

Services and Activities Committee
Meeting Minutes
April 20, 2023

Called to order:

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

Attendance:

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

Guest: Nicholas Villa, Amber Hoefler, Tommy Fernandez

Absent: Lacy Lampkins,

Agenda:

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

Minutes:

MOTION: Evelyn made a motion to approve the 4/13/23 minutes. Brandon seconded. Motion carried. 5 (yes), 0 (no), 0 (abstentions)

Reports

- I. Chair: none
- II. Advisors: Joey mentioned that two base funded units still have not submitted their Program Reviews. They were given extensions but have not submitted anything yet. They have been contacted by Joey to submit their reviews. If they don't submit them by the time the committee gets to reviewing them, then the committee will have to talk about response and follow-up with these base funded units.
- III. ASCWU: Brady said that with only 6 weeks left, there is a lot to do. ASCWU Elections are taking place for both the ASCWU Board and for student senators. There aren't a lot of senator candidates yet, but there is still time for anyone interested to run. Elections are the first week of May. The Election Commission will be tabling and there will be QR codes around campus for the voting site. ASCWU will host a brunch that week to provide food for students and to give out the QR code for voting. Student Engagement and Success Evening of Recognition award nominations are open until April 30th. Here is the

link for event information and to submit nominations: <https://www.cwu.edu/leadership-engage/ses-evening-recognition>. If you know of anyone who wants to join a committee, people can still join. It's not too late.

Communications Received

Joey said that no communications were received other than those with questions about their budget planning with S&A budgets.

Public Comment

None

New Business:

A. Carry Forward Funding Request – Presentation:

- a. Joey gave an overview of the process for funding requests. The presenter has 10 minutes to present. Joey will send them a message in chat when their time is almost done. The Committee can vote to extend the presentation time. Then, the committee can ask questions of the presenter for 10 minutes. It's important to ask questions so that we have the information needed to deliberate and to allow the presenter time to provide additional information, if needed. The Q&A session will last for 10 minutes unless the committee motions to extend the time. Deliberation will take place at next week's meeting. Following the deliberation will be the vote to deny, approve fully, or approve with a modification.
- b. 2304: Slice/Cat Camp - \$50,000
 - i. Presenters: Amber Hoefer, Director of SLICE, and Tommy Fernandez, Program Lead of SLICE and CAT Camp. Amber mentioned that CAT Camp expanded from the Experience Leadership Project. In May of 2021, Amber and the Director came to S&A to request to carryforward funds. Their carryforward fund request for \$226,000 was approved for the 2021-2022 academic year. CAT Camp is unique as a 1st year leadership transition program. Any new student to Central (freshmen, fist year, or first year transfer) are invited to participate. It happens between two fiscal years. The carryforward funds for the 2021-2022 academic year were to be used for camp in the fall of 2022. The plan was to redesign ELP, to expand the services, to expand who they were serving, and to make it a true transition program after COVID as camp hadn't been held since 2019. Of the \$226,000, they used about \$46,455 last year. They piloted two models last summer. They have about \$179,000 left over from the carryover. Their request is to keep \$50,000 of the remaining carryforward funds to use for CAT Camp 2023 this fall. They will now share some

additional information and new information that they have received since submitting the request, like a collaboration with Jump Start who will also share some of the costs.

- ii. Tommy mentioned that CAT camp evolved from ELP. It provides incoming new students with the opportunity to connect with others, create a sense of belonging at CWU, and get them ready for college. It is a 4 day/3-night camp with a focus on team development. The 2022 assessment, which was administered the last day of camp, indicated that 100% of participants agree/strongly agree that they made a strong connection.
- iii. The location is changing this year. It will be held September 11-14, 2023 at Black Diamond Camp. The goal is to have 150 first year and transfer students (80 traditional CAT Camp (FY or TR), 50 Jump Start students, and 20 westside university students). Last year they had 50 students. They have partnered with Jump Start (low income and first-generation students) to provide the experience for them. They have also partnered with the westside centers to involve 20 of their students. Westside centers will provide transportation for their students and will promote the camp.
- iv. Camp marketing includes sending post cards to admitted students, holding sessions at admitted student days, CAT Camp info nights, and publicity outreach (virtual).
- v. They will have 15 camp counselors (10 students per camp counselor) and 1 camp student coordinator (who was a camp leader last year). Many students who were part of camp last year are applying to be counselors this year.
- vi. CAT Camp will be the week before the Week of Welcome
- vii. Lodging at Black Diamond will be similar to a residence hall experience where they will room with two other students and sign a roommate agreement. Counselors will act as RAs. Some of the planned activities include high ropes, dive-in movie, glow capture the flag, and a fireside chat with CWU alumni.
- viii. Amber noted that CAT Camp is a retention program. They requested the retention data showing how many of their students enrolled in next year, but they don't have that data yet. The students are still here, and they are hoping to have the data at the end of spring quarter to show how many of their students enrolled for next year. The plan is to continue to engage with students throughout the year. The partnership with Jump Start which is a state funded program that serves low socioeconomic and traditionally marginalized students on campus.
- ix. In the previous ELP model, the cost fluctuated more as it was a la carte. It gave students who could afford more, the ability to participate in more.

