

Services and Activities Fee Committee
Minutes
March 3, 2021

Called to order:

Christian Castilleja called the meeting to order at 5:31 p.m.

Attendance:

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

Excused: Yunus Timurtas

Agenda:

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

Minutes:

MOTION: Masina Ieremia made a motion to approve the minutes of February 24, 2021. Brandon Wear-Grimm seconded. Motion carried.

Reports:

Chair – None.

ASCWU – The survey is coming to a close. Encourage students to respond. It is always good to hear feedback about Services and Activities offered the last four years. The student voice will go a long way. We are creating dashboards in PowerBI to bring to you all next week.

Advisors – For the presenters, I will put a two-minute and one-minute warning in the chat.

We will send out a survey to the committee tonight. Take the time to look at it. Please complete it before deliberations. It will have all the requesting areas and the options for the four recommendation categories. This is the last night of funding requests. Please set aside the time to do that survey.

We did send out the Doodle Poll. The time that ended up working best is Saturday March 13 from 10:00AM-4:00PM. Hopefully we will not need the full time. This is the time with the majority of people available. This will likely be the end of deliberations, so it is important to be there.

This is the last night of presentations. There are no new requests. Lacy showed the PowerBI data for the requesting areas.

Aubrey went over the Teams file structure created for deliberations.

Other Business: Communications Received

We received some email responses to supplemental questions (See addendums 1-3)

Public Comment:

None.

New Business:

A. Base Funding Requests – Presentations

i. Scheduling Services

The Scheduling office provides reservations and resource management for non-academic activities on campus (meetings, events, conferences, workshops, etc.). Historically they have asked everyone that utilizes the scheduling services to contribute to the cost. S&A has historically put in \$30,000. Other contributors include \$72,000 in state funding and \$15,000 from conferences, as well as a 10% service fee to outside groups. They are requesting flat funding for the next quadrennium. This funding helps to pay for a portion of one of the staff salaries. The department has two full-time staff and 1-2 student scheduling assistants. There were 15,000 reservations last year with 2,200 from S&A areas. In a normal year, there are between 5,000-6,000 reservations from S&A events. They have adapted to COVID by creating a virtual space in 25 Live. This allowed them to share with students what events were out there. They partnered with Student Involvement to include 25 Live in Presence so clubs can request meeting spaces. They worked closely with county/state guidelines and educated the campus on these guidelines.

Presented by: Cherie Wilson

Questions: If funding was reduced by 15%, what other funding sources would the Scheduling Services pursue, and what would be the impact? It is a small budget and that would be a substantial cut. We will likely need to supplement with fee money this quadrennium. A 15% reduction would likely mean positions.

ii. Homecoming and Campus Activities

Campus Activities develops programs by students, for students. Homecoming has traditionally been S&A funded for 10-15 years to allow for bringing bigger names and acts to CWU. They do sell tickets to supplement funding for the homecoming comedian. The \$47,000 in funding gets their foot in the door, but does not cover all of the costs. They offer tickets to students at discounted rates and then allow the staff/faculty/community to purchase them. They do reach out to students for input on which acts to bring in. The process takes place at least

9-months ahead of time. Homecoming also includes a week of activities and they collaborate with ASCWU, alumni, Recreation, and RHA. The cost for an artist is expensive, and then they also need to pay for technology. In FY22 Campus Activities was funded \$202,238. This helps with over 200 programs yearly and 8 student employees. The Assistant Director job is not funded by S&A. Campus Activities programming is free to all students. They offer virtual programming and have done outreach to Westside students. They hire eight student programmers, and look for engaged student leaders. They do collect a small amount of revenue for ticket entrances from non-CWU students. Campus Activities is collaborative with many clubs, departments, and organizations on campus. Some of the larger programs include the Wildcat Welcome, Family Weekend, Student Appreciation, and Homecoming Week. Publicity Center does all of the publications and KCWU does radio announcements for the activities. They have had over 14,000 attendees at programs in 2019-20. They adapted to create a virtual studio space for students to perform, hosted make and take events, and worked with the community to do community events including outdoor events or small group activities. They are requesting flat funding for both budgets. If there was a 15% reduction, they will need to cut big programming, which would mean there are fewer student employees needed. They are tracking student data, which is a great opportunity to provide data for the committee on how many people attend events and what the demographics are.

