

Services and Activities Committee
Meeting Minutes
May 25, 2023

Called to order:

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

Attendance:

Brandon Thomas, Alice Williams, Evelyn Roehn, Brady Smith, Jared Osborne, Joey Bryant, Erin Sargent, Jessica Kitto

Absent: Sean Dahlin

Guests: Lola Gallagher, Charles Johnson Jr, Nicholas Villa, Mishel Kuch

Agenda:

MOTION: Evelyn made a motion to approve the agenda. Brady seconded. No objections. Motion carried.

Minutes:

MOTION: Evelyn made a motion to approve the minutes from 5/18/23. Jared seconded. No objections. Motion carried.

Reports

- I. Chair: No reports other than they intend to return to the committee next year.
- II. Advisors: Joey mentioned that this is our last meeting of the quarter.
 - a. Thank you to everyone for your time, energy, and thoughtfulness throughout the year.
 - b. Sean is moving into a different role and responsibilities next year, so he will not be able to serve on this committee next year. Thank you, Sean!
 - c. If anyone wants to serve again next year, let Joey and Nicholas know. Joey will be sending all committee members a feedback survey next week.
 - d. We will be removing the section D: Carry Forward Funding Request from ASCWU Student Senate: Casino Night from the agenda based on conversations that were had this week.
- III. ASCWU: Brady mentioned that today is student appreciation day. On June 1st at 6pm, Armani White along with many other performers will be part of Wild Fest 2023. Students can go to Wildcat Tickets to get their free ticket. On June 16th the new ASCWU Board will start. Brady thanked everyone for serving on this and on other campus committees.

Communications Received

There was a request made yesterday from KCWU for some expenditures that were supposed to be processed this year but might hit next year. This might be worked out, but if it's not, they can make a supplemental funds request either in the fall or as an emergency meeting over the summer. Since we received the request late, we couldn't add it to our agenda for tonight.

Public Comment

None

New Business:

A. Base Funding Program Reviews

- i. SUB Engineering
- ii. Theatre Arts

1. Both Theater Arts and University Recreation were the two departments who hadn't submitted their Program Reviews during winter quarter. They were just submitted over the weekend.
2. Theater Arts mentioned concerns about the minimum wage increases and returning to their normal amount of student employees. Did their budget increase to accommodate the minimum wage increase?
 1. Joey mentioned that no one's budget was increased with the minimum wage increase.
 2. In the past, whenever minimum wage or CODA increased, Erin's position would present a request to increase allocations based on the impact to base funded units. Over the past few years with the decrease in enrollment, we've had to cut funding and haven't been able to increase base allocations due to minimum wage increases.
 3. They will probably have to reduce the number of student employees, or the number of hours offered with the decrease in funding and the fact that minimum wage has increased but their allocation will remain the same.
3. It was proposed to skip to section F of the agenda as an increase to the S&A fee could have an impact on decisions being made.
4. Brady cautioned the committee on making decisions based on the proposed S&A fee increase as it is not guaranteed to be approved just because the S&A committee could potentially approve it. The Board of Trustees will convene a task force over the summer to look at all student fees. All increases to student fees have been put on pause until the task force can look at all fees.
5. On question 8, they mentioned that they have 3 vacancies. What are these vacancies?

6. Joey added that the S&A funding helps lower ticket prices for students to theatre arts and helps fund some of the student positions. Are the 3 vacancies positions funded by S&A?
- iii. University Centers
 1. University Centers submitted one Program Review for both University Centers and for Westside Student Affairs.
 2. What is JEDI development which was mentioned in question 11? Joey clarified that JEDI stands for Justice, Equity, Diversity, and Inclusion.
 - iv. University Recreation
 1. They had nice charts.
 2. On question 2, they had good details on how this service benefits students.
 - v. Veteran's Center
 1. This one was very thoughtfully written.
 2. S&A funding only pays for their programmatic pieces and a small percentage of one of their staff who puts on the programs. The other parts of the Veteran's Center are funded elsewhere which is why their program review focuses on their programs.
 - vi. Westside Student Affairs (same as University Centers)
 - vii. Wildcat Sports Radio Network
 1. They mentioned Nicholson Pavilion construction impacts their coverage of sporting events. The new pavilion is supposed to open this fall.