Last year, they charged all students \$50 and provided a waiver for those who couldn't afford it. This year, Jump Start has their own funds and will be paying for their own students and are not included in the \$58,034 in departmental costs. SLICE/CAT Camp are trying to use the carryforward money to offer this camp for free to all students attending camp.

- x. Of last year's participants, 38% of participants were first generation students and 52% identified as part of the BIPOC community. They are hoping to continue that and to increase access on campus.
- xi. Q&A
 1. June 2nd is the camp leader kickoff. It was asked if this was when the camp counselors would start. Amber clarified that they are only working 5 hours on the admitted student days. They will also be helping orientation in another role. They will be hired for a total of 100 hours (40 for training, 40 hours for camp, and 20 hours for other periodic work over the summer). A concern was raised about having students start their jobs during the week of finals. Tommy clarified that June 2nd is just a kickoff meeting. Their real work will begin in July.
 2. It was asked why money needs to be brought over from a previous year to fund this if this is a program that has been funded for a while. Was funding never allocated in SLICE's budget? Amber noted there was some planned funding, but with the reductions in all budgets, reduced staffing, and the increase of services the costs are increasing. Without the additional funding, they would have to charge \$200 to \$250 per student and they would supplement the other \$25,000, but that would take away from funding other activities during the year.
 3. Part of the reason they are moving to Black Diamond is because students get their own bathroom. This is helpful for non-gender conforming students.
 4. It was pointed out that the Excel spreadsheet lists the cost at below \$50,000 and the total expenses are below the \$50,000 being requested, but the presentation slide lists the cost at \$58,034. Amber said that at the time that they submitted the Excel spreadsheet they had planned on bringing 70 students. Since then, they added 20 students from the university centers which increased the cost to \$58,034. They also established the partnership with Jump Start after the spreadsheet was submitted but Jump Start is paying for their own students.
 5. On the Excel sheet, there is a \$700 difference in the budget for the activities for the rate per hours and the total. Amber said that there

is probably a discrepancy in the number of hours. Some of the events are not 2 hours. For the zip line, they will do two groups which will probably take 3 hours at a minimum.

6. There are 8 staff members at 100 hours per person. If you increase staff to 15, there is an \$11,000 increase. Amber said that Jump Start is paying 30% of the costs and Jump Start will be paying for those 5 employees. Tommy added that one of the camp counselors will be from the westside centers.
7. It was noted that Black Diamond camp is a very Christian centered camp. A concern was raised about the camp possibly being in violation of the lemon test for entanglement of church and state. Does this location have religious iconography or bibles? Do they clean up the camp for secular groups? Amber said that they are not trying to promote any faith or tradition and that it is difficult to find an unaffiliated location. Tommy added that they have a verbal agreement that there wouldn't be any religious icons around.
8. Joey asked for clarification of projections of number of students. Is it correct that the 150 students include the Jump Start Students, but the camp cost doesn't reflect Jump Start? Amber clarified that the costs are for 100 of the 150 students and that reflects what SLICE will pay. 20 students will be from the westside centers and 80 will be traditional CAT Camp students, who could also be from the westside centers if there is interest. Amber added that the Jump Start collaboration is new and they didn't have time to update the spreadsheet. They are trying to supplement the costs, increase access, and not use all of their S&A funds.
9. It was asked why the focus on westside centers and not eastside centers. Amber said that eastside centers are welcome. Since the camp is on the westside, westside students can check in on the Des Moines campus and they will bus to the camp. Tommy has worked out the details. The student from the eastside will be able to bus to camp from Ellensburg. Tommy added that it was really about access. The westside recruiting will begin in July.
10. It was asked how the data was collected from past participants as all the 100 percents didn't seem realistic. Amber said that they did end of year program evaluations. They had a 100% respondent rate. They did the survey at camp. The Likert scale was used to conduct the survey. The numbers are a combination of agree and strongly agree. Amber said that they could supply the detailed data, if requested. Amber believes that the first one was 81% strongly agree, 19% agree.