Presented by: Robbi Goninan

Questions: How do you usually reach out to students, and how has this changed in the pandemic? Traditionally we do paper advertisements. We are utilizing social media right now via Hype and Campus Activities. We have had quite the following, and this has grown rapidly with the pandemic. How many of the student employees are from the Westside or online, and how many activities are oriented for Westside students? Currently none of the students are from the Westside. We only have six students now and we strove to keep our current employees employed. We collaborate and do outreach with Westside Student Life to let Westside students know they are welcome. We have heard that the online modality prevents engagement; how did you adapt to this and were the events successful in engaging the freshmen class? We did pretty well. We offered traditional programs like Monday Movie Madness. Make and take events were super successful. It has allowed us to evolve. The plan is to continue offering virtual programming as we are seeing students from other campuses get involved. You have some large ending fund balances, and it looks like Scheduling had a negative balance; what happens with all of that? For the Scheduling fund balance, there have been some adjustments after these reports. They expect to come to zero balance for scheduling. Cherie highlighted that they are supplementing their budget from other funding sources. If there is no request to keep the ending fund balance, it will roll back to the S&A

supplemental budget. Are you doing mass emailing to students? We don't traditionally do mass emails. Programming may get lost in the other important emails. We use platforms like Involvio and Presence. Incoming students are introduced to Involvio and the calendaring feature. It also has other important information like how to register or find a building. It is included in Central 101 and 301. We have a great relationship with the Transfer Center to continue to reach out to transfer students. We mailed out welcome packets to all incoming freshmen students with the events for fall quarter since we were unable to have Orientation. The fund balance is because we can't get everyone together and couldn't have those big annual events this year.

iii. Center for Leadership and Community Engagement

CLCE's focus is creating unique student experiences, connecting students to the greater community, and providing experiences for personal, professional, and community development. Michael Middleton is the Student Engagement Coordinator, which has recently merged into CLCE. He and the students he oversees are not funded by the CLCE funding. CLCE provides extracurricular activities to engage students, promote belonging, and help with the transition to the university. Experience Leadership Project is a 4-day leadership retreat to help students find resources and connect to staff, faculty and peers. The Wildcat Leadership Academy allows students to earn a tangible certificate focused on personal, professional, and academic development. The Cross-Cultural Leadership Program is a cohort of about 10 students each year that engage in a deep dive into the connection between leadership and culture, to grow global leaders. The students are together all year, and it ends with a cultural immersion experience. CLCE also facilitates Community Engagement with the goal of connecting students with a greater sense of purpose. They average 900 students engaging in service in our community annually. CLCE also serves as the primary contract administrators for the community partnerships. This service has led to the Duncan Family Scholarship, which allows for \$4,000-5000 in scholarships managed and awarded annually. They could not do this work without the students. Their primary challenges include staff turnover, and they hope to launch searches for the vacancies. Another challenge has been COVID, but they have been able to maintain their student staff and find meaningful ways for them to do their jobs. There have been a lot of positive things such as virtual programs, allowing them to engage students in a new way and engage center students. They have had the opportunity to develop new programs (podcast, CLCE Leadership Institute, Presence, and virtual volunteering). ICA and CLCE have recently combined. They are looking to revamp the leadership, service, and club experience over the next four years. They will use evidence based best practices for their strategic planning. They would like to expand and deepen supports for students and their leadership development. They are asking for flat funding for \$528,976. A 15% reduction in funding would cut goods and services. They would not intend to cut any student or professional staff. They

would have to be critical in not offering the larger scale programs at the same quality.

