

Services and Activities Committee
Meeting Minutes
January 19, 2023

Called to order:

Judy called the meeting to order at 5:06pm.

Attendance:

Alice Williams, Brady Smith, Bjorn Pellmyr, Evelyn Roehn, Judy Brewer, Jessica Kitto, Sean Dahlin, Joey Bryant

Guests: Keegan Jolly, Asraa Jaber, Charles Johnson, Lola Gallagher

Absent: Lacy Lampkins, Brandon Thomas, Yaritza Granados

Agenda:

MOTION: Evelyn made a motion to approve the agenda. Alice seconded. Motion carried.

3 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Evelyn made a motion to approve the 1/5/23 minutes. Alice seconded. Motion carried. 3 (yes), 0 (no), 0 (abstentions)

Reports:

I. Chair: none

II. Advisors:

- a. Joey: He is unofficially here this week. Joey will be back for the next meeting and Lacy will be gone longer. The recommended policy change for fund balances and salary savings has been sent to Joel. Joel has verbally approved it and Joey is still waiting for the official memo.
- b. Joey may have to leave momentarily but will return if he can.

III. ASCWU: CCI open forums in the SURC Pitt. Last one is tomorrow from 4-5 in the SURC Pit, and it will be live streamed on ASCWU Instagram. Delano Palmer will be there to describe the overall timeline of the project and where we are in the timeline. VP Joel Klucking will explain the bonding process and the financial impact for the university and for students.

Communications Received

Bjorn said that he would be late.

Brandon will be absent tonight.

Public Comment:

None

New Business:

None

Old Business:

I. Base Funding Annual Reports

- a. Joey noted that not every report will have feedback or responses. The committee should raise any questions, concerns, or feedback for the individual units.
- b. Administrative Support Costs Annual Report
 - i. Discussion
 1. Administrative supports the support for the S&A funded areas.
 2. Funds expended to all the individual offices.
 3. Net resources = revenue (fee allocation) – expenses (dollars spent)
 - a. We pay a flat fee for administrative costs.
 4. In the HR section, what is a PAF?
 - a. Personal Action Form for behavioral issues
 - b. This includes employment eligibility, tracking all their hours, and payroll.
 - c. System wide personnel processing.
- c. Joey mentioned that Amber will be coming in later this quarter to talk about the Student Academic Senate, since what they were funded for wasn't what they spend the funds on, and the change didn't officially go to the S&A committee.
- d. ASCWU Board of Directors
 - i. Discussion
 1. For all ASCWU reports, most have small benefits balances. What counts as benefits? Do they have a breakdown of those benefits?
 - a. Brady shared that a definition of what their benefits are would be helpful.
 - b. Secretary Supervisor is their only full-time professional staff member who works for ASCWU and SLICE.
 - c. ASCWU is on their own, but a lot of their professional staff also work for SLICE.

2. Vacancies are obvious. This form says 6months, but because of the policy change when do we implement the 1-month policy?
 - a. It was pointed out that the policy change only applied to professional staff and the vacancy is for student staff.
 3. How long is the SURC bond extension for? What other processes does it need to go through as the students passed it before we get our CCI?
 - a. Brady clarified that once students pass the bond extension, it goes to the Board of Trustees for approval. It isn't changing the amount of the fee that students pay, it is just extending the amount of time for which the fee will be collected. He believes that it will continue until 2054.
- ii. ASCWU Club Senate
1. Registered Student Organizations (RSO) are now under SLICE and are no longer under the Student Government.
 2. What is the footnote for the asterisk next to the number of registered clubs/organizations?
 - a. The best guess is that it represents the difference between fully registered clubs and clubs that are still in the process of getting registered.
 - b. The faculty representative of a student organization agreed that the difference between fully registered clubs and clubs in the process of registering is probably the meaning of the asterisk.
 3. How does ESC (Equity & Service Council) fit into ICA (Inter Club Association)? Do they receive funds from ICA?
 - a. Brady clarified that ESC counts as student organizations, but that their funding is under ASCWU. There are 8 organizations that are part of ESC. The ESC outlines what qualifies a club to be part of ESC. All ESC clubs are ICA clubs, so they have funding sources through both ESC and ICA.
- iii. ASCWU Equity and Services Council
1. Pleased with the comprehensive calendar. It is helpful to look at and reflect on the magnitude of impact.
 2. Last year there was an issue with funding for graduation ceremonies for a few organizations. Do we need to allocate funds this year or was it settled last year?
 - a. Brady shared that all options are open for this year. We should be conscious that we might have requests for

additional funding. President Jim Wohlpart talked about finding administrative funds for these costs. If student funds are used, they could only be used for students. If administrative funds were used, they could be used for families too. Mariah is still not sure where they are for this year.

