

**Services and Activities Committee**  
**Meeting Minutes**  
**February 2, 2023**

**Called to order:**

Judy called the meeting to order at 5:05pm.

**Attendance:**

Alice Williams, Bjorn Pellmyr, Judy Brewer, Jessica Kitto, Brandon Thomas, Sean Dahlin, Joey Bryant

Guests: Keegan Jolly, Lola Gallagher

Absent: Lacy Lampkins, Evelyn Roehn, Brady Smith, Yaritza Granados

**Agenda:**

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

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

**Minutes:**

**MOTION: Bjorn made a motion to approve the 1/19/23 minutes. Brandon seconded.**

**Motion carried.** 3 (yes), 0 (no), 0 (abstentions)

**Reports:**

I. Chair: none

II. Advisors:

- a. Joey: Joey is back fully in the office. He reached out to Joel regarding the memos that we sent at the end of last quarter. He anticipates that Joel is moving ahead with the recommendations we made even though we haven't received the official memos yet. Program reviews were all due at the beginning of January and Joey is double checking to make sure that we received them all. It looks like everyone has, but Joey will follow up with anyone who didn't submit one.

III. ASCWU: none

**Communications Received**

Joey said that we may have some supplemental funding requests from base funded units. SURC Accounting still needs to review the requests to make sure that they meet the criteria before they

come to the S&A Committee. There were two supplemental requests submitted potentially at the end of last week. So, they may be coming up at a future meeting.

We did get notice from the RSO group letting us know that they received an influx of fund requests amounting to over \$300,000, and they have already spent most of their funds for the year. We may see a request for supplemental funding from them. RSO is being intentional and diligent in the requests that they are granting as they don't have a lot of funds remaining compared to what's coming in. We may hear that from some of the clubs and organizations reaching out to us. We have only heard this from the SLICE office so far.

**Public Comment:**

none

**New Business:**

I. Reviewing Annual Reports for base funded units

a. Campus Activities

i. Discussion

1. What is bad debt?
2. How will the negative fund balance affect the rest of the quadrennium? The report mentioned that the negative fund balance was due to unforeseen insurance costs.
3. Bad debt is an accounting function done in the system. Joey recommended that the question go to SURC Accounting as Campus Activities won't be able to answer it. Lacy would be able to speak more about it.
4. Bad debt as a concept is when something is purchased on an account, but the bill can't be paid because not enough revenue was received.
5. Robbi is no longer with Campus Activities as of yesterday. She is now Director of Orientation and New Student Programs. So, we'll need to ask our questions to Amber instead of Robbi.

b. Campus Community Garden

i. Discussion

1. It was noted that the report mentioned that the funds dedicated to the cancelled oven project were redirected to another project.
2. What do groups have to do to have their rollover of unspent funds stay with them?

- a. It would be similar to the procedure at the end of the base funding cycle. Base Funded Units would need to reach out to us to get on our agenda to request keeping the funds. The committee would then vote on their fund request. There would have to be a justification of why they want to keep the funds.
  3. When does the rollover come back to S&A?
    - a. We are still waiting for official approval from Joel, so there isn't a date yet of when the funds would roll back. Any unspent funds from this year or previous years will most likely rollback at the end of the fiscal year.
- c. Career Services – Westside Counselor
  - i. Discussion
    1. The negative fund balance wasn't clearly explained. What caused the negative fund balance?
    2. A second person noted that the explanation of the outstanding balance wasn't clear. Joey noted that it would be a good question for the program manager.
    3. Judy asked if we could submit a question to the person who filled out the report or if we would want to invite them to committee.
    4. Joey mentioned that we could submit it as a question and see what response we receive. Then, we can determine if we want to invite them to committee.
    5. Kat is the Interim Director and wasn't around when most of this happened which might be why the negative fund balance wasn't explained.
    6. It was decided that we would reach out to Kat via email.
- d. Central News Watch
  - i. Discussion
    1. The report mentions that the new manager should be in place by January of 2023. Is the new manager in place?
    2. The report mentions that the Department of Communication has a reduced budget which has made the pathway more difficult for journalism students. Why was the Communications budget reduced?
    3. Budgets being cut, if this position is not tied to a tenure track position, can be difficult for departments. Sometimes they have had to cutback or completely cut certain positions. This may or may not be the case here. Francesco Somaini is the Department Chair, so he should know the answer.

