can get us in front of as many people as possible. We wrestle with how to move forward and meet our objectives of being a culturally relevant piece of CWU. The goalpost is moving all the time and we are working to figure it out. Some innovations include a dialog series of artists of color discussing their work. The ultimate goal would be student ticket prices down to zero; do you know what you would need to make that a reality? Average ticket buy-back has been about \$12,000 at 47%. We would need about \$24,000 a season. The increase in the request each year is only about \$2,000, but it is a start. About another \$12,000 would be needed on top of the request. Has conference travel for students always been a part of base funding? If we removed that amount from the base request and asked students to request supplemental funds, what would be the impact? It was in the base funding for the last quadrennium, and I believe the one before. If removed, it would be difficult for students to go. There is a regional conference we are very involved in, and travel is an important component of that. Every dollar matters to every student. Students often do not plan to go if they do not know up front that they will have funding. This allows us to be more certain about funding, rather than having the students question it. It makes it easier for students to participate. There are clear funding avenues for folks presenting at conferences but fewer for those wanting to experience and participate in a conference. Design and Production students also attend a national conference, which is a huge financial commitment. Students have reservations when the price tag is that large.

ii. Office of Undergraduate Research

OUR promotes scholarship and research in all disciplines. They host SOURCE every May where students present their work to other scholars. Over the last 5 years 2,291 students presented work at SOURCE. In 2019, 500 students presented, and in the 2020 virtual symposium, there were 250 presenters with 22,000 views. It is virtual again this year with a goal of 500 presentations. This funding supports students to present at conferences, research and creative expression grants, and a new grant for experiential research and immersive studies in the arts. Thousands of dollars go to students to directly support

student academic work. OUR had a reduction in the number of requests for fall, but they expect an influx of requests next week. They also provide professional development through a summer grad-camp, they support campus recruitment and orientation for new and transfer students, and they offer faculty mentorship support. OUR wants to provide scholarship leadership, and they are trying to build a research advisory council. They want to bring together groups to best serve our students. OUR has 11 years of S&A support for SOURCE and student grants. They do not employ students and do not plan to do so. They are under the office of the Provost and collaborate with other departments for more funding sources. They prepare students and provide support for out of classroom experiences. They have increased research and creative expression on campus. OUR would also like to host a fall event to have students present on summer experiences and internships and how others can get those experiences.

Presented by: Brandy Wiegers

Questions: Do you have a plan to spend the rollover you are projected to have? A lot of the rollover is due to SOURCE being virtual. SOURCE this year will be virtual again, but will have more meat to it. We want to put more money into production quality. We are meeting with John Logwood tomorrow to discuss this. The grad-camp is fairly new and that money will help. For the mentorship program, it would be great to have more speakers come in. OUR looks like there is a net of \$30,000 in the request. We have historically had two requests, one for OUR and one for SOURCE. This request is for both combined. The allocation for grants is \$24,850. Typically, we try to fund \$10,000-12,000 each cycle. For SOURCE, we typically get \$30,000. \$20,000-25,000 is spent on the live events for catering, SURC space, etc. It was significantly less this year and last year. We don't have a surplus most of the time. There is \$1,000 for repairs and maintenance in request; what is this for? That tends to be a facility charge. We rent the Mary Group Center for meeting spaces and workshops. You mentioned trying to boost involvement in SOURCE, what are you doing to encourage participation? We meet as a committee in a week and will discuss this more. We need better organization in information to faculty and students. We are thinking of using part of the publicity budget for mailers. We are trying to get the info into people's hands. We are hoping to give people excitement and hope as they get to show their work in a weird world. Trying to emphasize reaching out to more colleges. We want to broaden the scope – like creating the arts grant to better fit the needs of a broader campus. What is the spread across the colleges for student involvement? COTS used to be the primary focus, but we are seeing more diversity now. We are trying to track class standing to share that data as well. Do you have an idea of what percentage of students are online or from the Westside? In 2018, we had five; there were 11 in 2019 and 16 in 2020. This is shining in a virtual environment. We can learn from this now, to be more inclusive to the Centers in the future. It would be good to broaden SOURCE over a week and do installations on the Westside or around town.

iii. Student Media

Cait asked to combine the four student media presentations.

MOTION: Brandon Wear-Grimm made a motion to allow a combined presentation with 40 minutes to present and 40 minutes for questions. Yunus Timurtas seconded. Motion approved.

