

Services and Activities Committee
Meeting Minutes
February 16, 2023

Called to order:

Judy called the meeting to order at 5:02pm.

Attendance:

Alice Williams, Bjorn Pellmyr, Judy Brewer, Brandon Thomas, Evelyn Roehn, Brady Smith, Joey Bryant, Jessica Kitto

Guests: Tommy Skaggs, Becca Seeley, Lola Gallagher, Amber Hoefer

Absent: Lacy Lampkins, Yaritza Granados, Sean Dahlin

Agenda:

MOTION: Evelyn made a motion to approve the agenda. Brandon seconded. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Brandon made a motion to approve the 2/2/23 minutes. Evelyn seconded.

Motion carried. 5 (yes), 0 (no), 0 (abstentions)

Reports:

I. Chair: none

II. Advisors: none

III. ASCWU: Joseph Burke stepped down as ASCWU Director of Governmental Affairs.

ASCWU is looking for legislative help in Olympia. If anyone is interested or knows someone who is interested in getting involved in the legislative process by advocating for Central to legislators, please reach out to Brady at ASCWUevp@cwu.edu. A question was asked if the role went through the end of the legislative session or of the academic year. Brady responded that the lobbying role and going to Olympia was through the end of the legislative session, but the person would stay on to help with other governmental related activities until the end of the academic year.

Communications Received

I. CFO Approval of S&A Recommendations

- a. Joey received a written response from Joel Klucking regarding the S&A policy change recommended by the committee at the end of Fall quarter. The recommended changes were to have any unspent S&A fund allocations returned to S&A at the end of the fiscal year and to have salary savings returned to the S&A reserve after one month of vacancy. Joel has reviewed the changes to the S&A policy, and they have officially gone into effect for this fiscal year.

Public Comment:

A question was asked if we were going to send out a memo to the areas that were told to stop spending their S&A funds. We decided that we would wait until base funded units request supplemental funds and then while reviewing requests, the S&A committee would keep in mind that some departments were asked to stop spending S&A funds.

New Business:

Supplemental Requests Process

Base funded units can come to the S&A Committee to ask for funding outside of what was foreseen in their budget. They have up to 10 minutes for their presentation. Then, the S&A Committee has 10 minutes to ask questions of the presenter to gather additional information. Then, the committee usually deliberates for up to 10 minutes at the next meeting. An S&A member would make a motion to approve funding in the full amount, to approve funding in a different amount with justification, to deny the request, or to table the request. If no motion is made, the request dies. The committee's recommendation then goes to Joel, the CFO, for approval. If the request is over \$25,000, it goes to the Board of Trustees for approval. We usually hear a request and then vote at the next meeting to allow for additional public comment. Presenters can request to have a vote on their request at the same meeting as their presentation based on timing of purchasing ability and the need to move faster on the request. S&A would have to motion to amend the agenda to add the voting request. Deliberation is for the committee only and does not include the presenter answering questions. Supplemental funds come from the reserve budget. We did not set a supplemental budget at the beginning of the year with the intention that supplemental funds are for unexpected or emergency things.

It was asked about needing to make a motion to add a vote on the request to the agenda. It was clarified that we would have to motion to have the vote added as an additional section item on the agenda.

A question was asked if we need to motion on each individual request or if we need to motion to have all three requests added. It's up to whoever is making the motion, but we would want to hear their request for the rational of why they want the vote tonight prior to making a motion to hold a vote on the request during the meeting.

A. Supplemental Requests – Presentations

1. 2301: Student Appreciation Spring Concert (Campus Activities) - \$10,000
(*Request to vote on same night as presentation*)
 - a. Amber Hoefer, Director of Slice