Presented by: Andre Dickerson, Michael Middleton, Amber Hoefler

Questions: A big complaint we have been hearing is that students aren't engaging with campus; how did you engage the incoming freshmen class? We created the leadership institute immediately and did intentional outreach to incoming students and University 101. We did mass emails and utilized Presence and social media. We used every avenue to get the word out. I wish we would have had more engagement. Those engaged absolutely benefited. We learned some great outreach strategies and we will continue to employ these. The leadership institutes got 1/3 of the usual number of students engaging. It was different but the quality of the programs was meaningful, engaging, and helped students feel connected to campus. How many online/Westside students do you employ, and how many programs have online/Westside participation. Zero are employed. We have often engaged and made programs available to the Westside. We have bussed Westside students over, or had staff go to the Westside to do programs. I cannot speak to the online students. All staff are Ellensburg students. Are any Westside/online students in these programs? They have engaged in WLA and we have discussed creating Westside cohorts for these programs. They have not been a part of CCLP or Chavez Kings. They have clubs connected to ICA. What are you forecasting for CCLP in the next quadrennium? Our students were prepared to go to South Africa in spring of 2020 and had to cancel 1 week prior. This was very devastating, as this is a program students have benefited from significantly. We are looking at how to restructure to expand the access. It has been tough. We have gotten feedback from the students and are going to respond to it. We have done domestic travel. We are looking at doing things in the PNW and that have cultural connections. We will look at how to navigate at a local, state, PNW level if we cannot travel beyond that. What kind of ways do you measure engagement? We do satisfaction surveys at the end of ELP, and do follow up with the responses. The Likert scales are helpful. We also track retention and other indicators like GPA. Amber will be leading that program and we are working diligently to build a year-long model. The measurement is evolving. We define learning outcomes and then measure the experiences based on these and ask the students to prove how they have demonstrated the learning outcomes.

iv. Office of Student Involvement

This request supports two full-time staff and three student positions, as well as some goods and services. The student staff are dedicated to the clubs and orgs administration. The funding is \$148,801 from S&A, with some support from the SUB fee. The scope of Student Involvement is overseeing 11 of the areas that have already presented this quarter. Student Involvement's responsibilities include the management, fiscal responsibilities, and development of these 11 areas, as well as advising ASCWU. The two fulltime staff are a Secretary

Supervisor and the Executive Director of Student Involvement. The Secretary Supervisor is paramount as it offers the administrative support to these areas and ASCWU. Engagement is more important now than ever and it is vital for students to have a strong relationship with the university. Student Involvement's priority is having students leading students. This shows up in the ASCWU board and in the three student positions in the ICA. One student position is vacant and will be filled this spring. Students help to manage Presence software, help clubs with hosting events, new club orientation, process funding requests, trainings, and compile newsletters. Metrics are tracked through Presence. Attendance tracking and trends are helpful to see what programs are working. Students are also able to develop a transcript and can see what they need to do to earn competencies and have a transcript of non-academic experiences. They are integrating demographic data, with no identifying information, but can see the trends of involvement. They want to holistically impact students. If there was a 15% reduction in the budget, they would increase efficiencies with goods and services and increase collaboration with other funding sources. During COVID, Student Involvement adapted by collaborating across campus, handing out facial coverings, and converting SURC areas to classroom spaces. Presence increases inclusivity and has created a leveling of student access. Destination 2025 specifically mentions student engagement/involvement as a metric in the retention plans. Student Involvement currently oversees 37% of the S&A funding from the last quadrennium including 31 FTE and 105 student staff.