Student Media provides specialized opportunities for students to work on campus and gain experience in their field of interest. The media sources are 100% student generated and led. This supports students' first amendment rights and gives all students a voice. They are reporting reliable student centered information. They bring attention to underrepresented and diverse groups. There are multiple formats to reach a wide audience. The print formats are available on campus, in the community, and at the centers. They are also online. Media provides transparency between the campus administration and the students. Students engage in production experience, networking, career building, and practical application of learned concepts. There are collaborations and engagement with a wide range of groups and interests across campus. The Student Media Business Manager is the only paid staff position and they oversee the student employees. There are 35-40 student employees between the outlets. All four have historically received S&A funding. 20% of the non-student position is funded by the Observer, the rest is through CAH. They are asking for 100% funding for the position since all duties go to support S&A functions.

Observer – The Observer is the most recognized student media source due to its history at Central. It is a student-led newspaper. The budget is 49% student employment, 14% non-student employment, and 37% goods and services (Printing, travel, and miscellaneous expenses). All employees historically travel to two conferences a year that were funded through supplemental requests. The Observer is asking to include this funding for travel in the base request. They see value in printing physical volumes, and do not have the option to reduce their quantity as they are already near the printing minimum. They bring in self-support funds through advertising. They have a long and historic list of awards and accomplishments. This serves the whole student body and is accessible to anyone. Their digital presence is continuously increasing.

CNW – CNW is a weekly student-produced newscast. The budget is 41% student employment, 32% non-student employment, and 27% goods and services (web hosting, equipment, news set, award entries, office supplies, software licensing, and travel). They have won awards and achievements, most recently for a piece on the political rallies in Ellensburg. CNW more than quadrupled their Facebook followers in the time since they first received funding. They have also added a Twitter and Instagram. They are the only broadcast news source for Kittitas County. CNW has a high post-graduation job placement rate. This serves the whole student body and is available to anyone.

PULSE – PULSE is a quarterly student-led lifestyle magazine about issues that impact students and the community. It is a highly visual media platform. The budget is 36% student employment, 27% non-student employment, and 36% goods and services (printing, travel, and misc.). Printing costs continue to increase and they are taking that into consideration. They generate self-support funds through advertising. They have several awards and achievements. PULSE attracts students from multiple disciplines across the university as an opportunity for creative expression. They are updating the format to a more standard magazine size, and implemented a new frequency last spring, which they plan to continue.

Wildcat Films – Wildcat Films is a client-based, student run and operated video production house. The budget is 24% student employment, 29% non-student employment, and 47% goods and services (film equipment, travel, and misc.). There is some self-support revenue from some clients to have their work produced. Wildcat Films has gained some awards and achievements. Their projects document, share, and memorialize events. This request helps to meet the demand for productions to happen simultaneously. The longevity of equipment will affect students for years. This would also allow them to host events.

Presented by: Cait Dalton

Questions: Is involvement in these programs tied to enrollment in any courses? Yes and no. Certain positions require enrollment in a class. Some positions are available to any student and they have the opportunity to work in those positions. Is that the case for all four units? Yes. Why should student funds be spent on a non-student employees when it could be spent on direct student benefits. 100% of the Manager's duties are in direct support of student media, their objectives, and their distribution. Currently, CAH is funding most of that position and 20% is through the Observer. Why can CAH not continue to support it? It is not something that is off the table. We were advised to request this funding from S&A since 100% of the duties support S&A areas. Some of the positions require student enrolment; what percentage of positions? For the Observer and PULSE, it varies. Sometimes it is a factor of students taking enough quarters of Student Media and they max out and don't have space to fit the credits. In some cases, students are doing more work than their credits account for. We have two news directors at CNW. The jobs are additional hours to what is required for the class. Those hours have helped us quadruple our followers on Facebook, because we have someone that has the time to do that. Most of the student positions are taking a class? In CNW that is true, due to equipment issues. PULSE has a wider range of students. Is taking previous media classes a requirement? If we see someone without past media courses, we reach out and speak to them. PULSE gets the most students from outside of the program involved, which speaks to its reach. They cannot rise to management/paid positions without student media experience. The Observer goes to 2 conferences a year, where? They change every year. ACP & SPJ locations change and the cost changes each year. These are national? How