Old Business

Joey reminded everyone that they do not need to repeat comments with which they agree. If you are voting against the motion or abstaining, please give your reasoning for public disclosure prior to the vote. Make sure to be thoughtful and to look at the larger picture as we want to be consistent as it builds precedent. Be mindful if there are requests that directly impact you or from which you would benefit, make sure that you abstain from the discussion and voting. Anything said by Joey and Erin is meant to provide information but not an opinion on how to vote. Each request will require someone to make a motion to approve, deny, or approve the request with an adjustment. Keep in mind that the committee's role is to represent the student voice. All committee recommendations are sent to Joel Klucking, CFO. Joel reviews them and anything over \$25,000 or any adjustments to base allocations will be sent by Joel to the Board of Trustees for final approval. It's not advisable to make your decisions based on a possible S&A fee increase. If you want to approve a request based on a fee increase, it would be helpful to table the request until the fall as a fee increase hasn't been approved. \$1.2-\$1.4 million is the amount that we are projected to over allocate next year prior to the 10% reduction in allocation. We allocate about \$7.4 million, and we bring in about \$6.5 million.

A. Supplemental Funding Requests – Deliberation & Voting:

- i. 2305: The Observer - \$13,652
 1. The Observer is a worthwhile publication on campus.

2. The Observer is probably one of the biggest value items that we have seen especially with journalism declining and papers closing.
3. They are asking for one-time funding for many reasons including not having someone in Gretchen's position to promote sales. It would be important for the Observer to know that this would be a one-time increase and that they would get their regular allocation next year and would have to compensate based on increased costs.
4. **Jared motioned to approve the request. Brandon seconded.**
 1. Brady is going to abstain as he has some conflicts of interest.
 2. **3 yes, 0 no, 1 abstention. Motion passes.**

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

- i. The base funding allocation request made at the beginning of the quadrennial cycle was for the Student Academic Senate which was run differently than the current Student Senate structure. The funding was for a few staff and the rest was for programming. ASCWU went through the process to change to the Student Senate model. They no longer do funding requests. The money is now used to pay for student senators. They never came to S&A to request to spend their S&A funds differently than how they were allocated. They would either need approval to use base funds differently or they will have to stop paying their senators which would probably result in them coming back to S&A.
- ii. **Jared made a motion to approve the request. Brandon seconded.**
 1. Brady will be abstaining for all the ASCWU discussion and votes.
 2. **3 yes, 0 no, 1 abstention. Motion passes.**

C. Proposed Adjustment to S&A Base Funding Allocations – Deliberation & Voting:

- i. ASCWU Student Senate: Minimum Wage Increases & Programmatic Budget
 1. \$56,623 (Adjustment of \$13,303)
 1. Joey reminded everyone that he advises Student Senate, ASCWU, and S&A. This request is separate from the other ones on the agenda. This is specifically for an annual adjustment to the base funding allocation for the next two years of the quadrennium. This is also for increases in wages and adding a programmatic budget. The proposed new base funding allocation would be \$56,623 annually.
 2. As this request is different from the other 4 requests in item ii, there might be other questions. For item ii below, we could put them all together in a motion or do them line by line.
 3. **Jared motioned to approve requests Ci and Cii on the agenda. Brandon seconded.**
 - a. **3 yes, 0 no, 1 abstention. Motion passed.**

4. Joey mentioned that Brady did a good job presenting the nuanced differences between ASCWU and other units with minimum wage increases.
- 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)
- D. Carry Forward Funding Request – Presentation, Deliberation, & Voting:
- i. ASCWU Student Senate: Casino Night - \$9,000 – This request has been removed from the agenda.
- E. Carry Forward of Revenue Generation Funding Request – Deliberation & Voting:
- i. Publicity
 1. Lola provided additional details about her request in an email which is posted online with this meeting’s agenda.
 2. Joey added that this should be treated as a supplemental request. At the end of the year, funds will still roll back, if the request is approved, Erin would set aside the funds in a clearing account for Publicity to use.
 3. Are conferences, professional development and internships supported in their current budget?
 1. Joey mentioned that the request would go above what their current budget would support.
 2. Brady outlined the details of Lola’s email: \$40,000 for computer workstations, \$12,000 for conferences (3 conferences at \$4,000 each), \$10,000 reserve for unanticipated expenses, \$8,000 for professional development opportunities, and \$4,000 for internship support. The total is \$74,000.
 4. How many computers are you looking to replace with the \$40,000?
 1. Lola clarified that they are looking to replace 6 student workstations, 3 professional staff workstations, 1 video student workstation.
 5. \$74,000 is the total request. Would their roll over to next year be enough to cover the expenses?
 1. Lola mentioned that this would be about half of what they need. Their fund balance is the accumulation of about 20 years of roll over funds.
 6. Would we have two funding cycles to adjust this?
 1. Lola mentioned that the computer situation is critical. They can’t operate without them. The professional development for students and staff is a high priority, but it is contingent on what situations and opportunities arise. Lola wouldn’t be coming back next year to

ask again for computers. The professional development would be for the next two years.

