

Services and Activities Committee
Meeting Minutes
March 30, 2023

Called to order:

Alice called the meeting to order at 5:04pm.

Attendance:

Alice Williams, Brandon Thomas, Evelyn Roehn, Brady Smith, Sean Dahlin, Joey Bryant, Jessica Kitto

Absent: Lacy Lampkins

Agenda:

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

4 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Evelyn made a motion to approve the 3/2/23 minutes. Brandon seconded.

Motion carried. 4 (yes), 0 (no), 0 (abstentions)

Reports

- I. Chair: Alice is serving as chair with Judy graduating. We need more student members.
- II. Advisors:
 - a. Joey reiterated that we need new student members. Joey met with Brady this afternoon. Joey has a couple names. Joey is going to vet the students and then send the names back to Brady. The process is that Student Government nominates the student and then the VP of Student Engagement and Success appoints them. If anyone knows of anyone who wants to serve, let Joey know. This also helps promote the awareness of the S&A committee.
 - b. We will be looking at program reviews this quarter.
 - c. We may also have some funding requests at upcoming meetings.
- III. ASCWU: Brady noted that election season has started. If you or you know anyone wants to run, the early deadline is Friday. The general candidate deadline is in a week or two. There are 15 senator positions (5hrs a week) and the 6 board positions. There are a lot of ASCWU events coming up in the next few weeks.

Communications Received

none

Public Comment

None

New Business:

- A. Base Funding Program Reviews – overview & discussion on review process
 - a. Website navigation: [S&A Website](#) > Funding reports (left column) > Base Funding Program Reviews > 2022-2025 Base Funding Program Reviews.
 - b. For this funding cycle, we changed the review process. In the past, each base funded unit would come in once within the 4-year funding cycle to talk about their area. Now, each unit submits a report annually instead of coming in-person which also allows the committee to review each area every year.
 - c. Program Reviews are looking at the current fiscal year, but they were submitted in December/January, so the information reflects the current fiscal year through fall quarter and the rest is projections about the remainder of the fiscal year.
 - d. Reviewed the questions that were being asked on the Program Reviews.
 - i. In what ways does your program support CWU Students?
 - ii. What are your specific program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?
 - iii. What is the overall purpose of your program and what service(s) does your program provide?
 - 1. Are there any overlaps or intersections with other university programs who have a similar purpose or service?
 - a. The committee wanted this question to help provide additional information and to see if there were other units providing the same service(s).
 - iv. How does your program align with the purpose of S&A funding?
 - v. How does your program support CWU's mission and goals?
 - 1. This question will change as the mission and vision of the university are changing.
 - vi. Questions asking about demographics and numbers so that the committee can see who is using the service and how they gather that information.
 - vii. For the rest of the funding cycle, there is the 10% reduction in the amount of base funding that was approved two years ago. Given these reductions, what has been the impact on their unit.

- viii. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?
 - ix. What growth or increases would you like to see in your program in the future?
- B. As we look at the Program Reviews:
 - a. There was a request from some of the program directors to look at the annual report and program review process due to one report looking at last fiscal year and the other report looking at this fiscal year. Some of the questions could be reworded as well.
 - b. The committee was advised to look at the ASCWU program reviews. Then, consider how we want to go forward in reviewing the annual report and program reviews.
 - c. Some of the questions that we had from the annual reviews will be in the program reviews.
- C. Sean shared that there is a potential for redundancy. If there is a way to streamline the reports and to review them both at the same time, it would be appreciated by the units. Having to do two forms at once versus two forms at different times with some of the same questions might be preferable.
- D. Joey mentioned that one of the key things that we want to keep is that the committee is spending time looking at the base funding units and giving them feedback. It's not that we are trying to eliminate the review process. We are just trying to best provide feedback. Having more involvement with the unit throughout the process.
- E. Alice summarized that we will have redundancy and that we are looking to streamline the process to reduce some of the redundancy that still provides feedback to the units.
- F. Sean commented that we may see some redundancy in the forms but attempt to streamline the process by having both forms reviewed at the same time. The questions that need to be answered may be redundant.
- G. It was also mentioned that the current structure is nice to be able to see the past (how money was spent) and then to see how the current fiscal year is going to provide some course correction. Reviewing the annual report and the program review at the same time might help answer more questions.
- H. Joey clarified that the redundancy part was reviewing the Program Reviews now and then again later. We are looking at two different fiscal years. Streamlining is more about reviewing the two reports at the same time, not necessarily a reduction in redundancy.
- I. Reviewing the ASCWU Program Reviews will be new business for the next meeting.

Old Business

- A. Spring meeting schedule
 - a. We are currently on a weekly schedule.

- b. May 25th is the last meeting for the quarter. Because we have to provide a public meeting notice, we would still meet next week even if we make changes to the meeting schedule.
- c. It was mentioned that if we continue with the bi-weekly 2-hour meetings, we should ensure that we use the 2 hours to the fullest potential. Especially since there will be requests coming to the committee. If we continue with weekly meetings, it would be nice to have the meeting length be an hour.
- d. Alice agreed with both. Going to an hour for the weekly meetings makes sense.
- e. Another person agreed with weekly hour-long meeting.
- f. We will stick with weekly meetings. We will try to keep the meetings to an hour. If we get to the point where we have a meeting but no business items, we would start the meeting and then adjourn. Joey doesn't anticipate this being the case.

Public Comment – Second Call

Reminder from Joey to email him the names of anyone who is interested in serving on the committee.

Seniors graduating at the end of the term can serve. As long as they are enrolled students and in good academic standing, they can serve. They can also be part-time students.

Adjournment:

MOTION: Brandon moved to adjourn. Evelyn seconded. Motion carried. Meeting adjourned at 5:41pm. 4 (yes), 0 (no), 0 (abstentions)

Our next meeting will be April 6, 2023 (online) at 5:00pm.
Check out our website at www.cwu.edu/services-activities