many students are going? 4-7 from the Observer, 4-5 from PULSE. The Observer generates about 25% of its budget from self-support, but the other 3 aren't getting much from self-support, correct? The reason for CNW not getting self-support is because we are on a public education government station that doesn't allow advertising. We would like a webpage to post content on and could have digital advertising revenue. This is a substantial funding request increase. Is that from adding the conference funding, or from something else being added? Yes, travel plays a significant portion. In addition, the request to fund the non-student employee position is split evenly between the four media outlets. It was mentioned there was no money for travel, but there is travel in the budget so where does that go? What was the last project from Wildcat Films, and do you get money from customers? We charge a greatly reduced rate for clients. That contributes a small amount to equipment needs and allows students to learn budgeting and negotiation. Recent projects we have done include a project for the fire marshal's office and doing a promo for the film program during COVID. There were fewer client projects this year. We worked with ROTC, Apparel and Design, Ellensburg Community Radio, OUR did a series of videos about research projects in different campus areas, and we are producing a video for a trumpet quintet to submit for a competition. What is the main reason you increased the budget request? Including travel and the funding for the non-student position. CNW when we were funded 4 years ago, we got \$10,000 and celebrated. When we say travel, it is not just conferences. We need to travel for games and events. The Observer base funding has been relatively stable as the legacy outfit. They have been requesting a standard amount. PULSE and News Watch are newer and have seen over the four years what their needs are. Last quadrennium was the first time for CNW and we needed to prove ourselves. Do you have the Observer funding PDF with the actuals and forecast? When you have sales and services as well as S&A, which is spent first? S&A allocation is spent first. If there are funds left, the department can keep a portion of their sales and services. Here, the salaries and wages exceeds the allocation. They started with \$13,000 from the previous funding cycle. This year it looks like they would roll over about \$40,000 of self-generated revenue. How will this money be spent? Part is for our operating expenses. It goes to the Observer. Advertising revenue is broken out to the appropriate media outlet. The Observer would be responsible for utilizing these funds. This would be for the operating budget and savings that we continue to roll over. Do you know how much is currently in savings? We are expected to have that fund balance. That has been needed year after year for operating expenses. Advertising revenue has fallen short this year industry wide. That is an obstacle we are working on overcoming and trying to push revenue to our online sources. Operations costs are not covered by the S&A allocation, they come out of savings? Correct, advertising and revenue is needed for operation costs. Sales and services is combing with the allocation to cover all of the expenses. Looks like 2018 and 2019 had a significant drop in expenses. What happened those two years? We had an abrupt change in advisor and an abrupt removal of a major from the film department. We have been trying for a year to make a large purchase request with this money, and we are about to resubmit again and hope to get it approved. It is at the discretion of the Dean. One of the needs that we have is requests to do multi-

camera events. Multi-camera shoots require a different type of camera and set-up. We want to have a switcher moving forward so we can do live switching. Not having these adds to the post production process. A lot of the funds were earmarked for larger purchases and due to COVID and the spending freeze, that has put a wrench into things. We are actively working on using the funding. On the wildcat films website it says they are under the Department of Arts and Humanities, is the S&A fee paying professors? No, we have salaries as professors. We pay a portion of the business manager's salary. We don't have a regularly produced project. Only if we feel there is more work than students would do for their credits do we request student employment funds. Most of the money is for equipment? Yes, replacements and repairs. Have you tried to partner with the department in the SURC that is doing the same thing? The only meetings we cover are the S&A meetings. That is not our specialty. That is not what the students are trying to learn. We are not seeking that out. We have partnered with departments like Public Affairs. We are always looking for partnerships if it serves our students and overall purpose. There are groups on campus that do similar work. The salaries funded by S&A are the Business Manager and occasionally students? Currently the Business Manager is funded at 20% by the Observer and CAH picks up 80% of the funding. CNW, PULSE, and Wildcat Films do not fund any of the Business Manager position currently. All of the faculty advisors are there for mentorship, advising, and directing the programs. All content is 100% student led and driven. There is \$8,700 listed in expenses for Wildcat films; that is for student work that exceeds a normal course load? Yes, not every student is employed. The management staff have duties above and beyond normal coursework. Due to COVID restrictions, there was less of an opportunity to be onsite and producing videos. So it would be less for this year. Unlike the other media outlets, it is not guaranteed we would have officer positions. We do not have a President this quarter because no one ran. Looking at the expenses for this past year, do you think it would be higher in a normal world? Yes, they would have been higher. Spring was shortened and chaotic. Clients were not coming to us for videos because there were tight budgets. Everything was limited this year. We hope to be back to business as usual next year. When we make these requests, we are thinking more globally and as if things are back to normal. These requests are reflecting normal amounts of funding.

Old Business:

None.

Other Business: Communications Received

We received a response to our questions from the ECLC (see addendum 1).

Public Comment

We discussed the sales and service revenue coming into the S&A process; are there any questions about this procedure? So if they have their sales, they burn through S&A first and are left with the sales revenue? Yes. This is for four years. In most scenarios, S&A doesn't cover all the expenses. If any self-support money is left at the end of the cycle, the department can keep it.