Presented by: Dr. Jenna Hyatt and Michael Middleton

Questions: Not many students realize what SI is and how impactful it can be; how will you increase awareness? Student leaders are an asset. Clubs and orgs will create a level of engagement with their membership. We do have some road to go with signage and such. SI is really an oversight of all of these departments and collaborations with other areas. We are in the soft-rollout phase and are thinking through how we tell this story. I work with so many colleagues in student involvement and student government. I think about how we can push the collaboration of the student involvement areas. I have been in SI for 16 years now. I help all of the different departments under SI, and we are getting more involved in the student engagement pieces.

Old Business:

None.

Public Comment

As a reminder for you all and a thank you for the work you have put in - you spent 19 hours and 26 minutes hearing requests this quarter. I appreciate all of your time. Thank you also for the time you will spend on deliberations. We will send out the email with the survey. Use the

deliberation rubrics as a guide. If this is done ahead of time, we can spend less time in deliberations. If you have any additional questions for requesters, send them to me and I will share before deliberations. If you have any questions about the deliberation process, feel free to reach out before next week.

Students, what makes CWU unique among public institutions in the PNW?

The focus on diversity and community – everyone brings something to the table.

It is really accessible for students to be involved. The class sizes – I have never had a class bigger than 30 people (that may be unique to my major). You get a personal education and meet professors and have incredible conversations. Getting involved with the Student Union or ASCWU is possible just by asking questions.

I left UW because I didn't like the big classes and feeling like a number. This campus had more than I expected. Within a day I was in the same room with the Dean. I would not have the same connections or relationships with professors. I had a letter from my professor to my parents congratulating me. I wouldn't have been able to be involved in Student Government elsewhere.

Look for links from Frank Jones for next week's meeting. General links will be on the S&A website.

Primary elections start this week. We will be tabling in the SURC and active on social media. One primary is running now and ends Tuesday evening. Help us with the primary for the Director for Student Life and Facilities.

Adjournment:

MOTION: Brandon Wear-Grimm made a motion to adjourn. Björn Pellmyr seconded. Motion carried. Meeting adjourned at 7:05 p.m.

Schedule for Next Meeting:

The next meeting is scheduled for Wednesday, March 10, 2021, online starting at 5:30 p.m.

Addendum 1

From: Jeffrey MacMillan <Jeffrey.MacMillan@cwu.edu>
Sent: Wednesday, March 3, 2021 4:42 PM
To: Joseph Bryant <Joseph.Bryant@cwu.edu>
Subject: RE: S&A Fee Committee - Base Funding Additional Questions

Hey Joey,

I am so sorry I missed this email - but here are my responses to the additional questions.

Additional Questions related to WSRN:

- Could funding for student travel be found elsewhere on campus? (for example: KCWU or the Athletics Dept.)

This budget has not been primarily used for "travel" anymore in the same way it was originally proposed to be. Initially, it was to cover expenses to cover both home and away games (for football & mens/womens bball), both the equipment, student wages and (in the cases of away games) travel.

However, we decided to shift and focus on using our funds to cover more sports and primarily home contests - an expansion from the three sports covered when we first started this program. We stopped traveling but picked up coverage of several other sports - it allowed more students to cover specific areas of interest and made it more accessible for those with many commitments who could not take the time to travel potentially states away for days at a time.

So, the amount spent on travel costs is substantially reduced now. The funding for travel itself could, I guess, be sought from other sources if needed but it is far from the primary use of the budget.

- If funding was allocated elsewhere, would the WSN program continue operation? (i.e. would another funded department adopt it and continue it with their funding?)

I certainly would not want to let the program to cease to exist, as it has resulted in several career placements for graduated students and valuable experience, but if it were to have to be absorbed into the main budget of KCWU it would have to potentially result in the cutting of a different area internally. The funding being allocated elsewhere would just be a loss in opportunity from one area to another.

I hope this answers your questions. Please let me know if you think I should provide more detail for the committee and I would be happy to do so.