- i. Amber and Tommy are working together on this request.
- ii. Student appreciation/Wildfest is a large, end of the year celebration. Amber and Tommy are looking to expand the event for students. The Campus Activities Assistant director role is vacant which is why Amber is presenting today. Coming out of COVID there were still some restrictions. Now that we are moving out of COVID, they would like to do a bigger celebration by bring in a headliner/performer. Larger performers can cost between \$30,000 and a million. Last year about \$15,000 was spent on food, inflatables, and other campus activities. They are still planning on doing those activities, but they also want to expand from local bands to bring in a headliner. Therefore, they are asking for an additional \$10,000. They have also talked with Student Government to see if they would have funds to help put on this event so that it is really an event for students put on by students. Last year, 1,100 students went to Wildfest and 1,300 sliders and ice cream were distributed. The ASCWU sponsored after party in the ballroom had 300 students. To bring a headliner, they would have to setup a different stage as they would need additional security and event staff. They would also need to make sure their contracts are in place and to accommodate their writers. The stage and equipment can also cost more.
- iii. Joey added that this is a supplemental request from our reserve. The salary savings piece comes out of the SUB fee and not the S&A fee.
- iv. The idea of expanding on the event is liked. Amber was asked about how many extra people they would like to get to attend the event. Amber said that they didn't have exact numbers as it would depend on the venue. They are looking to have two parts to the event. Part one would be outside on the Barto Lawn and part 2 would be the larger concert. The concert could be in the SURC or at a Rec field which would increase cost but could also increase attendance.
- v. Tommy added that in the past the activities and inflatables on Barto lawn and the concert happened at the same time. This proposal is to separate the concert from the other events. The actual concert would happen sometime between May 19 and June 1, dependent on artist's availability. Amber's funding

request is more of a general request to fund the logistics.

Tommy's request is focused on bringing in a more notable artist.

- vi. Question was asked if there were any top ideas that they wanted to accomplish with the additional funds. Amber said that they want to have students find value in the concert by recognizing the performer. They just want to elevate the event to the next level.
 1. A comment was made that Hobo Johnson was at the Wildfest prior to COVID and it was really fun,
- vii. Question was asked if this request for supplemental funds was being made because it would exceed the budgets for KCWU and Campus Activities. Campus Activities is projected to spend \$150,00 out of their \$170,000. The extra \$20,000 is their breakeven point as they exceeded their budget last year. It could also change due to their student staffing. They are planning on spending the entire Campus Activities budget this year.
- viii. Tommy added that KCWU doesn't have the budget for programming.
- ix. A student wondered if it was possible to do a balance transfer from goods and services to programming if the money was available. Joey said that he wasn't sure if KCWU was projected to spend it all their budget which would mean that they might not have the funds available to transfer. Technically, KCWU would have to come to S&A to get approval to move the money from goods and services to programming. Tommy added that last year the event was funded out of Campus Activities. KCWU helped but it is a Campus Activities event. Amber mentioned that they don't have formal ASCWU funding. ASCWU is looking to try to bring back an old event. This event is meant to be for students by students. Brady added that any collaboration seeking has come from Student Senate who in theory has access to the Board of Directors budget, but their budget only has wages. They are trying to bring back an event that ended about 50 years ago to add to the student appreciation week. Nothing has been solidified yet and funds would have to come from the Board of Directors budget.
- x. Joey mentioned that if S&A approves a supplemental funds request and the base funded unit doesn't use all the money or the receive other funds to help pay for the approved item, the S&A money rolls back to the reserve.