Do you mean department or organization? It is the program. So, for media services, they have rollover every year that they are saving because they weren't spending all of the money from their revenues. If the Observer has savings they get to keep, they cannot use the savings to support other programs. If funds roll over, they have to support that specific program for the specific intent. Any change in intent needs to be voted on and approved by the committee. If you have any questions, feel free to email Lacy.

Sean, thank you for joining us. I look forward to working with you. I hope the meeting was a smooth transition for you. It was a lot to take in at once.

Adjournment:

MOTION: Yunus Timurtas made a motion to adjourn. Björn Pellmyr seconded. Motion carried. Meeting adjourned at 7:53 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, February 3, 2021, online starting at 5:30 p.m.

Addendum 1

From: Michelle Hill <Michelle.Hill@cwu.edu>

Sent: Wednesday, January 27, 2021 3:59 PM

To: Joseph Bryant <Joseph.Bryant@cwu.edu>; Lacy Lampkins <Lacy.Lampkins@cwu.edu>

Cc: Michelle Hill <Michelle.Hill@cwu.edu>

Subject: Answers.

Hi all.

Here you go and thank you for your time last week. We appreciate it!

Here are the answers to give to the S and A group;
ECLC Additional Questions:

- What are the differences in the student staff's responsibilities and the practicum students working at the center? Or can you elaborate on how the two groups are utilized differently?

The practicum students are here for the experience and are getting credit with the Family and Child Life Program. They are receiving credit for this time here. The practicum students are not configured into the ratio. The ratio being how many children there are to teachers. They are here to observe, increase their knowledge of developmentally-appropriate play and learning. They will enhance their knowledge of Early Learning Care and how children learn through play.

The student staff are here to support and assist the lead teacher in the classroom. They are counted in the classroom ratio. They assist with the daily functions of the classroom, outside time, meal times, activities rest time. They are included in the ratio per licensing WAC's. They implement Creative Curriculum in the classroom working at either site. We implement Creative Curriculum at Rainbow Center which is Infants and Toddlers ages and at the Early Childhood Learning Center, ages 2-12.

- How would a 15% reduction impact your service and programming?

The reduction would impact us greatly, we are proud to run a quality early learning program at CWU. We say Children are Central. All parents need a safe environment that their child can attend and grow and learn. We have qualified staff in each room with degrees and majority of them attended CWU to attain their degree. It would be hard to manage with a reduction and we really need to serve the student parent population for them to get their degree, attend classes and work groups, and be at ease while their own child is growing and learning at an Early Learning Center at CWU. It would reduce the services that we offer and also affect our ratios. We are required by Department of Children Youth and Families to follow a certain ratio child to teacher in each age range classroom. This would limit us on the number of student staff to hire and could potentially have to turn away student parents who need childcare. A 15% reduction would also hinder the students in the Education Program and Family and Child Life program to progress academically and attain the internship and practicums they need to complete their degree.

Additionally a decrease in funding would force us to raise the rates for students which have not increased since 2014. Likely the increase would be 5% to 10% depending on the demand. An increase to student childcare costs has the potential to affect a student parents ability to acquire a needed education as they may be forced to make financial decisions based on the cost of childcare and may affect access to programs.

Addendum 1 Continued

- Approximately, how many student parents and how many faculty/staff are served annually?

We are 50/50 at Rainbow for student parents and faculty/staff this quarter.

At ECLC we are a little more heavy on faculty staff due to Green room being a new room and offering afterschool age. This new room added to our program can accommodate ages 5-12 and the majority of these children have faculty/staff parents. Majority student parents are completing or done with their degree by the time their child enters public school which is age 5-6.

Currently:

Student parents served: 75

Faculty staff parents served: 100

Each year is different and we range from 30% to 40% student parents.

- What is the per day rate for infant and toddler for faculty/staff?

The rate for faculty/staff for an infant is:

Morning block 7:30-12:30 34.00

Afternoon block 12:30-5:30 34.00

Full day- anytime from 7:30-5:30 44.00

The rate for faculty/staff for toddler is:

Morning block 7:30-5:30 31.00

Afternoon block 12:30-5:30 31.00

Full day-anytime from 7:30-5:30 41.00

- Does the faculty/staff parent fees help to cover costs of student parents?

No it does not.

- If you didn't have faculty/staff would you be able to serve the 57 students on the waitlist with the same budget?

No we would not be able to serve them due to the age that is needed for care and the number of children limited in each classroom.

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