

Services and Activities Committee
Meeting Minutes
January 4, 2024

Called to order:

Jared called the meeting to order at 5:11pm.

Attendance:

Erin Sargent, Joey Bryant, Mia Young, Nicholas Villa, Xander Johnson, Alice Williams, Jake Robinson, Spencer Winters

Absent: Jared Osborne

Guests: Lola Gallagher

Agenda:

MOTION: Alice made a motion to approve the agenda. Nick seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)

Minutes:

MOTION: Jake made a motion to approve the updated minutes from 11/30/23. Nick seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)

Reports

I. Chair:

a. None.

II. Advisors:

- a. All the annual financial reports and program reviews have been received with an exception from the 4 budgets from SLICE, who has been in communication with the advisors regarding the matter. Almost all of these are now on the website
- b. Erin and Joey have a meeting coming up with the base funded program managers, VPs, and Deans on January 18th. The people they are meeting with oversee the different base funded units. They will be discussing budget reductions, rollback of salary savings, and unspent funds moving forward. This discussion will also address the future planning regarding base funding that needs to be submitted next year. This will provide them with the details to submit as well as answer any questions.
- c. Erin will provide information about the health of the budget areas that are requesting funds, which provides a clearer financial picture.

III. ASCWU:

a. None.

Communications Received

The committee received two additional supplemental funding requests, which will be presented in future meetings.

The committee received two other supplemental funding requests from clubs, but they will not be coming to future meetings since they are not from base funded units. They have been directed to RSO's supplemental funding process.

Public Comment

None.

New Business:

A. Review Process for Annual Financial Reports & Program Reviews

- i. Start by looking at the annual reports first, which look at last year. This looks at the financials and asks four questions based on the financials.
- ii. Program reviews ask questions about the current year.
 1. Explains the goals to support students (or learning objectives) and how they assess that, the overall purpose, any overlapping programs/services, how it aligns with S&A funding and CWU's mission and goals, who uses the program- any unique students, vacant positions, the impact of budget reductions, challenges to use the base funding, and growth or increases that the program would like to see in the future.
 - a. These questions are going to be used next year for base funding.

b. Administrative Support Costs

i. Financial Report

1. Supports some of the internal administrative areas, which support S&A programs
 - a. They received \$450,000 in 2022, but they received \$405,000 in 2023 due to the 10% reduction that took place across the board.
 - b. They do not have any transfer of expenses or negative fund balance.
 - c. The Admin Fee is broken up by: Accounts Payable & Travel, Human Resources, Information Technology Applications, Information Technology Enterprise Information Systems, Payroll, Purchasing- Business Services & Contracts, and Student Financial Services
 - i. All of this provides services to the different base funded units.
 - d. The committee reviews the questions
 - i. The fourth question asks if they overspent or left money on the table. The committee wants to ask "why?"
 - e. Erin explained that in question 3 there is usually a transfer showing the remaining balance, but the rollbacks prevented

that from happening. Or, if they overspent their budget there will be a negative balance. However, the sub fee rollback did not occur as it should have.

- f. Joey Clarified that there is generally not a lot of fund transfers, which is why this is asked. Rollbacks of unspent funds might show up as a transfer.
 - i. The committee's role is to review this and determine if the base funded units are using the money appropriately. This can be done by providing feedback and asking questions.
- g. Xander clarified that the committee is reviewing the information provided to ensure that there are not any unreasonable discrepancies.

ii. Program Review

- 1. Discusses specific admin services that are being used and how it supports the S&A base funded programs. This is especially relevant regarding payroll.
- 2. Unique students are calculated during the funding cycle, which is counted by how many computers are in use in areas funded by the S&A fee.
- 3. The budget reductions have not directly impacted the department level since these are managed at the VP level.

iii. No questions or feedback were given.

c. Scheduling Center

- i. "Provides room scheduling and resource management for all non-academic meetings and events on campus."
 - 1. Supports the Student Union, which provides a community center to gather for formal and informal student learning.

ii. EOY:

- 1. There were no vacancies last year.
- 2. The fund transfer was the rollback of unspent S&A Allocation due to salary savings.
- 3. The positive fund balance was the result of salary savings from student wages.
- 4. The transfer back for 2023 was \$27,000.
 - a. The S&A portion got rolled back, but the pieces that came in needs to go back to where the funding sources came from, which were multiple funding sources.
 - b. Essentially the \$27,000 that was rolled back went back to S&A.
- 5. Net Resources is what was left from that year, which is \$46,861.
 - a. This is seen as sub-fee revenue (self support), which adds a little to their fund balance.

iii. Program Review

- 1. Scheduling supports the Student Union.
 - a. Student Union strives to provide a community centered gathering place with exceptional programs, services, and

facilities to encourage formal and informal student learning and leadership growth.