Thank you,

Addendum 1

JM

From: [Joseph Bryant](#)

Sent: Monday, February 1, 2021 9:58 AM

To: [Jeffrey MacMillan](#)

Subject: S&A Fee Committee - Base Funding Additional Questions

Hi Jeff,

Thank you for coming last week and presenting before the S&A Fee Committee. It was great getting to see you virtually.

Given the limited amount of time allowed for Q&A, the committee had a handful of additional questions they asked that I send to you. If you could look over these and shoot me back responses, I'll make sure they get shared with the committee at an upcoming meeting.

Thank you,
Joey



Joseph Bryant (He/Him/His)
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Addendum 2

From: Han Donker <Han.Donker@cwu.edu>

Sent: Wednesday, February 24, 2021 9:16 PM

To: Joseph Bryant <Joseph.Bryant@cwu.edu>; Toni Sipic <Toni.Sipic@cwu.edu>

Subject: RE: S&A Fee Committee - Base Funding Additional Questions for Virtual Analytics Lab

Hi Joey

Here are my answers to your questions:

Additional Questions:

- Will this be a fully student-ran extracurricular program?
Yes, the activities of the finance club, accounting club and the activities related to the council of investment are fully student-ran extracurricular activities.
- How is WRDS different than other large data mining softwares such as SQL and R?
WRDS is not a software program, but a portal that will help students to use data related to finance, accounting, environment, social issues, and governance. We subscribed to databases (financial data, environment, social issues, etc.) and this portal connect those databases, so students on the westside and in Ellensburg can get access to these data and work from different sites together on these topics. This will help students to connect and work on joint projects. Furthermore, WRDS provides some internal tools that help students to accomplish and develop their investment decisions/proposals. So, students in political science, economics, finance, accounting, etc. can work in groups and prepare proposals for sustainable investments.
- Why not pursue the tech fee council for funding if this is campus-wide program and non-academic? The mission of this service appears to align closely to their mission.
We focus on extra-curricular activities
- I see that you have secured funding from Library and College of Business. What other funding sources have you explored? Have you requested funding through the Student Tech Fee? If not, why?
We are looking for additional funding and we will probably receive funding in the future, but we need a start. Base Funding would help us to get going. This is extremely important for us. As soon as we have the lab established, potential donors can see the relevance of our activities. This will be a showcase for students to get a job!
- Is this an on-going expense? How long is the contract for the services? Meaning, if there isn't enough engagement or usage from students will there be an opportunity to not renew for another year?
The WRDS subscription is annual. We ask funding now in order to get started. As soon as we have this established, we will look for other resources (donors, etc.). But at this moment we need a start otherwise it will not happen.
- You mentioned that this is an investment for the University, how does the Foundation office, which is the primary university fund investing arm involved in this proposal.
The foundation helped us with funding one of our primary databases. So, they are on board.

Our new CWU president mentioned that sustainability and EDI will get the highest priority in the next few years. This proposal will help students to do activities in these areas.

A couple of days ago, some science students approached Toni regarding Palm oil. What is the problem with palm oil? Palm oil has been and continues to be a major driver of deforestation of some of the world's most biodiverse forests, destroying the habitat of already endangered species like the Orangutan, pygmy elephant and Sumatran rhino. These students wanted to know which companies use palm oil and Toni was able to provide this information by downloading the information. If we would have WRDS, students could have approached the database and collected the information themselves.

I hope that I answered the questions that you need in order to come to a decision.

Han



Han Donker, Ph.D.

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Editor-in-Chief: [International Journal of Corporate Governance](#)



From: Joseph Bryant <Joseph.Bryant@cwu.edu>

Sent: Friday, February 12, 2021 12:14 PM

To: Toni Sipic <Toni.Sipic@cwu.edu>; Han Donker <Han.Donker@cwu.edu>

Subject: S&A Fee Committee - Base Funding Additional Questions for Virtual Analytics Lab

Hi Han and Toni,

Thank you both for coming this week and presenting before the S&A Fee Committee. I am sorry that the presentation time conflicted with your course Han. Toni did a great job of presenting the request though. It was great getting to see you both virtually, even if only briefly on your end Han.