4. Would we be able to tell that by the rollback from salary savings?
  - a. January won't be closed out for another week. It would probably be easiest to ask Francesco.
- e. Diversity & Equity Center
  - i. Discussion
    1. Great that they included so much information in the supplemental document.
    2. Since they had a carry forward balance due to a directive from Student Success to hold on spending for the remainder of fiscal year '22, when was the directive made during the fiscal year?
    3. How many people were affected by the directive?
    4. Joey indicated that it depends on the individual supervisor for the exact timing, but it was probably winter quarter of last year. It wasn't necessarily from the division heads. It was in response to the conversation about the 5% reduction last year. As it was being discussed by the division heads, it was shared with senior leadership. Some decisions weren't made, but directors were asked to hold back on spending as they may need to take a more significant reduction.
    5. Since we passed the policy change to have rollover funds return to S&A, it seems unfair to some of these groups to get the soft funding freeze and then to have those unused funds returned to S&A. Are we able to suspend the rollback order for those units who were told to hold on spending?
      - a. Yes, we could as the directive to hold on spending didn't come from S&A, it was the supervisor's decision in some of the areas. Joey's recommendation to S&A and to his directors, as he has appointing authority over some of these areas, is that they should spend their funds for this year, and then come to S&A to request supplemental funds if they know that they will need or use those funds. It can be difficult for some areas to spend the money without having an intentional plan for the funds. When supplemental funds are requested, S&A should be mindful that some of these areas had supervisors tell them to stop spending which didn't come from S&A.
      - b. It was noted that we don't want to be heavy handed with supervisors and tell them they should have spent all their money, but it seems like we could tell them that if they had

to do a soft spending freeze in fiscal year 2022 that they could come to S&A to request additional funds.

6. Diversity & Equity Center has a new interim director who wasn't in this role last year.
  - f. Early Childhood Learning Center
    - i. When was the vacant position filled?
    - ii. Was the CWU Sales and Services part of S&A money, or does it also include self-supported funds like the grants that they mentioned?
    - iii. It was noted that there was a vacancy, but the full-time position has been filled.
    - iv. What is on their report is only their S&A budget. They have other parts to their budget that are from their grants and fees collected. The Sales and Services is included in this account which also includes the S&A funds (allocation revenue), but this is not the full ECLC budget.
  - g. KCWU
    - i. Discussion
      1. It was clarified that the filled vacancy that was mentioned while discussing the Early Childhood Learning Center was for KCWU, not for the ECLC.
  - h. Lion Rock Visiting Writers Series
    - i. The report mentions that they won't have any more department or college funds. What is the structure of their funding? Fair funds were a one-time thing.
  - i. Manastash
    - i. Their report says "not applicable" for any positive or negative fund balance; however, they have an ending fund balance on their chart. Why is there a discrepancy?
    - ii. 2022 was the first year of the funding cycle.
    - iii. Most areas should have started with a zero balance
    - iv. Manastash was funded before, they had just spent all their funds in fiscal year '21 which is why their fiscal year '22 starting fund balance is 0.
- II. Do we want to keep moving forward by reviewing on the fly?
- a. One member was okay with continuing until 6 or 7.
  - b. A concern was raised that we may miss details on the ones discussed on the fly.
  - c. 23 reports are left after today.
  - d. Judy voiced that we could finishing marching band and then assign more reports for the next meeting.
- III. Continuing with the review of the Annual Reports for base funded areas
- a. Marching Band

- i. There was confusion about their ending fund balance as the fund question says that they don't expect a balance.
- ii. Joey noted that some directors were confused about which fiscal year for which they were answering questions.
- iii. In questions to the director, we should ask about their balance difference from the question answer and the chart.
- iv. Does a balanced budget mean that the ending fund balance will be zero?
  1. Yes, if they spent what they brought in. The ending and beginning fund balance would be the same.
- v. Joey mentioned that we should really be looking at net resources which are revenue (S&A funds) minus expenses (money spent) for the year.
- vi. They didn't spend about \$6,000 out of last year's revenue.

#### IV. Next time

- a. For the next meeting, review the next 10-12 Annual Reports on the list: Museum of Culture and Environment through Sarah Spurgeon Art Gallery (Museum of Culture and Environment, Observer, Office of Case Management, Office of International Studies and Programs, Office of student Involvement, Office of Undergraduate Research, Pep Band, Publicity Center, Pulse, Sarah Spurgeon Art Gallery).

#### **Old Business:**

- I. Do committee members need to turn in any notes they have taken about the annual reports?
  - a. If you are taking notes beyond what is being discussed during the meeting, then those notes need to be turned in to Jessica so that they can be part of public record. If you are making a note and then asking your questions during the meeting, you don't need to turn them in. As long as your notes/questions are voiced during a meeting, they are transparent.

#### **Public Comment – Second Call**

None

#### **Adjournment:**

**MOTION: Brandon moved to adjourn. Alice seconded. Motion carried. Meeting adjourned at 5:57pm. 3 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be February 16, 2023 (online) at 5:00pm.  
Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)**