- xi. A student mentioned that last year Campus Activities had unexpected insurance costs and they were wondering if Campus Activities was prepared for insurance costs this year. Amber noted that their insurance costs went up \$15,000, but they anticipated it, and the bill was just paid.
 - xii. A student asked if this event would have a good return on investment with student engagement on campus. It's hard to get students to come out to meetings and to stay. Their department believes they will have a lot of students leaving. Amber said that it's hard to say if students will find more meaning and purpose or feel more connected. They want to create a space for students and change it up a bit.
 - xiii. Question asked of Joey of what we are looking at in the supplemental fund. Joey said he would save that for deliberation and that there is no set supplemental budget.
 - b. **Motion made by Brandon to change the agenda to allow Tommy to present next. Seconded by Bjorn. Motion passed. 5 (yes), 0 (no), 0 (abstentions)**
2. 2303: Student Appreciation Spring Concert Musical Artist Fee (KCWU) - \$24,500 (*Request to vote on same night as presentation*)
- a. Tommy Skaggs, general manager of KCWU, mentioned that the cost for the last event before COVID was just over 30,000 and 20,000 for concert. There have been a lot of requests from students to get more notable performers on campus. The music portion of the is floating and the concert will happen between May 19 and June 1 due to artist availability and scheduling. Asking for \$24,500. They work with an agent to do all the logistics. There are 3 tiers of artists: \$40,000 and below, \$40,000 to \$100,000, and \$100,000 and above. Looking at up and coming artists. Years ago, Macklemore was on campus when they were up and coming. Breakdown of the \$24,500: up to \$20,000 for the artist fee, 10% goes to the agent fee, and \$2,500 to have some local talent as well if the artist allows them to open. Amber's request for \$10,000 is for the logistics of the concert. This request is for the artist. They are asking for this request to be voted on tonight due to all that needs to be done from the artist negotiation, availability, contract, technology requirements, logistics, facilities, security, and promotion. Need time to do all this with the event in a couple months. If not approved tonight, we wouldn't have the time to move forward with the headliner and they would have to figure out other options. Some of the conversations have started in case they get the funding approved.

- b. A student pointed out that the concert expense estimates don't include staffing wages. Would the supplemental funds be used for staff? Tommy replied that different departments will have to have staff help. Those costs weren't outlined in the Excel.
- c. A student asked if part of the publicity will go to volunteer recruitment. Tommy said that the publicity and marketing would be mostly working with Hype, printing costs and working with Lola and publicity. Is there going to be volunteer recruitment or mostly working with different departments? Lola said that this type of event will start by using paid staff from KSCW or Campus Activities. She wasn't sure what volunteers would be for the concert. Usually there are opportunities for people to be involved in some way.
- d. A question was asked about when students would start to see event publicity. Tommy replied that publicity would start once an artist's availability has been determined and a contract has been set. The amount and type of publicity would also be determined by the contract. Concert is for students only, no community, so there will be a lot of internal promotion.
- e. Brady mentioned that ASCWU could supply some student staffing. This is where ASCWU could help. There are concerns about what student staff would be working the event and if they have the capacity.
- f. A student asked if the excel sheet accounting for the \$20,000 in outside funding that they are expecting or are those funds going towards something else. Tommy said that the figures were an estimate of how much it would take to pull off an event. Last year, the sound only was \$13,000. So, depending on the location and on the artist might need more technology. Their \$24,500 request is just for the artist. The other \$20,000 includes Amber's request and other funds are needed to put on an event like that.
- g. A question was asked if KCWU doesn't go for a bigger headliner, what would you do with the funds? Tommy said if the funding is approved, they would pursue a headliner. If not approved, would go after local artists.
- h. A question was asked in chat if we can make motions during the Q&A or if we have to wait until after. Joey said that a motion can be made at any time if they feel that they have enough information to do so.
- i. **Brady motioned to add voting on Student Appreciation Spring Concert (Campus Activities) and Student Appreciation Spring Concert Musical Artist Fee (KCWU) to subsection c under new business. Seconded by Brandon.**
 - i. Discussion

1. For clarification, it was asked if we were waiting on the Club Senate request. Joey mentioned that their request was \$30,000 which would need to go to the Board of Trustees so there is less sense of urgency due to it taking longer.
2. A student cautioned against breaking procedure. It was done last year at one point for something that wasn't planned until close to when it was happening. It was asked if we got in trouble. Joey mentioned that the intent of the process is to provide for public comments. We didn't get any frustration from anyone when that happened.
3. It was stated again that 1,100 students went last time.
4. A student asked if there any other concerns other than procedure. They feel like the success of last year is helping to make their decision today.
5. Brady added that Student Senate has received requests for this type of event from students. This is something that students want.
6. It was clarified that this type of event didn't happen in years past was due to COVID.
7. A student asked if a supplemental budget needs to be set before voting.
 - a. Joey said that we don't need to set a supplemental budget as any funding approved comes from the reserves.

8. Vote: 4 (yes), 1 (no), 0 (abstentions) Motion carried to add voting to agenda as section c after annual report reviews.

