

Services and Activities Committee
Meeting Minutes
May 18, 2023

Called to order:

Jared called the meeting to order at 5:01pm.

Attendance:

Evelyn Roehn, Brady Smith, Jared Osborne, Joey Bryant, Erin Sargent, Sean Dahlin, Jessica Kitto

Absent: Brandon Thomas, Alice Williams

Guests: Francesco Somaini, Jennifer Green, Gretchen Lohse, Lola Gallagher, Nicholas Villa

Agenda:

MOTION: Brady made a motion to approve the agenda with the amendment to table the Student Senate Casino Night request. Evelyn seconded. No objections. Motion carried.

Minutes:

MOTION: Evelyn made a motion to approve the minutes from 5/11/23. Brady seconded. No objections. Motion carried.

Reports

- I. Chair: none
- II. Advisors: There was a request to table item D: Student Senate Casino night.
- III. ASCWU:

Communications Received

We only have one more business meeting this year, next Thursday.

All other communications are under the new business section of the agenda.

Public Comment

There are a lot of events taking place this week. Sweezy day, on the Ellensburg campus, is tomorrow. Some of the ESC graduations are starting this weekend. The Hype advertises campus events.

New Business:

- A. Supplemental Funding Requests – Presentation:
 - i. 2305: The Observer - \$13,652
 - ii. Gretchen Lohse is presenting for The Observer

- iii. Supporting the Observer is supporting students. It's practical experience for students. A campus tradition for over 100 years. All students are able to get their local news. They assist in having an informed student body.
- iv. Revenue: Prior to the pandemic they made over \$100,000 since then, they are down about \$37,000 due to decreased sales and advertising. Over COVID, people weren't advertising. Expenses in 2019 were \$88,550 and they have gone down since the pandemic. Expenses have started to increase since last year. They believe that this has to do with the increase in minimum wage and the cost of printing.
- v. There is about a \$6,000 difference in wages.
- vi. Printing costs have increased by about \$600. We print at the lowest costs. Printing helps to keep the newspaper accessible to students.
- vii. \$12.5 thousand increase in expenses from wages and printing.
- viii. They will be about \$12,000 in the red.
- ix. If their budget hadn't been cut, they would only be in about a 50% deficit.
- x. The paper supports students, career experience, provides information on clubs and organizations across campus.
- xi. Francesco added that student media also allows students to attend conferences to increase their media knowledge. This year they used advancement funding instead of S&A funds and limited attendance to one conference.
- xii. Jennifer added that they didn't have a student media business manager in the role prior to Gretchen, so they didn't have someone to go out to sell ads.
- xiii. Joey asked if there was any discussion or plan made to offset the \$5,600 reduction. When were you notified about the reduction?
 - 1. Francesco said that they decided to reduce the number of conferences and number students attending a conference.
 - 2. The College of Arts and Humanities is fully funding Gretchen's position. So, they aren't relying as much on S&A funds.
 - 3. They are trying to be budget conscious while also supporting media students.

B. Student Academic Senate – Programmatic/Structure Change & Request for Approval for Change in Use of Base Funding

- i. Brady and Joey are presenting.
- ii. The Associated Students of CWU serve as a resource and advocate for all students, represent student interests, support student success in academic endeavors, foster students' rights and responsibilities, inform students on the proceedings of Associated Students and the university, and promote the general welfare of all students.
- iii. Their request is to approve the S&A funds allocated for Student Academic Senate (SAS) to be approved for use by the ASCWU Student Senate.

- iv. The Student Academic Senate became the ASCWU Student Senate after the budgets came out for this quadrennium. When the decision was made to change the Student Academic Senate into the ASCWU Student Senate, the need to change the funding structure was not brought to the S&A Committee. The change was made public, but the funding was not being used in the way in which it was allocated two years ago. Some of this had to do with changes in leadership and administration. They also couldn't bring it to S&A as most of the S&A committee was made up of student senators or student senate speakers.
- v. Student Academic Senate had students representing each campus department since 2008. They represented students to campus entities. The ASCWU Board doesn't have time to work with students, this is where Student Senate comes in. It was becoming a place for all student concerns, not just academic concerns.
- vi. Student Senators weren't paid. They want to be able to pay student leaders as there is a large commitment to this role.
- vii. Every student is part of Washington Student Association. It brings all the student governments together to help bring change for all students and to learn from partner institutions.
- viii. In 2020, SAS became Student Senate. The student body, SAS, and the ASCWU Board decided on the Student Senate model consisting of 23 senators who are paid 5 hours a week. There are senators that represent more than just academic departments but also departments from all aspects of student life, such as Equity and Services Council, Transfer Center, Veteran's Center, Disability Services, and Sustainability. The money that was intended to be used for Student Academic Senate was used to pay wages for student senators and two administrative staff. Then, the pandemic hit. In 2022, the student body reduced the number of senators from 23 to 15, including the elimination of most duplicate positions.
- ix. The funding is almost inverted currently. Originally, it was \$9,000 for staff payroll and \$48,000 for goods and services (for programming and a large portion for student travel which is now part of RSO). The funds are now entirely used for wages, except for \$1,600 in goods and services. Last year, the Student Senate didn't start until winter quarter. This year they have had some vacancies that have supported their budget and allowed for a little extra funds for goods and services.