Given the limited amount of time allowed for Q&A, the committee had a handful of additional questions they asked that I send to you. You will see that there is some overlap in two of the questions; however, if you could look over these and shoot me back responses when you have a chance, I'll make sure they get shared with the committee at an upcoming meeting.

Additional Questions:

- Will this be a fully student-ran extracurricular program?
- How is WRDS different than other large data mining softwares such as SQL and R?
- Why not pursue the tech fee council for funding if this is campus-wide program and non-academic? The mission of this service appears to align closely to their mission.
- I see that you have secured funding from Library and College of Business. What other funding sources have you explored? Have you requested funding through the Student Tech Fee? If not, why?
- Is this an on-going expense? How long is the contract for the services? Meaning, if there isn't enough engagement or usage from students will there be an opportunity to not renew for another year?
- You mentioned that this is an investment for the University, how does the Foundation office, which is the primary university fund investing arm involved in this proposal

Thank you,
Joey

Addendum 2



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Addendum 3

From: Marissa Howat <Marissa.Howat@cwu.edu>
Sent: Tuesday, March 2, 2021 3:58 PM
To: Joseph Bryant <Joseph.Bryant@cwu.edu>
Cc: Kelly Hogan <Kelly.Hogan@cwu.edu>
Subject: RE: S&A Fee Committee - Base Funding Additional Questions for Wellness PATH Advocate

Hi Joey,

Attached are answers to additional questions from S&A committee. Hoping that these can be shared ahead of time vs. taking up meeting time because I wasn't super brief...but wanted to be thorough. I went ahead and highlighted the parts that I thought most succinctly answer the questions, though I'm happy to provide more explanation or context if that's requested. 🙏

Later, gator



Marissa Howat, MEd, MCHES

[She/Her/Hers](#)

Director of Health Promotion and Wellness

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You may set up a [virtual appointment](#) with me during available times, Monday through Friday. I look forward to connecting, and can also easily be reached on Skype while working remote.

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From: Joseph Bryant <Joseph.Bryant@cwu.edu>
Sent: Friday, February 26, 2021 8:46 AM
To: Marissa Howat <Marissa.Howat@cwu.edu>
Subject: RE: S&A Fee Committee - Base Funding Additional Questions for Wellness PATH Advocate

Hey Marissa,

If you can get them to me by 5:00pm next Wednesday that would be great. I'll share them at our meeting. Otherwise, I can always share them the next week as well if needed.

Thanks,
Joey



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From: Marissa Howat <Marissa.Howat@cwu.edu>
Sent: Thursday, February 25, 2021 4:49 PM
To: Joseph Bryant <Joseph.Bryant@cwu.edu>
Subject: RE: S&A Fee Committee - Base Funding Additional Questions for Wellness PATH Advocate

Happy to answer – but when do you need them by? I’m scheduled to be out of the office tomorrow, but can schedule time to work on it if it is urgent.

Thanks,
Marissa



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From: Joseph Bryant <Joseph.Bryant@cwu.edu>
Sent: Thursday, February 25, 2021 4:06 PM
To: Marissa Howat <Marissa.Howat@cwu.edu>
Subject: S&A Fee Committee - Base Funding Additional Questions for Wellness PATH Advocate

Hi Marissa,

Thank you for coming this week and presenting before the S&A Fee Committee.

Addendum 3

Given the limited amount of time allowed for Q&A, the committee had two additional questions they asked that I send to you. If you could look over these and shoot me back responses when you have a chance, I'll make sure they get shared with the committee at an upcoming meeting.

Additional Questions:

- Have you looked into contracting out for services instead of paying for a full-time employee?
- Can you please share the information that states this position is required in order to be in compliant? I would like to see the fines associated with being out of compliance?

Thank you,
Joey



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