3. 2302: Club Travel (Club Senate - RSO/ICA) - \$30,000
 - a. Amber Hoefler, Director of SLICE, talking about the Registered Student Organizations budget. Becca Seeley, club and engagement coordinator for SLICE, oversees clubs and advised the Student Funds Council which is made up of club leaders who volunteer their time to review the fund requests from clubs and organizations.
 - i. 98 active registered student organizations
 - ii. 5 clubs in the process of registering now and Becca anticipates more clubs registering in the spring.
 - iii. Over 1,000 registered club members, but there are probably more students involved in clubs who aren't registered.
 - iv. This funding request is for general body of clubs, not for sports and ESC as they have their own funding.

- v. This year 56 request totaling \$121,000 have been made starting early fall and going through winter. Their annual base funding is only \$90,000 and part of that goes to their programs and club services. Trips and travel requests from the fall are often for spring travel.
 - vi. Amber noted that this is specifically for student organizations. This year they are trying to give club members more direct access to funds. Historically, clubs were able to request up to \$2,000 pre year. This year they separated the two. Clubs can request \$2,000 for material, event support and/or up to \$500 per person for travel. Last year there were a lot of restrictions with COVID and students weren't traveling or asking for money. RSO had a fund balance for last year as there weren't as many requests. Many more requests this year.
 - vii. Amber clarified that their \$30,000 request is from their fund balance last year. Students that vote on who gets money, they have a rubric and go through each request.
 - viii. Becca said that this year 12 students traveled to a physics conference. Cosplay is traveling to SakuraCon. The travel requests are for students going to conferences for club, academics, or professional development. Since requests have exceeded the funds available, it is difficult for the council to decide when to award funds. 90 individual students have been awarded club travel funding for hotel, travel costs, and meals. 56 students have been denied. They have had to make a lot of difficult decisions this year. They made some decisions on having funds available for local events that any student could attend.
 - ix. Amber added that there are 8 more council meeting. The student council was conflicted to either give out remaining \$12,000 or to save it for future spring requests.
- b. A question asked if there was any policy around how requests are made and voted on. Becca clarified that requests seen at a meeting can be approved/denied at the same meeting or tabled for another meeting. The question was clarified to ask if there were any time constraints due to the number of meetings left. Becca mentioned that the time constraints are due to the number of requests. Requests have to be submitted 1 week prior to the fund council meeting to be reviewed to allow for time to prepare materials for the council. Amber added that the other time constraint is

when students find out that they can go to a conference close to when they need the money.

- c. It was noted that the financial report says there's an extra \$15,000. Joey noted that that was last year as they ended the year with \$15,000 left due to less travel. Fund balance coming from the year prior as most travel and programming was cancelled. The two unspent years are set to rollback.
- d. A student asked if the presentation materials could be sent to us. Joey added that all presenters are asked to submit their presentation materials.
- e. It was noted that RSO has about \$12,000 left, about how much as been requested per meeting? Amber clarified that the question was asking for the average per meeting. Amber says that the first request came in the summer. Becca gave the meeting request totals for summer about \$10,000. Fall meetings: \$946, \$3,598, \$1,104, \$4,961, \$3,289. Winter meetings: \$37,679, \$35,076, \$12,392, next week \$9,000 in requests. Clubs need materials, professional development opportunities. Is spring a big time for travel request? Becca said yes, a lot of spring conferences in April and May.
- f. Amber added that club advisors are submitting requests on behalf of their members as they can't do supplemental S&A requests if they are not base funded.
- g. Joey mentioned that the presenters didn't ask for this request to be voted on at this meeting. We still could if we wanted to, but due to the dollar amount, the approval would have to go to the Board of Trustees.
 - i. Amber asked how long it would take to get BOT approval. She wondered if she could request for the discussed to be done today. Joey said Joel or the president could ask the BOT to have a separate meeting. Joey is hoping that the executive leadership team might be able to make the decisions.
 - ii. A student asked if Club Senate could separate their requests to be under \$25,000 to avoid having to go to the BOT. Joey said that it depends on what amount S&A approves. Multiple supplemental requests should raise flags.
 - iii. It was asked when the next BOT meeting is. Joey said it is in May.
 - iv. A student asked if the remaining \$12,000 would be gone by May. Amber said they could see how \$24,000 goes and then they could come back to request additional funds, if needed.
 - v. It was asked if it would be a problem with BOT if the request was changed to \$24,000 and then they later requested \$600. Joey recommended that RSO not change their request, but that S&A

could vote to approve any fund level. If ICA/RSO comes back with an additional request, they would have to present their additional needs.