11. It was asked if Amber thought that it coerces students to respond in a specific way being required to complete the survey at camp. Amber said that it is anonymous. When the survey is done after the camp, the respondent rate was 15%.

12. MOTION: Jared made a motion to extend for 2 minutes. Brandon seconded. No objections. Motion passes.

13. It was mentioned that with the goal being to offer camp for free, it could be an advantage for those with means. Waivers were offered for previous camps for those who couldn't afford it. It was asked if it would be a better funding model if the camp was advertised at a cost and that waivers were available for most if not all. The waiver would be income driven, but there would be a strong emphasis put on applying for a waiver. Amber noted that last year, the waiver was part of the registration process. They asked for some demographic information in the registration in case they had a lot of students apply. Most students were waived last year. At one of the camps, they got \$1600 from 32 paying students. From another camp, they got \$250. There was a \$50 fee. Any cost associated with the camp could be a perceived limitation. There is also a stigma attached to asking for a waiver. They are trying to figure out if they could charge a student the full camp fee if they are a no show.

B. Base Funding Program Reviews:

- a. It was asked what the total S&A budget is for the total amount of funds we have to distribute. We operate on a 4-year funding cycle. We are currently on year two. Base Funded units are allocated the same amount for each of the 4 years. \$7.4 million was our annual allocation. We implemented a 5% reduction in our allocation to about \$7.1 million for last year. Then, for this year and next year, we will have a 10% reduction based on enrollment and revenue (about 6.8 million).
- b. It was asked what the cost per student is for the S&A Fees. The S&A Fee is \$237.10 per quarter per student (Fall, Winter, Spring).
- c. Joey added that we have to stay at a 1.0 debt service ratio.
- d. KCWU
 - i. It was mentioned that it is detailed, but it was also a disappointment due to the reduction of hours for student employees. There was a suspicion that we may see a request for funding to replace equipment in the future.
 - ii. We gave them an extra \$24,000 to bring in a headliner on campus. It was thought that it was odd that they didn't plan on funding for the future. It wasn't part of their growth plan, and they want to continue doing it. Joey pointed out that this report was filled out in December/January prior to the funding request.

- iii. It was noted that the funding request was with Campus Activities.
- iv. Brady mentioned that it might be in next year's report as bringing a headliner to campus was done in the past and they want to continue doing it in the future. We might get funding requests from them and/or from Campus Activities the next two years and then they will probably ask for permanent funding for the next quadrennial.
- v. It was asked what budget KCWU is requesting. Joey clarified that this isn't a budget request. This is a status update on their program and a way for us to see what they are doing with their S&A Funds and to provide feedback.
- e. **MOTION: Brandon made a motion to discuss Lion Rock Visiting Writers Series, Manastash, Marching Band at the next meeting. Jared seconded. No objections. Motion passes.**
- f. It was asked what we are discussing. Joey added that this is our way to look at what the program is doing and to provide feedback. We can also ask questions of the unit if we have concerns about them not using their funding for its intended purpose.

Old Business

none

Public Comment – Second Call

The S&A fee hasn't increased since 2017. Brady said he is exploring with the Board of Directors a recommendation for the S&A fee. Also, they are looking to see if there are programs that should be covered by S&A funds and ones that should be covered by tuition. S&A used to be tied to tuition, but it was separated from tuition by the state back in 2016. He is having the Board of Directors do some of the work as they get paid and S&A does not.

Adjournment:

MOTION: Brady moved to adjourn. Brandon seconded. No objections. Motion passes. Meeting adjourned at 6:03pm.

**Our next meeting will be April 27, 2023 (online) at 5:00pm.
Check out our website at www.cwu.edu/services-activities**