2. Joey added that the funding would be there for the remaining years of the base funding cycle. If the request is approved in full, it would be there for Publicity to use. If the committee only approved part of the request, they could only spend that money for the allocated purpose. Supplemental funds are treated a little differently as they can only be used for the specific approved expense.
3. **Brady motioned to approve \$40,000 for computer workstations, \$12,000 for conferences, \$10,000 reserve for unanticipated expenses, \$8,000 for professional development opportunities, and \$4,000 for internship support for Publicity. Seconded by Evelyn and Jared.**
 - a. Brady mentioned that he made his motion because Publicity is revenue based and a large portion of their revenue comes in at the end of the year. This makes it different from other requests that we have received.
 - b. Joey mentioned that we need to look at supplemental requests to see if the request is building onto a program or if it is supporting an existing program. Our funding priorities are to first support existing programs as they are, second is to help programs increase when it relates to non-professional staff, third is to help programs increase in relation to professional staff, and the fourth is to support new programs. The purpose of supplemental funding is for unexpected expenses or for updating or replacing equipment.
 - c. **4 yes, 0 no, 0 abstentions. Motion passed.**

F. S&A Fee Increase – Deliberation & Voting

- i. Increase of \$27.50 in FY24 and increase of \$27.50 in FY25.
 1. Joey mentioned that we need to be fiscally responsible and support our S&A funded programs. S&A would make the recommendation, then it would go to the CFO. There is a task force that has been created by the CFO to look at all student fees. The SUB fee, WSA fee, and basic needs fee have been proposed for increases. They are looking at fees to see when they were last increased, the revenue, and the expenses. The idea of the task force is to provide information to take to the Board of Trustees who approves all fee changes. In the past, administrators have been concerned about the impact of fee increases on students. It has been publicly stated that we historically have the highest fees among other

- state institutions. Other institutions have raised their fees catching up to us. Do our fees prevent students from enrolling and/or impact retention?
2. Erin mentioned that it would be useful to keep in mind what the impact would be on the \$1.3 million deficit. A \$55 increase over 2 years, based on current enrollment, would result in a \$1.2 million increase in revenue. This might put us a little above breaking even with the 10% reduction of allocations. In the past, as tuition would increase, the S&A fee would also increase. Since 2017, tuition has increased but the fee hasn't. Erin mentioned that a \$45 increase would match the rate at which tuition has increased. This increase would result in about \$1 million in revenue. Erin looked at Western, their fee has increased by about 15% since 2017 with small percentage increases each year except for 2020 which was probably due to COVID. At 15%, the fee would increase by about \$36 and would result in about a \$775,000 increase in revenue. For every \$5 increase in the fee, it's about a \$110,000 increase in revenue.
 3. Jared pointed out that we have had 19% inflation since 2017. So, increasing our S&A fee by 15% is not keeping up with inflation.
 4. If we combined a 15% fee increase and the 10% reduction in allocations, we would break even.
 5. Brady thinks that recommending a 15% increase makes more sense based on the current political climate regarding student fees. As well as making a recommendation to next year's committee to consider another increase.
 6. Joey mentioned that the committee could recommend that the university look at instituting a regular increase or having it reviewed every year. There are some other fees that are established in this manner.
 7. It would be good to have S&A or ASCWU recommend approval of the final fee increase as this would still allow for a student voice without having the fee automatically increased each year.
 8. **Jared made a motion to recommend increasing the S&A fee by 15% with a review of the fee for the following year and with a potential increase. Brady seconded.**
 9. **4 yes, 0 no, 0 abstentions. Motion passed.**

Public Comment – Second Call

Joey mentioned that the carnival is happening on Barto lawn until 8pm tonight on the Ellensburg campus.

Thank you to all for a great year! Congratulations to those who are graduating! For those that are still here next year, Joey will reach out next year.

Erin thanked everyone and wished congratulations to everyone graduating.

Lola mentioned that she has been attending these meetings since they went virtual during the pandemic. She is very impressed with how thoughtful everyone is on the committee.

Nicholas thanked everyone and is looking forward to working with anyone who will still be on the committee next year.

Adjournment:

Alice adjourned the meeting at 6:29pm.

**This is our final business meeting of the academic year.
The S&A Committee will reconvene during Fall Quarter 2023.
Check out our website at www.cwu.edu/services-activities**