- vi. It was noted that S&A funding is only available to base funded units. In the past, clubs could come to S&A to request funds. What prompted this change? Joey mentioned that the Q&A time was over and that we seem to have moved into a deliberation on deciding to make a motion to deliberate and vote tonight. Joey said that club process was different many years ago. There were some funding pieces under ASCWU that providing funds for some of the individual travel. They tried to make the process for requesting funds more consistent.
- vii. Someone mentioned that S&A implemented the rule in 2021 that only allowed based funded units to request funds. Joey clarified that it was a one-year change and then the policy was updated permanently.
- viii. **Alice motioned to deliberate and vote on the supplemental request from Club Senate in section C of the agenda. Seconded by Brady.**

1. Discussion

- a. Student expressed concerns about this setting precedence that we could vote on urgent requests in the same meeting.
- b. Student shared worry about deficits. They asked if clubs still have to request funds from Club Senate if this request is approved. Amber and Becca reiterated that clubs would still have to go through the same process and all requests would be fully reviewed.
- c. **Vote: 5 (yes), 0 (no), 0 (abstentions) Motion carried.**
- h. Joey mentioned that we have one more meeting this quarter and we might want to consider tabling some of the annual reports as everyone needs to be part of the discussion and to vote on the supplemental fund requests.
- i. It was proposed to table all of the program reviews and to have a special meeting next Thursday.
- j. **Brady motioned to table the program review section of agenda and to have special one hour meeting next week for annual reports. Brandon seconded.**

- k. Bjorn proposed an amendment to move the funding requests prior to the program reviews.
- l. Amendment not supported by Brady.
- m. Amendment retracted by Bjorn.
- n. Joey clarified that the motion is to table all of the annual report reviews on the agenda this week and to review them at a special one-hour meeting next Thursday.
- o. Vote: **5 (yes), 0 (no), 0 (abstentions) Motion carried.**

B. Reviewing Annual Reports for base funded units (Tabled for next week)

- a. Museum of Culture and Environment
 - i. Discussion
- b. Observer
 - i. Discussion
- c. Office of Case Management
 - i. Discussion
- d. Office of International Studies and Programs
 - i. Discussion
- e. Office of Student Involvement
 - i. Discussion
- f. Office of Undergraduate Research
 - i. Discussion
- g. Pep Band
 - i. Discussion
- h. Publicity Center
 - i. Discussion
- i. Pulse
 - i. Discussion
- j. Sarah Spurgeon Art Gallery
 - i. Discussion

C. Deliberation and Voting on Supplemental Fund Requests

Joey reminded everyone that deliberation lasts for 10min. A motion can be made at any time. If no motion is made, the request is dead.

- a. Deliberation on the Student Appreciation Spring Concert (Campus Activities) - \$10,000 Request
 - i. Student is convinced that students would benefit from and care for event, but they are not sure it would draw student engagement or retention. It sounds like if it was not funded, there would be potential for a lot of local groups and bands. They are more interested in local groups.