C. Proposed Adjustment to S&A Base Funding Allocations

- i. ASCWU Student Senate: Minimum Wage Increases & Programmatic Budget
 - 1. \$56,623 (Adjustment of \$13,303)
 - 2. The request is to increase the allocation to Student Senate so that they can provide appropriate wages, programming and serve students to their fullest potential.
 - 3. Proposed Reallocation: about \$3,000 for wages, \$1,500 for goods (uniforms, nametags, name plates), \$2,500 for services (room reservations as WA law requires them to meet in the same space), \$500

for office supplies, \$5,750 for total programming. \$3750 of the programming budget would be to help each senator put on their required annual event. The events are geared to increase student moral. Each senator would have \$250 to spend (\$3,750 total). Senators have the option to pay for the events themselves, get departments to donate supplies, or find supplies in ASCWU office which also has costs associated with it. \$2,000 of the programming budget would be for general programming. Student Senate puts on one large event each year to promote itself. They are hoping that the \$2,000 will help if the BOD can't help support the event.

4. Total reallocation request is \$13,302.92 on top of their current \$38,988 allocation. If this request is approved, their total allocation would be \$52,290.92.
5. How many hours are they paid for?
 1. Senators are paid for 5 hours a week.
 2. Vice speaker gets paid for 10 hours a week.
 3. There are also 20 administrative assistant hours that the speaker can divide up among as many students as needed.
6. Joey corrected that the adjustment would bring their base funding to \$56,623. The \$38,988 was after the 10% reduction.

ii. ASCWU Minimum Wage/Cost of Living Increases

1. ASCWU Board of Directors	\$250,970	(Adj. of \$17,187)
2. ASCWU ESC	\$64,357	(Adj. of \$1,161)
3. ASCWU Legislative Affairs	\$33,464	(Adj. of \$1,374)
4. ASCWU Student Life	\$30,452	(Adj. of \$1,222)

5. These are just wage increase requests. They were included in the previous reallocation request.
6. There are 6 executive board members. They represent Associated Students (AS) on all issues. Create bodies and committees to assist in the execution of the will of the Associated Students. They set policies, procedures, and expectations for Student Government. They appoint students to serve on most campus committees with student representatives.
7. The Office of the President and Vice President has 2-3 executive assistants to serve on university committees on their behalf, plan and execute events, manage ASCWU office on VP's behalf, prepare presentations and materials, and lead inter-office meetings.
8. Office of Student Life & Facilities hires administrative assistants and Wellingtons. Administrative staff are Wellington's handler, manage requests for Wellington, manage the care of the Wellington suits, and serve as the primary social media organizer.

9. Office of Equity & Multicultural Affairs supports the Equity and Services Council and fosters equity and inclusivity on campus.
10. Office of Legislative Affairs works to increase students' awareness of governmental proceedings, gets students to vote, works with state representatives to advocate for students, represents students in Olympia, and organizes Lobby Day.
11. The pay for the Board of Directors is set by the outgoing board.
 1. This year they just said that they are to be paid 18% above minimum wage (\$18.57/hour). The pay is supposed to be competitive with other institutions. Also, they would like to increase their staff wage to \$16.50/hour as they often perform the same tasks as professional staff.
 2. It is under the director's discretion on how many people to hire. They have a set number of hours to give out each week.
 3. BOD works a full year.

D. Carry Forward Request – Presentation:

- i. ASCWU Student Senate: Casino Night - \$9,000

E. Carry Forward of Revenue Generation Funding Request – Presentation:

- i. Publicity

1. Lola Gallagher is presenting for publicity.
2. The request is to carry forward funds generated by revenue activity.
3. 10 of their 16 workstations are not able to run the software that they use.
4. The rest of their workstations will be outdated within the next 2 years.
5. Over the next 2 years they would like to replace all of their computers.
6. 2018 was the last time they bought computers: 2 that could run video and a few smaller ones that were funded by a computer support services program that no longer exists.
7. Increased costs of supplies and operations and increased student/staff wages.
8. They've cut the fees that they charge to people for their services, so they are making less revenue than they did pre-pandemic.
9. What was the cause and benefit for reducing the fees?
 1. They had a healthy fund balance at the time to help mitigate the increased costs and reduced fees. They wanted to help mitigate the reduced budget impacts for others.
 2. To simplify how they were charging so that it was easier to understand.
 3. Any S&A funded department gets a discount on services.
10. What does Publicity do? What do they use their S&A funds for?
 1. Publicity center was created 26 years ago.