3. A couple of the events on the list were cancelled like the Professional Drag Show.
4. The exact club meetings aren't listed. All 8 clubs have weekly meetings and some of the meetings often have 100 plus attendees. ESC is making a huge comeback after COVID and there is a strong desire to be part of these organizations.
5. Filipino American Student Association does take attendance. Don't know how many clubs take attendance. It was noted that most clubs are moving to taking attendance at meetings.

iv. ASCWU Legislative Affairs

1. They have the highest surplus of funds from the reports so far. One of the other reports was in the negative for net resources.
 - a. Limited travel during COVID and reduced staffing are the reasons for the surplus.
 - b. Brady noted that this year there won't be as much of a surplus because all events last year were virtual. This office will take students to the in-person Lobby Day in Olympia with hotel, bus and other group costs that weren't there last year as the event was virtual.
 - c. What a great event to get to talk to legislators!

v. ASCWU Student Academic Senate

1. Amber will be coming to talk to us about this one.
2. Amber and Brady have talked about funding for this area.
3. Was the reason the funds are too low for senators because they were for Student Academic Senate, but then a year later it switched to Student Senate and the allocation remained the same?
4. Senators weren't paid 2 years ago under the Student Academic Senate. A year after the allocation was made, senators were switched to a model where they are now paid.
 - a. The number of senators switched from 23 to 15 in part due to the funds not being reallocated.
 - b. Reduction in the number of senators was also done to accommodate for the 10% reduction and because the allocation wasn't enough to support 25 positions (23

senators and 2 administrative positions). Plus, now that minimum wage has increased, senators are currently making minimum wage whereas historically they have been paid above minimum wage.

- c. Reallocation would take place during a base funded year. Senate needs money to sustain until the next reallocation for the next 4-year cycle. Right now, they need money to pay their employees and basic costs.

vi. ASCWU Student Life & Facilities

- 1. What was the cause of the negative fund balance? Could it be recouped in future years?
 - a. Brady was not sure. There was a variety of programming that happened last year, so it could have been for any of those. Programing costs had a negative balance as well.
- 2. Capital outlay was higher than projected. What is a capital outlay?

II. Judy asked the committee how the amount of work for this week was

- a. It was noted that it was a good number to review, not too much work.
- b. It was asked if reviewing 7 or 8 annual reports for the next meeting would be okay.
- c. It was mentioned that we did 7 today and we only took an hour. A suggestion was made to either do enough to fill the 2 hours of the meeting or to meet weekly to finish reviewing all the annual reports by the end of the winter quarter.
 - i. It was pointed out that we have about 4 more meetings until the end of the winter quarter.
 - ii. A member agreed that it makes more sense to meet weekly for an hour to finish by the end of the quarter.
 - iii. Sean stated that some reviews will be quick, and some will take more time. Joey's experience will help as well when he can rejoin. He thinks we will be fine with the current meeting schedule.
 - iv. Judy mentioned that she will be leaving at the end of this quarter so there will be a change of leadership.
 - v. Brady reminded the committee that we can't change the next meeting to a weekly meeting as we have to publicize our meetings. He thinks we could fill the 2 hours. He suggested that we start with a set number and then keep going if we have more time.
 - vi. A member noted that they don't really like doing the reviews on the fly.
 - vii. It was asked if any notes that members took during the review process would need to be submitted like they did last year. Jessica will ask Joey if this still the case. Jessica also mentioned that their review discussion and all the questions that they raised would be in the meeting minutes. Sean

mentioned that it could be like other committees where member notes are requested but not required. Then, those notes are added as further attachments.

- viii. Judy asked the committee to aim to review 2 to 3 annual reports on the fly and 7 prepared ones. The 7 prepared ones will start with Campus Activities and go through KCWU.
- ix. It was noted that last year, Manastash was a longer one. It was the program directors first time filling out the report and they had to call him in to a meeting. So, it might be different this year.
- x. Judy mentioned that the reports that we would aim to review on the fly would be Lion Rock Visiting Writers Series, Manastash (tentatively), and Marching Band.
- xi. Sean asked if the marching band director came in for the quadrennium. It was noted that it was probably just for the quadrennium. Someone also mentioned that Manastash might have been for the program review and not for the annual report.

Public Comment – Second Call

Lola mentioned that next week when we discuss KCWU that we might also want to discuss WSRN as they are both run out of the radio station. If the general manager joins the next meeting, doing KCWU and WSRN at the same time might be nice.

Judy said she would keep that in mind.

Adjournment:

MOTION: Bjorn moved to adjourn. Alice seconded. Motion carried. Meeting adjourned at 6:04pm. 4 (yes), 0 (no), 0 (abstentions)

**Our next meeting will be February 2, 2023 (online) at 5:00pm.
Check out our website at www.cwu.edu/services-activities**