- ii. Brady added that Student Government is involved in retention conversations, and they speak with students. Many students who come only for academics. They receive a lot of feedback on the lack of student life. Since COVID, we are starting to get student life back, but we are facing a lack of funding for programs. They are not sure what this event will do, but based on the feedback that they've received, we need more big events as other universities bring in big headliners. There is interest in having both local bands and a headliner. This time of year, students are questioning if they will come back. They come back for good community life. They think it will help bring back a sense of community.
 - iii. It was noted that 1,100 is a large number for a Central Event. They are still trying to get local talent. The additional funding is to up the level of the production. This is what central needs.
 - iv. Someone asked how much we have in the supplemental funds budget. How much are we projected to lose with the funding cuts? Joey said that we have requirement to have at least \$1.5 million. We have several million in there. Joey wasn't sure how much we will take out of it this year. The \$60,000 in requests will not put us in a financial constraint. If we were looking at multiple requests for hundreds of thousands that would be a different conversation. What we should be considering is if this is a beneficial use of student funds. Don't want to be frivolously spending. There was a lot left on the table that got rolled back. We want people to use the money they have to do student engagement. We have the money for this. We should be mindful if it is an appropriate use of the funds.
 - v. Brady met with Joel last week and they talked about general budget cuts. Joel stated that most budget cuts are unneeded this year due to salary savings.
 - vi. **Brandon motioned to approve the full amount of the request from Campus Activities. Brady seconded.**
 - 1. Discussion
 - a. Student asked that this was Campus Activities. Judy clarified that we would vote in the order of the presentations given tonight.
 - 2. Vote: Vote: **5 (yes), 0 (no), 0 (abstentions) Motion carried.**
- b. Deliberation on 2303: Student Appreciation Spring Concert Musical Artist Fee (KCWU) - \$24,500
- i. It was asked if there were still any concerns about local artists.
 - 1. The concern was that they don't think that we need a headliner.
 - ii. **Brandon motion to approve full amount of this request. Alice second.**

iii. **Vote: 4 (yes), 1 (no), 0 (abstentions) Motion carried.**

c. Deliberation on 2302: Club Travel (Club Senate - RSO/ICA) - \$30,000

i. **Brady motioned to approve \$24,500 of request for additional club funding. Alice seconded.**

1. Discussion:

- a. It was stated that if they keep on track, they will run out of funds by their next meeting. They feel like an adjusted amount would be appropriate but questioning why the amount of \$24,500.
- b. Brady justified his reasoning based on the numbers and lots of clubs voiced concerns about club funding. He's not sure that \$30,000 would be enough. By lowering the amount, the request can bypass the BOT and that way students could be served sooner. Club funding process is not quick, so we need to speed up the request on our end to avoid delay of BOT and to help students.
- c. A student suggested that to be more conservative with the funds that we could mark it as only for travel. Then, the remainder could go for assorted material.
- d. It was pointed out that the agenda request is only for club travel.
- e. Joey said that we can be specific, and it can be for any amount if allowable. If no stipulations, they can use it for what they want based on their request details. The request talks about events and travel. So, they could use it for any requests that come to the funds council. If we do say we want the amount to only be used for travel, then it can only be used for travel.
- f. Becca added in the chat that it's classified as club travel, but it would be used for all club needs such as events and promotion.
- g. It was brought up that we are capable of giving the full \$60,000 proposed during this meeting without going into the negative. They don't think that the amendment of the fund amount is necessary as they may need it and we could.
- h. Joey clarified that there is a motion and a second to approve \$24,500 in funding. No amendments have currently been made.
- i. A student doesn't see a good reason to restrict the funds to club travel.

- j. Brady is leaving the motion as is.
- k. **Vote: 5 (yes), 0 (no), 0 (abstentions) Motion carried.**

Old Business:

None

Public Comment – Second Call

Joey said everyone did a good job in being thoughtful and intentional. Joey will write up memos. Will need to get Joel's review and approval. Thank you to the presenters.

Diversity and Equity Center graduation ceremony. ELT allocated \$30,000 from their budgets for ESC grads. Spearheaded by Lucha. Brady doesn't see a need for S&A to supplement. BOT is still allocating money for ESC grads.

ESC graduations: Black grad, Lavender grad, Filipino, and Latinx grad.

ELT providing funding for this year and going forward. They are trying to avoid ESC organizations having to contribute any money for the graduations. The request was for \$28,000, but ELT decided to do the full \$30,000 to cover the whole thing.

It was mentioned that registrations for those graduations have started.

Adjournment:

MOTION: Alice moved to adjourn. Brandon seconded. Motion carried. Meeting adjourned at 7:11pm. 5 (yes), 0 (no), 0 (abstentions)

**Our next meeting will be February 23, 2023 (online) at 5:00pm.
Check out our website at www.cwu.edu/services-activities**