2. It was the wish of ASCWU and Campus Life to have a dedicated office to help promote student events. It wasn't funded by S&A at the beginning.
3. It started with just Lola and a few students. Now, it is Lola plus a couple professional staff, and less students than they have had in the past due to budgeting.
4. Typically, they would have between 16-18 students with student interns in the summer.
5. They do graphic design, video work, marketing, and quarterly writing (Hype).
6. Employ students to promote student events.
7. Is the ask to just carry forward their revenue from this year?
 - a. Lola clarified that it is more than just their carry forward balance from this year as that wouldn't be enough to replace computers.
 - b. Typically, they have carried forward funds which is why they have a significant amount.
8. Joey said that it becomes difficult since they had about \$60,000 in sales last year for this funding cycle. Sales are projected to be about \$30,000 for this year. When S&A money is used as seed money, the rest of the money is treated as S&A funds with all the restrictions that go with S&A funds.
9. They get their S&A allocation at the beginning of the year; they collect revenue throughout the entire year. It makes it difficult when they get revenue at the end of the fiscal year and then have funds rolled back.
10. The only reasonable time for them to replace equipment is during the summer. They are hoping to order in the next week or two. If they don't have funds, they won't be able to continue to offer the level of service that they do now.

F. S&A Fee Increase Discussion & Proposal

- i. The request is to increase the S&A Fee by \$27.50 in FY24 and by \$27.50 in FY25.
- ii. We are allocating more money that we take in each year. Our reserves are quickly depleting. We already have the 10% reduction, but don't want to cut student programs more.
- iii. The fee used to be part of tuition. In 2016, students separated the S&A fee from tuition as the state put a cap on how much universities could increase tuition each year.
- iv. \$237.10 is our current rate and it was set in 2017. Brady used the government's inflation calculator to calculate what the January 2017 fee would be with inflation

in January 2023. The projected quarterly fee with inflation would be \$292.10. Brady took this information to the ASCWU Board to request an increase of the S&A fee by \$27.50 over each of the next two academic years to help reduce the shock to students but to help maintain our reserves. The Board approved it to be recommend to the S&A committee.

- v. Joey mentioned that he is the advisor to ASCWU, S&A and the interim Associate Dean of SES. ASCWU put forth a request for increases in the WSA fee, SUB fee, and to first basic needs fee. Is there concern about us increasing so many fees for the students all at once?
 1. There will be students who are unaware of the fee increases and won't care.
 2. There will be students who are very conscious of each line item on their bill and may have a reaction. WSA is for all students. The SUB and pantry fees are for Ellensburg students only. We need to be conscious of the budget, but we also still have to provide services to students and the costs continue to increase.
 3. For students of low income or of no means, the Pell Grant was increased by \$500 this year which would help offset student costs. If we continue to cut student services, institutions will begin fall apart. Rebuilding requires people with institutional knowledge which is hard to replace.
 4. Sean mentioned that it's difficult being on the faculty side to make a recommendation. Through COVID, most universities didn't increase fees. The increase of fees seems relevant. With all the other increases, some increases may need to be staggered over time.

G. Base Funding Program Reviews:

- i. Scheduling Center
- ii. Student Funds Financial Manager
- iii. Student Leadership, Involvement, & Community Engagement
 1. This program is able to get good demographic information and they use the same software as many of the clubs and organizations.
- iv. Student Union Operations
 1. Based on the vote from the last meeting, this group will no longer get S&A funds starting next fiscal year so we will no longer get their program review.
- v. SUB Accounting
 1. The name when it was approved was SUB Accounting. So, this name will stay until the next funding cycle. The office is SURC Accounting.
- vi. SUB Custodial
 1. Joey believes that this one wasn't included in vote from last week to realign SUB and S&A funding of SUB.

Old Business

none

Public Comment – Second Call

none

Adjournment:

Brady moved to adjourn the meeting. Evelyn seconded. No objections. Jared adjourned the meeting at 6:33pm.

**Our next meeting will be May 25, 2023 (online) at 5:00pm.
Check out our website at www.cwu.edu/services-activities**