- b. Scheduling is a one stop shop for student clubs/organizations, departments, and off-campus groups to schedule space and resources.
 - i. There are no other programs that offer similar services.
 2. Their effectiveness is determined by their usage numbers, space and resource reports of facilities, and quarterly surveys for data informed practices.
 - a. Asks: How much were the spaces utilized? How frequently were certain spaces used?
 3. All of the departments and offices on campus utilize scheduling to set up their space and the rentals. Scheduling recorded 1.5 million people that came into the Student Union.
 - a. 4401 reservations for S&A groups
 - b. 7505 for Departments
 - c. 102 for Conferences
 - d. 317 for Off-campus
 4. This budget does not have student wages, so reductions impact the number of employees that will attend the annual 25live conference.
 5. S&A only supports 18% of their overall budget.
 - a. They receive money from the Conference Center, the State, and the SUB fee.
 6. They have been building back their use of space to allow for more opportunities to grow student programs and services.
- iv. Questions/Feedback?
1. Xander was under the impression that there were students employed in the Scheduling Center.
 - a. Joey explained that they are not paid for under the S&A Allocation.
 2. Nick asked if the Annual Report is standardized or if it could be standardized?
 - a. Joey explained that the only one that is going to be different is the Admin Fee because of the different administrative units, but most Annual Reports will have a more detailed breakdown.
- d. SUB Custodial
- i. Annual Report
 1. Breakdown shows that they did not spend anything on utilities and services.
 - a. The budget is mainly allocated towards the staffing, which is summed up to \$255,868.
 - b. The committee can inquire about units and justifications that may be unclear.

- c. They did not explain why they left \$38,437. However, does not look like there were any reductions on how they spent the money.
- ii. Program Review – ties into the program itself, purpose, and what they do
 - 1. On average, 1.5 million people came into Student Union.
 - a. They supported 2,561 S&A events in the SURC meeting rooms.
 - 2. Budget reductions directly impacted their student wages as well as their ability to purchase equipment.
 - 3. S&A funds contribute to about 63.8% of their budget and the rest comes from SUB fee.
- iii. Feedback/Questions
 - 1. Xander pointed out that the reduction would directly impact student wages and inquired about what that could mean.
 - a. Joey answered that could be a question to directly ask them. He speculated that they could reduce the number of students and maintain the hours *or* reduce the hours and maintain the number of students.
 - b. Joey then referred to their Annual Report showing a decrease in Student wages by \$4,000 from one year to the next.
 - 2. Joey reminded everyone that there are thirty-eight base funded units. The committee may review between 3-5 per meeting.
 - a. The committee is expected to be looking at these in advance and coming up with questions prior to the meeting.

Old Business

A. Supplemental Funding Request – Deliberation & Voting

- a. 2404: Observer/Pulse ACP National Conference - \$8,512
 - i. Erin shared Observer/Pulse’s Current Budget Data. Since this is a joint request, both were shown. She emphasized that these are only projected numbers displaying the way things are looking.

	Observer	PULSE
FY24 Beginning Balance	-	(8,734)
YTD FY 24 Funding	51,802	18,648
YTD Expenses (as of November closing)	18,536	2,466
Projected Ending Balance	-	(9,000)

- ii. Alice loved the Conference request idea but is unsure based on the projected end of year balance. She really wants to approve it, but these projections make her hesitant to approve it.
- iii. Xander asked if the committee could limit this projected deficit in any way
 - 1. Joey explained that this request is looking at what they are requesting for this conference. The committee decides whether to approve the requested amount, a different amount, or not at all. He warns the committee to be cautious when looking at areas with a hole to then fill it with supplemental funds. Any programs going into the negative at the end of the year occurs due to unforeseen

expenses or details that were not kept track of (e.g., staffing changes or minimum wage increases). This money in the hole may have to come out of S&A funding anyways while impacting their next year's budget.

2. Xander clarified that he was asking if there was anything the committee could to help from the exterior, not necessarily to fill in the hole.
3. Erin explained that she wants to make sure the committee is looking at the full picture. The supplemental funding would not impact the projected deficit since it would only fund the conference.
- iv. Nick stated that the deficit is a separate issue to the funding request. Without knowing why PULSE is in a deficit they cannot make a decision based on this information (projected deficit). It should not affect their opinion to support the supplemental funding.
- v. Xander explains that the information is very beneficial but does not provide the full picture. When it comes to the quality of CWU students, this is something that is beneficial and should be approved.

B. MOTION: Alice made a motion to approve the funding request at the full amount. Spencer seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)

Public Comment – Second Call

Erin wants to welcome everyone back. It's nice to see everyone again and she's glad that everybody made it back. She hopes they have a great quarter.

Adjournment:

MOTION: Jake made a motion to adjourn the meeting at 6:17. Nick seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)

Our next meeting will be January 11, 2024 (online) at 5:00pm.

Check out our website at www.cwu.edu/services-activities